

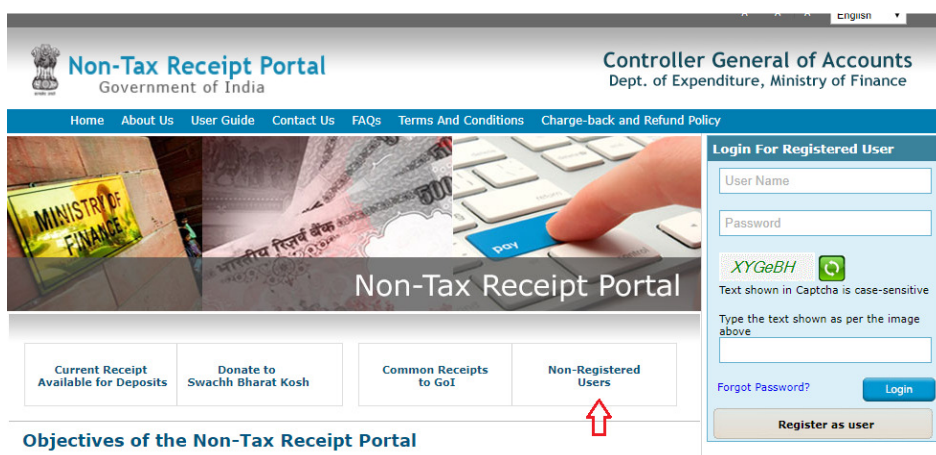
## Instructions for making payment for supply of Meteorological Data

As per the order of Ministry of Finance, Govt. of India, all non-tax payment meant for Central Govt departments should be made through online payment using dedicated web-portal (<https://bharatkosh.gov.in>) called Non-tax Receipt Portal (NTRP). The online payment using NTRP is explained below.

For any doubts, kindly contact this office at [cs.rmccennai@imd.gov.in](mailto:cs.rmccennai@imd.gov.in) / [cs.rmc.chennai@gmail.com](mailto:cs.rmc.chennai@gmail.com). Users are advised to exercise care during payment process and IMD is not responsible for any payment with wrong options. Money once paid into to the account, cannot be returned on any circumstances.

### STEP 1

- Enter <https://bharatkosh.gov.in> in the web browser to access NTRP.
- **Registration with NTRP:**  
For users of Ministries/Departments, Autonomous bodies, PSUs and NGOs, **registration in NTRP is compulsory** for online payment.  
For **Individuals** or **Corporate/Commercial undertakings**, registration is optional and can make payment without registration using Non-Registered users link (Fig.1)  
**Note** : Corporate/Commercial Undertakings, who wish to use this transaction for their GST related matters are requested to make payment as registered users.
- Users registered with NTRP can login with their credentials to make payment. Non-Registered users, click on the *Non-Registered Users* tab shown in Fig.1.



(Fig. 1)

### STEP 2 ( Filling Payment Purpose details )

- In the Payment purpose screen, enter/choose the options as given below.
  - *Depositor Category* : Select the depositor category as applicable to you. For demo purpose, it is chosen as '**Individual**'
  - *Purpose* : Click on the **Lens Symbol**. (**Don't type anything on your own**)
  - In the Purpose details (Pop-up) window, select the following options.
    - *Ministry* : Select **EARTH SCIENCES** from the list
    - Click on **Search** button (This will show only Earth sciences accounts)

- In the first column (labelled as **Purpose**) of the table, **scroll down** and look for the phrase **'SALE OF MET DATA'** (all CAPS) and **click** on it. You will be taken back to the previous (Payment purpose) window.

<a href="#">RENT/BOOKING OF BARAAT GHAR (IMD, NEW DELHI)</a>	None	147500202000000-METEOROLOGY	EARTH SCIENCES
<a href="#">SALE OF MET DATA</a>	SALE OF MET DATA (RMC NEW DELHI)	147500202000000-METEOROLOGY	EARTH SCIENCES
<a href="#">SALE OF SCRAP (IMD, NEW DELHI)</a>	SALE OF NEWS PAPER/MAGAZINES/BOOKS	147500202000000-METEOROLOGY	EARTH SCIENCES

- **Pay & Account office (PAO)** : select **000112-RPAO, IMD** from the dropdown list. **(Important)**
- Ensure that **Drawing & Disbursing office (DDO)** field automatically selected as **'200145 – Asstt. Met.(C&A), RMC'**. (If not, select it from the list)
- **Amount** : Enter the **Data Cost(with out GST)** (IMPORTANT) as mentioned in the payment advise issued to you.
- **Remarks** : Enter **Reference No, Date and your name specified** in the payment advise letter issued by this office

Now, the form will look like Fig. 2.

The screenshot shows a web form titled "Make your payment" with a progress bar at the top indicating four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The "Payment Purpose" section is active and contains the following fields:

- Depositor's category:** Individual
- Purpose:** SALE OF MET DATA
- Payment Type:** SALE OF MET DATA
- Ministry:** EARTH SCIENCES
- Pay & Account Office (PAO):** 000112 - RPAO, IMD
- Drawing & Disbursing Office (DDO):** 200145 - Asstt. Met (C & A), RMC
- Amount:** INR 12848 (with text below: RUPEES TWELVE THOUSAND EIGHT HUNDRED FOURTY EIGHT ONLY)
- Payment Frequency / Period:** No Restriction
- Remarks:** Radiation data Rs.7890 + Hourly data Rs.4958 = Total Rs.12848

An "Add" button is located at the bottom right of the form.

(Fig. 2)

- Check all the entries and click **Add** button to add this transaction for payment.
- Now, click on **Next** button. This will take you to Depositor Details form (explained in STEP 3)

### STEP 3 ( Filling DepositorDetails )

- Fill the Depositor details form. All Red starred (astric) fields are mandatory. If the user wish to use the GST payment for any purpose at their end, they should fill all tax related fields like, TAN/TIN/PAN etc.
- Choose payment mode as **Online Payment** or **NEFT/RTGS**. (**Note** : NEFT/RTGS transactions would take more than 20 days for getting transaction status and hence data supply would be delayed till confirmation of the said transaction. Data cannot be supplied based on provisional receipt generated from the system)
- Now, the form looks like Fig. 3.

- Check for correctness of all details entered in the fields and *Click on **Next** button* to proceed further. Now, the system will display all details entered by you. **You can note that GST amount is specified separately and added to data cost automatically.** (Fig. 4)
- Verify all details in the Confirm Screen and Click **Confirm** button to proceed for payment.

1 Payment Purpose — 2 Depositor's Details — 3 Confirm Info — 4 Pay

**Depositor's Details**

Name: Mr. Vaibhav Gupta

Address Line 1: EG 13 CAUTLEY BHAWAN  
Characters not allowed are [- ~ | @ # \$ % ^ & \* ( ) ? < > : ; , .]

Address Line 2: INDIAN INSTITUTE OF TECHNOLOGY

Country: INDIA

State: UTTARAKHAND

District: HARDWAR

City: ROORKEE

Pincode/ Zipcode: 247667

TAN:

TIN:

PAN:

Aadhaar:

Mobile No: INDIA(+91) 9026519200 Mobile Numbers starts with 7,8 & 9

Email: ar.vaibhavgupta@gmail.com

Online payment  SWIFT/NEFT/RTGS

(Fig. 3)

1 Payment Purpose — 2 Depositor's Details — 3 Confirm Info — 4 Pay

**Payment Mode Online**

**Depositor Details**

Name :	Mr. vaibhav Gupta		
Address 1 :	EG 13 CAUTLEY BHAVAN	Address 2 :	INDIAN INSTITUTE OF TECHNOLOGY
City :	ROORKEE	District :	HARDWAR
State :	UTTARAKHAND	Country :	INDIA
Pincode/ ZipCode :	247667	Email :	ar.vaibhavgupta@gmail.com
Mobile No (91) :	9028519200		
Aadhar Number		Pan Number	
Tan Number		Tin Number	

**Purpose Details**

Sr. No.	Ministry	PAO Name	DDO Name	Purpose & Payment Type	Payment Period/ Frequency	Amount (In INR)
1	EARTH SCIENCES	RPAD, [MD[000112]	Asstt. Met (C & A), [RMC[200145]	SALE OF MET DATA, SALE OF MET DATA	No Restriction	12848.00
				INR twelve thousand eight hundred forty eight only		Total : 12848.00

**Additional Charge Details**

Sr. No.	PAO Name	DDO Name	Head of Account	Additional Charge Name	Amount (In INR)	Amount (In INR)
1	RPAD, [MD[000112]	Asstt. Met (C & A), [RMC[200145]	000500101010000	cgst on Sale of Met Data	1156.00	1156.32
2	RPAD, [MD[000112]	Asstt. Met (C & A), [RMC[200145]	000500101010000	sgst on sale of Met Data	1156.00	1156.32
			INR two thousand three hundred twelve only		Total : 2312	Total : 2312.64
						INR fifteen thousand one hundred sixty one only 15161

Note : The exchange rate used is : 1 INR = INR 1 per the Reserve Bank of India latest rates as on 11-04-2016 11:14:22

(Fig. 4)

#### STEP 4 ( Payment mode details )

- For online payment option, the payment can be made using **Credit card, Debit card or Internet Banking.**
- Select the following options
  - **Choose a *Payment Gateway*.** Note that, your credit card/debit card /netbanking **may be with any bank**, still you can make payment by choosing any one of these Gateways (SBI/HDFC/Indian Bank) .
  - **Select *Payment option*.** You can choose, Netbanking, Credit card or Debit card. Depending upon your selection, the bank transaction charges will vary and will be added to your payment amount.
  - **Enter the *captcha number*** (exact CASE sensitive) .

The Net banking screen after choosing above options is shown in Fig. 5.

(Fig. 5)

- Read the T&C and accept and then click **Pay** button for payment.

#### STEP 5 ( Payment receipt )

- After payment, you will get a message '**We have received your payment**'. In that page Click **Generate Receipt** Button to download/print the payment receipt (Fig. 6) and send it to this office for processing of data supply request.

(Fig. 6)

**Important Note :** Users who opt to make payment using NEFT/RTGS are requested to read the FAQ page at the URL <https://bharatkosh.gov.in/static/FAQ.aspx> before proceeding for payment.