

**Department of Agriculture
Govt. of Bihar**

User Guide & Training Module

For

**Return of Payment in PM Kisan Yojna
through RTGS/NEFT**

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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.

Non-Tax Receipt Portal
Government of India
Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

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MINISTRY OF FINANCE

Non-Tax Receipt Portal

User Registration

Mobile No : INDIA(+91) 9711433554

Email Id : abc@gmail.com

NEFT Based Transaction **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 :

Confirm Password :

Organization Name : CGA

Company Identification No. : 12

TAN :

Select Bank Name : ALLAHABAD UP GRAMIN BANK **Add Bank Name, Bank Account Name & IFSC Code for using NEFT based transaction**

Bank Account No. : 1232435545456

IFSC Code : SBI11563

Reset Submit

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To be viewed in 1024x760 resolution and IE 9 and above, Chrome and Mozilla. **NIC** Home | About Us | Contact Us | Privacy Policy | Disclaimer | Sitemap | Terms & Conditions
Powered by Public Financial Management System

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 includes a progress bar with four steps: 1. Payment Purpose, 2. Depositor's Details (current), 3. Confirm Info, and 4. Pay. The form fields for Depositor's Details include Name, Address Line 1, Address Line 2, Country (INDIA), State, District, City, Pincode/Zipcode, TAN, TIN, PAN, Aadhaar, Mobile No (with a dropdown for INDIA(+91)), and Email. A pop-up window is overlaid on the form, containing two sections: 'If Registered as a NEFT user, please provide your credentials to proceed further' with fields for User Name and Password, and 'If you're not registered as a NEFT User, please enter your Bank Account details through which you will do NEFT' with fields for Bank Account No, Bank Name, and IFSC Code. Both sections have 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 Payment Portal. The page includes a progress bar with four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info (current), and 4. Pay. The page displays a summary of the payment details in a table format. The 'Payment Mode' is 'Offline Payment'. The 'Depositor Details' table includes Name (M/S. Ranjit Nair), Address 1 (Noida), City (delhi), State (DELHI), Pincode / ZipCode (110025), Mobile No (91) (7503783845), Aadhaar Number, PAN Number, and TIN Number. The 'Purpose Details' table includes a single entry for TELECOMMUNICATIONS with a total amount of INR Two Thousand Only (2000). The page also features a 'Back' button and a 'Confirm' button.

Depositor Details						
Name :	M/S. Ranjit Nair					
Address 1 :	Noida					
City :	delhi	Address 2 :	District :			
State :	DELHI	Country :	INDIA			
Pincode / ZipCode :	110025	Email :	ranjitnair_91@yahoo.com			
Mobile No (91) :	7503783845					
Aadhaar Number :	PAN Number :					
TAN Number :						

Purpose Details						
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

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.

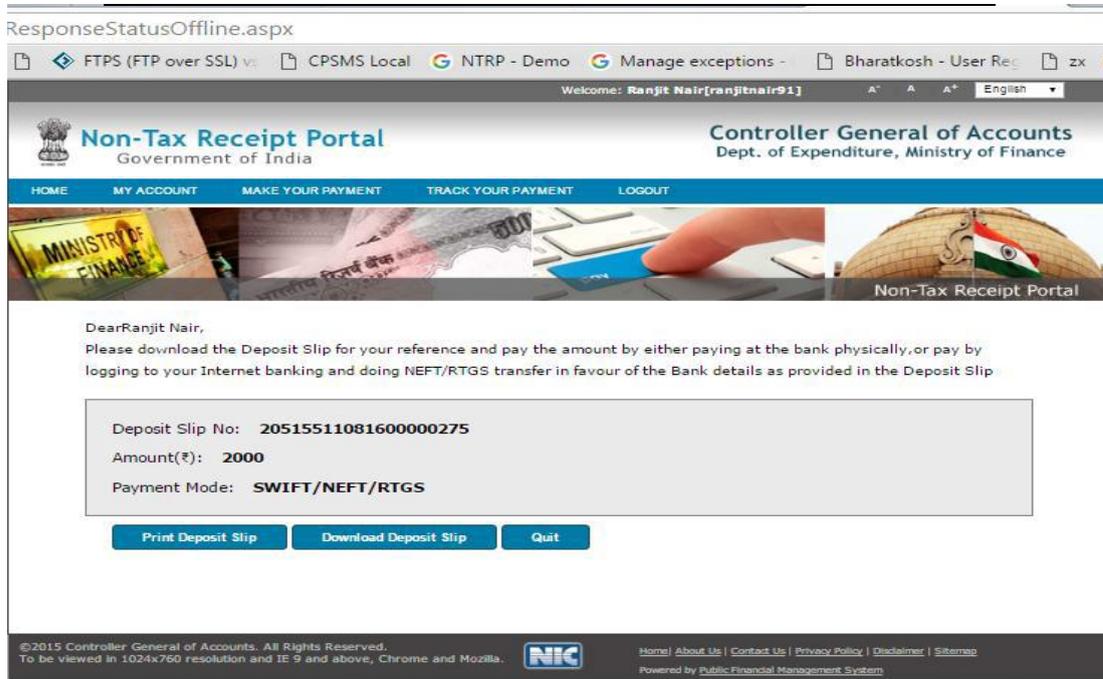


Figure 4: Download Deposit Slip page

Bharat Kosh (Toll free No.1800 118 111)		Deposit / Pay-in-slip - NEFT / RTGS			
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.	Beneficiary (PAO) A/C No. :	10578801002			
	Beneficiary (PAO) IFSC Code :	RBI50MBPA04			
	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					

Courtesy :- 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.

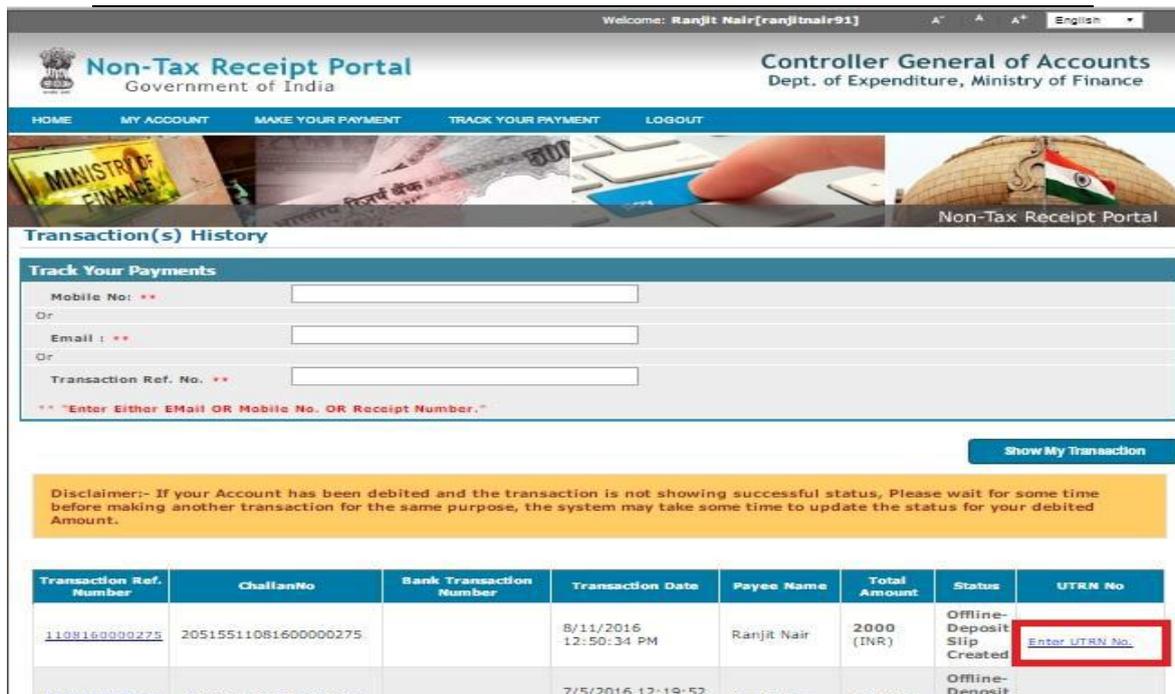


Figure 6: Track your payment page

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)

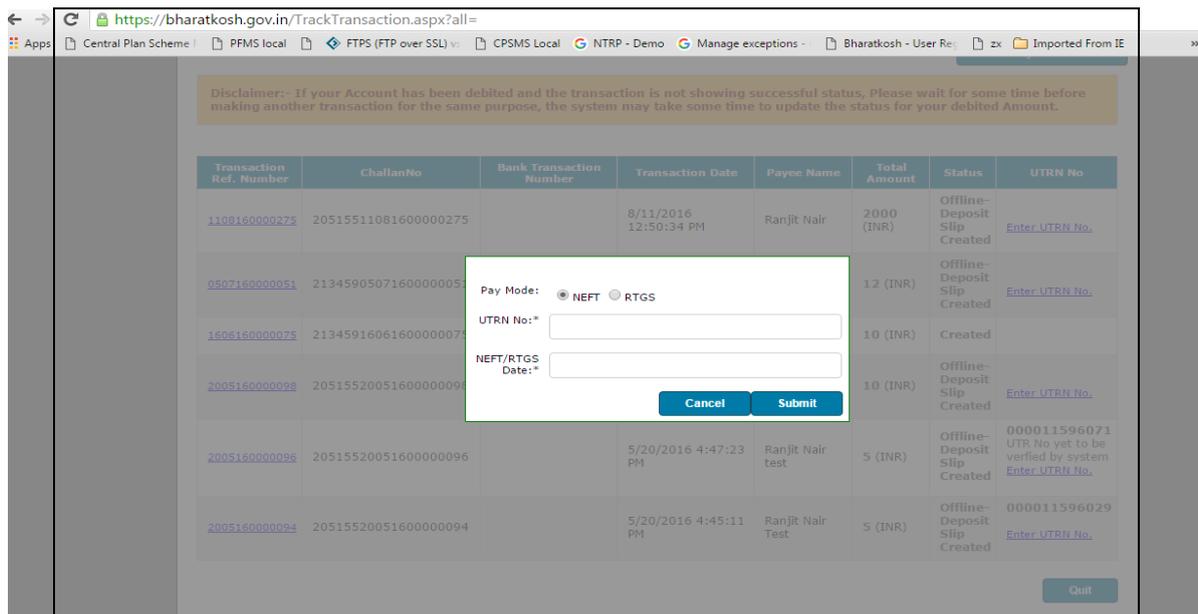


Figure 7: Enter UTR No. page

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.

[Quit](#)

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:	ranjitnair_91@yahoo.com
Address Line 2:		Aadhaar Number:	
District :	NEW DELHI	PAN Number:	
State :	DELHI	TAN Number:	
Pincode:		TIN Number:	

Payment Details:		Document List:
Payment status:	Offline-Deposit Slip Created	Provisional Receipt
Bank Name:		
Aggregator Name:		
Channel Name:		
Response Bank Name:		
Response Channel Name:		

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	

[Quit](#)

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