

User Guide

For

NTRP – NEFT/ RTGS mode of transactions



Prepared for: O/o Controller General of Accounts

11-Aug -2016

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11-August-2016	Ranjit Nair	1.0	Draft Version
19-Sep-2016	Ranjit Nair	2.0	Included Provisional Receipt module

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1 User Registration for NEFT Transactions:

NEFT/ RTGS based transactions can be done at NTRP only if user registers himself as a NEFT based user. User will have to undertake following steps:

1. Click on **'Register as User'** button at Home page.
2. Enter valid **Mobile No.** and **E-mail ID**; click on **'Send OTP'** button.
3. Enter the OTP sent on the mobile no. provided by the user and click on **'Verify'** button.
4. Enter all the details correctly and click on **'Submit'** button. User is required to enter a valid Username and password, as per the valid acceptable characters allowed for these fields.
5. Following fields are mandatory that are to be filled by the User to avail the NEFT transaction feature:
 - NEFT Based Transaction(Depositor will check this checkbox field)
 - Select Bank Name
 - Bank Account Number
 - IFSC Code
6. User will receive a pop up message "Successfully Registered".
7. Once the user is successfully registered as a NEFT based user, User will be able to do NEFT/ RTGS based transactions through NTRP.

The screenshot shows the 'User Registration' form on the Non-Tax Receipt Portal. The form is titled 'User Registration' and is part of the 'Non-Tax Receipt Portal' by the 'Controller General of Accounts, Dept. of Expenditure, Ministry of Finance, Government of India'. The form includes the following fields and options:

- Mobile No.: INDIA(+91) 9711433554
- Email Id: abc@gmail.com
- NEFT Based Transaction: (Red arrow points to this checkbox with the text: "Check to register as a user with NEFT based Transaction")
- Depositor's category: Individual
- Select Controller: AGRICULTURE
- First Name: kajal
- Last Name: kumari
- User Name: kkajal85 (Check username availability: kkajal85 is available)
- Password: [Redacted]
- Confirm Password: [Redacted]
- Organization Name: CGA
- Company Identification No.: 12
- TAN: [Redacted]
- Select Bank Name: ALLAHABAD UP GRAMIN BANK (Red arrow points to this dropdown menu with the text: "Add Bank Name, Bank Account Name & IFSC Code for using NEFT based transaction")
- Bank Account No.: 1232435545456
- IFSC Code: SBI11563

Buttons: Reset, Submit

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Figure 1: Add Account No. at My Profile page

2 Steps for initiating Offline (NEFT/ RTGS) transactions

User has an option to select Offline pay mode at NTRP. If user has to do an offline payment for a purpose then the below given steps have to be followed by user:-

- User selects pay mode (Swift/ NEFT/ RTGS) radio button at the depositor details page.

- At the selection of this pay mode radio button, a pop up page will be visible and user will be prompted to login as a NEFT/RTGS based user, if user has not registered as a NEFT based user, then user will have to enter his valid Bank account no and IFSC Code at the pop up page.

The screenshot shows the 'Depositor's Details' page on the Non-Tax Receipt Portal. The page is divided into four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The 'Depositor's Details' section includes fields for Name, Address Line 1, Address Line 2, Country (INDIA), State, District, City, Pincode/Zipcode, TAN, TIN, PAN, Aadhaar, Mobile No, and Email. A pop-up window is displayed over the form, asking the user to provide credentials if they are a registered NEFT user (User Name and Password) or bank details if not (Bank Account No, Bank Name, and IFSC Code). The pop-up also has a 'Submit' button. At the bottom of the form, there are radio buttons for 'Online payment' and 'SWIFT/NEFT/RTGS', and 'Back' and 'Next' buttons.

Figure 2: Add Account No. pop up at Depositor details page

- Once user has provided valid Bank account details, user will click on next button and will be navigated to Confirm Info page.

The screenshot shows the 'Confirm Info' page on the Non-Tax Receipt Portal. The page is divided into four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The 'Confirm Info' section displays a summary of the payment details. The 'Payment Mode' is 'Offline Payment'. The 'Depositor Details' section includes fields for Name (M/S. Ranjit Nair), Address 1 (Noida), Address 2, City (delhi), State (DELHI), Pincode/ZipCode (110025), Mobile No (7503783545), Email (ranjtnair_91@yahoo.com), Aadhaar Number, PAN Number, and TIN Number. The 'Purpose Details' section is a table with columns for Sr. No., Ministry, DDO Name, PAO Name, Purpose, Payment Period/Frequency, and Amount (In INR). The table shows a single entry for TELECOMMUNICATIONS with an amount of 2000. The total amount is INR Two Thousand Only.

Sr. No.	Ministry	DDO Name	PAO Name	Purpose	Payment Period/Frequency	Amount (In INR)
1	TELECOMMUNICATIONS	DDO, SO(Cash), New Delhi[205155]	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER[077188]	WPC SACFA payments	Annual, 2016-2017	2000
Total:					INR Two Thousand Only	2000

At the bottom of the page, there are 'Back' and 'Confirm' buttons.

Figure 3: Confirm Info page

- User will have to click next button and he will reach the final page of offline pay mode transaction cycle. At this page user can download the Deposit slip.

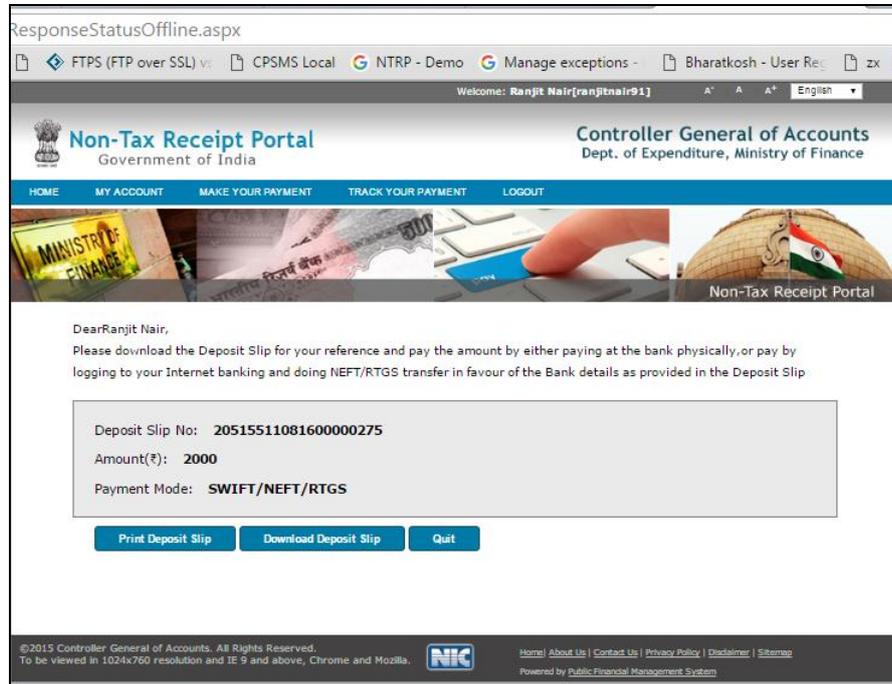


Figure 4: Download Deposit Slip page

Bharat Kosh (Toll free No.1800 118 111)		Deposit / Pay-in-slip - NEFT / RTGS			
<p>Note : Officials at Bank's counter and the depositor himself/ herself need to ensure that the remitter bank A/c no. being used for the NEFT/ RTGS instruction is same as what is printed on this deposit slip. Any error in entry of this A/c no. will lead to non-delivery of services expected in lieu of this payment to Government of India.</p>		Beneficiary (PAO) A/C No. :	10578801002		
		Beneficiary (PAO) IFSC Code :	RBIISOMBPA04		
		Beneficiary (PAO) Account Type :	Current Account		
		Remitter's Bank Name :	ICICI BANK LTD		
		Remitter's Bank A/C No. :	107001509239		
		Remitter's Bank IFSC Code :	ICIC0001070		
		Payment Period/ Frequency :	Annual, 2016-2017		
Remitter Name	Department / office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Beneficiary (PAO)Name & Code
Ranjit Nair	DDO, SO(Cash), New Delhi (205155)	WPC SACFA payments,SACFA siting application registration fee	2,000.00	127500103050200	CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER (077188)
Total :			2,000.00		
(In words) Rupees : Two Thousand Only					
For Bank's Usage					
NEFT Request Received Date					
Transaction Amount					
NEFT Charges					
NEFT UTR No					
Courtsey :- Public Financial Management System					

Figure 5: Deposit Slip

- User will have to carry this Deposit slip generated at NTRP to his Bank branch and ask the bank counter official to initiate NEFT into the PAO's Bank Account as mentioned in the deposit slip.
- User will also have to ask the bank official to write down the UTR No. at the Deposit slip.

3 Enter UTR No at Track your payment page

User will have to login at NTRP>>Track your transaction page and enter the UTR No. for each such transaction done at NTRP.

Transaction(s) History

Track Your Payments

Mobile No: **

Or

Email : **

Or

Transaction Ref. No. **

** "Enter Either EMAIL OR Mobile No. OR Receipt Number."

[Show My Transaction](#)

Disclaimer:- If your Account has been debited and the transaction is not showing successful status, Please wait for some time before making another transaction for the same purpose, the system may take some time to update the status for your debited Amount.

Transaction Ref. Number	ChallanNo	Bank Transaction Number	Transaction Date	Payee Name	Total Amount	Status	UTRN No
1108160000275	20515511081600000275		8/11/2016 12:50:34 PM	Ranjit Nair	2000 (INR)	Offline- Deposit Slip Created	Enter UTR No.
			7/5/2016 12:19:52			Offline- Deposit	

Figure 6: Track your payment page

User will have to select the mode of payment whether NEFT or RTGS and enter the UTR number as obtained from the bank and also enter the date on which he did NEFT / RTGS at his bank counter. Users are advised to enter the exact UTR no. as received from the Bank. If it is NEFT based transaction then the UTR No, will be a minimum 12 characters number which can have only alphabet or digit (no special character like -, % \$ # etc)

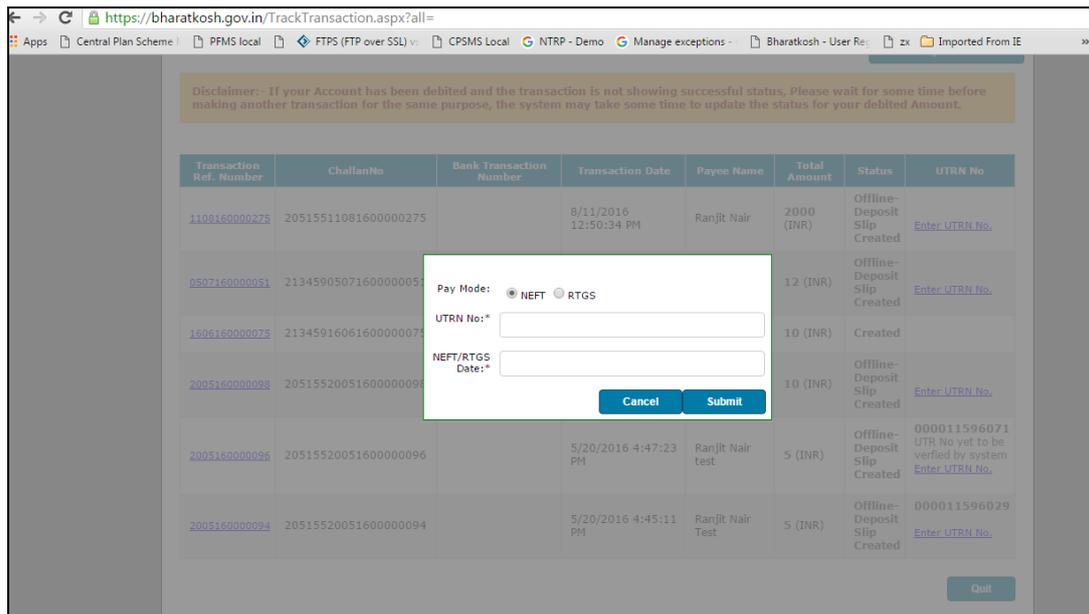


Figure 7: Enter UTR No. page

Once user enters the UTR and clicks submit button, UTR no. entered will be displayed along with a message "the UTR yet to be validated by system".

3.1 Provisional Receipt

Once the UTR is submitted, user should click on the Transaction Ref. No link to view the Provisional Receipt. Provisional Receipt is generated once the user has entered the correct UTR no., a message will be displayed " UTR No. yet to be verified", if the UTR no. entered by user is also reported back to NTRP by RBI, then the UTR no. yet to be verified message will be removed and a subsequent "UTR verified" entry is made in NTRP database, PAO and other users will be able to view it in the transaction reports.

Once the user has generated the Provisional Receipt, he/she can show this Provisional Receipt to the concerned department official to receive the service. In case the UTR is verified back to NTRP via RBI, then it will be displayed to the department official at the NTRP transaction summary report and Dept user will provide the service for which the NEFT payment was done.

Transaction Ref. Number	ChallanNo	Bank Transaction Number	Transaction Date	Payee Name	Total Amount	Status	UTRN No
1108160000275	20515511081600000275		8/11/2016 12:50:34 PM	Ranjit Nair	2000 (INR)	Offline-Deposit Slip Created	Enter UTRN No.
0507160000051	21345905071600000051		7/5/2016 12:19:52 PM	Ranjit Nair	12 (INR)	Offline-Deposit Slip Created	Enter UTRN No.
1606160000075	21345916061600000075		6/16/2016 2:48:32 PM		10 (INR)	Created	
2005160000098	20515520051600000098		5/20/2016 4:50:30 PM	Ranjit Nair TEST	10 (INR)	Offline-Deposit Slip Created	12345678910110 UTR No yet to be verified by system Enter UTRN No.
2005160000096	20515520051600000096		5/20/2016 4:47:23 PM	Ranjit Nair test	5 (INR)	Offline-Deposit Slip Created	000011596071 UTR No yet to be verified by system Enter UTRN No.
2005160000094	20515520051600000094		5/20/2016 4:45:11 PM	Ranjit Nair Test	5 (INR)	Offline-Deposit Slip Created	000011596029 Enter UTRN No.

Figure 8: Click Transaction Ref. link to view details

Depositor Transaction Details

Name:	M/S. Ranjit Nair Test	Mobile No.:	7503783845
Address Line 1:	DELHI	Email:	ranjittenair_91@yahoo.com
Address Line 2:		Aadhaar Number:	
District :	NEW DELHI	PAN Number:	
State :	DELHI	TAN Number:	
Pincode:		TIN Number:	

Payment Details:

Payment status:	Offline-Deposit Slip Created
Bank Name:	
Aggregator Name:	
Channel Name:	
Response Bank Name:	
Response Channel Name:	

Document List:

Provisional Receipt

Deposit Details

Purpose	Amount	Ministry	Functional Head	DDO Name	PAOName	Payment Frequency/Period	Document List
WPC SACFA payments	5 (INR)	TELECOMMUNICATIONS	127500103050200	DDO, SO(Cash), New Delhi	CONTROLLER, OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER	One Time	

Figure 9: Transaction details page



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Government of India Receipt Portal

PROVISIONAL RECEIPT FOR TRANSACTION

Dear **Ranjit Nair Test**,

Thank you for making a payment of Rs. **5.00** with reference to Transaction Reference Number:

2005160000094 and Challan Number: **2051552005160000094** in favour of Ministry:

TELECOMMUNICATIONS (095), PAO Name: **CONTROLLER OF COMMUNICATION ACCOUNTS, PAO HEADQUARTER (077188)**, DDO Name: **DDO, SO(Cash), New Delhi (205155)**, for Purpose **WPC SACFA payments** and Payment type **SACFA siting application registration fee**.

Please note that this is a provisional receipt subject to the validity of the UTR Number **000011596029** entered by you at . In case of mismatch of the UTR Number the validity of this provisional receipt stands cancelled.

Printed On: 19-09-2016 02:44:42

Courtesy :- Controller General of Accounts

Figure 10: Provisional Receipt