Steps to be followed for the making of online payment for Plant Quarantine Station (PQS) Charges.

1. Visit the website [https://bharatkosh.gov.in/](https://bharatkosh.gov.in/)

2. Click on **Register as User**, below screen will be appeared then fill the valid mobile number and e-mail ID and request for OTP

2.1 Fill the received OTP and click on **verify**.
3. Once the OTP verified below screen will appear and fill the required information as requested. (NOTE: DON’T click on NEFT based transaction)

3.1 Depositors category: Select Individual / Corporate / NGOs from drop down box

3.2 Select Controller: Select AGRICULTURE from dropdown box.

3.3 Create User Name and Password and make note of the same for future use

3.4 Fill the other requisite information and submit account will be created.

4. After the creation of account, login by using username and password. Under the MAKE YOUR PAYMENT (horizontal row) head select Payment to GOI (Vertical row).
5. In new page fill the following

5.1 **Depositors category** select **Individual / Corporate / NGO**

5.2 **Purpose:** Please click on search button 🕵️ appears at the end of box
After the clicking the search button select the purpose highlighted.

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Payment Type</th>
<th>Function Head</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRADING CHARGES-ONION</td>
<td>None</td>
<td>0435008000000000-OTHER RECEIPTS</td>
</tr>
<tr>
<td>GRADING CHARGES-POMEGRANATE</td>
<td>None</td>
<td>0435008000000000-OTHER RECEIPTS</td>
</tr>
<tr>
<td>GST TDS AHD MUMBAI</td>
<td>GST TDS</td>
<td>8658001010800000-GST-TDS</td>
</tr>
<tr>
<td>GUARANTEE FEES AND MISCELLANEOUS GENERAL SERVICES (SECTT-1)</td>
<td>None</td>
<td>0075001080000000-GUARANTEE FEES</td>
</tr>
<tr>
<td>GUEST ROOM RENT-NIFPHATT, CIFNET-PAO, COCHIN</td>
<td>GUEST ROOM</td>
<td>0405000110000000-RENTS</td>
</tr>
<tr>
<td>JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN</td>
<td>JOURNAL CHARGES</td>
<td>0401008000000000-OTHER RECEIPTS</td>
</tr>
</tbody>
</table>

Select Ministry as **AGRICULTURE**
Then In the scroll down box please select the following

**JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN**

**NOTE:** Please take care while selecting and ensure it should be **PAO COCHIN**

5.3 **Payment type**: **Journal Charges**
Once you select the JOURNAL CHARGES-DCCD, DASD-PAO, COCHIN below information will appear automatically please check it once for confirmation

5.4 **Function Head**: **0401008000000000-Other Receipts**
5.5 **Pay & Accounts Office (PAO)**: **00476 – PAO(Agri Coop), Cochin**
5.6 **Drawing & Disabusing Office**: **200493- Assistant Director**
   **(NOTE: while selecting you should select 200493 only)**

5.7 **Amount INR**: Write the appropriate amount in the box
5.8 **Payment frequency**: **NO RESTRICTION**
5.9 **Remarks**: *give a brief about your payment intention.*

After filling all the details select **ADD**
6. After ADD the below screen will appear, please check the details once, it’s found correct click on NEXT.

```
Payment Purpose

Depositor’s category: Individual
Purpose: JOURNAL CHARGES
Payment Type: JOURNAL CHARGES
Ministry: AGRICULTURE
Pay & Account Office (PAO): 000476 - PAO(Agri-Coop), Cochin
Drawing & Disbursing Office (DDO): 200493 - Assistant Director
Amount: INR 500
Payment Frequency/Period: No Restriction
Remarks: Journal charges for the month of December, 2018 from Mrs...

Next
```

7. The screen will moved to next page and mentioned the requisite details correctly

7.1 Name :
7.2 Address :
7.3 Country : INDIA
7.4 State : KERALA (Select from scroll down box)
7.5 District :
7.6 City :
7.7 Pincode  
7.12 Mobile No.  
7.13 E-mail 

After entering valid mobile number and E-mail ID please select Online Payment and click on NEXT

8. After click on NEXT the below shown screen will appear, please check the details furnished once before click on CONFIRM on right hand side
9. Once the confirmation done, the Payment Gateway page will be displayed as shown below.

9.1 Select any of the Gateways
9.2 Select the mode of payment **Net Banking / Debit Card / Credit card** then click on accept terms and conditions and click on **PAY**
10. Once click on the **PAY** the below screen will appear fill the required details and proceed further
After the Pay Now the OTP will come to your mobile and complete the payment.
11. Once the payment made successfully the following screen will appear

12. Once above screen appears, click on **Generate Receipt** and the same may be send (2 copies) along with application for replica serial numbers. The copy of E-receipt is given for reference.
RECEIPT

Transaction Ref.No. 0510170000138 Dated: Oct 5 2017 10:03AM
Received from MR. SANTHOSH G A with Transaction Ref.No. 0510170000138

Dated Oct 5 2017 10:03AM the sum of INR 5 (Five Only) through Internet based
Online payment in the account of FEES FOR QUALITY CONTROL GRADING OF AGRICULTURAL PRODUCTS-PAO, COCHIN, Replica charges (digital payment test).

Disclaimer: This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

Printed On: 05-10-2017 10:5:44

Courtesy :- Controller General of Accounts
IMPORTANT INFORMATION

1. Select Ministry/Controller : AGRICULTURE
2. Pay & Accounts Office (PAO) : 00476 – PAO(Agri Coop), Cochin
3. Drawing & Disabusing Office : 200493-Assistant Director
4. Function Head: 040100800000000-Other Receipts