

Govt of India
India Meteorological Department
Meteorological Centre, Hyderabad-500016.

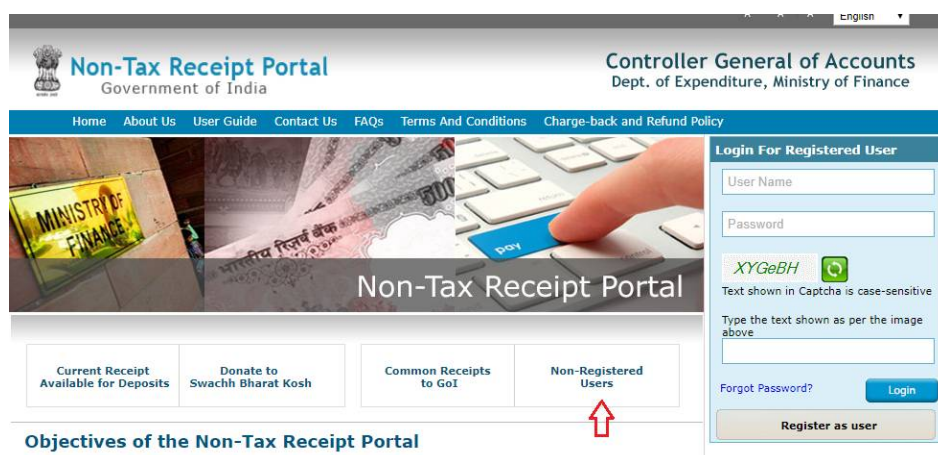
Instructions for making ONLINE payment for supply of Meteorological Data

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 mail to cs.hyd@imd.gov.in / cs_ishyd@rediffmail.com / cshyderabadcs@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.

| | | | |
|------------------|------------------|-----------------------------|----------------|
| SALE OF MET DATA | SALE OF MET DATA | 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 indicator showing 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
- Payment Frequency / Period: No Restriction
- Remarks: Radiation data Rs.7890 + Monthly 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**.
- 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

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(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 BHAWAN | 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) : | 9026519200 | | |
| 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 | EAITH SCIENCES | IPAO, IMD[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 | IPAO, IMD[000112] | Asstt. Met (C & A), RMC[200145] | 000500101010000 | cgst on Sale of Met Data | 1156.00 | 1156.32 |
| 2 | IPAO, IMD[000112] | Asstt. Met (C & A), RMC[200145] | 000600101010000 | 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

[Save](#) [Back](#) [Confirm](#)

(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.

The screenshot shows the 'Pay' step of the payment process. At the top, there are four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. Below this, there is a 'Payment Gateway' section with logos for SBI, HDFC, and Indian Bank. A dropdown menu is open for 'Net banking', showing a list of banks including ALLAHABAD BANK, ANDHRA BANK, BANK OF INDIA, BANK OF MAHARASHTRA, CANARA BANK, CATHOLIC SYRIAN BANK LTD., CITY UNION BANK LTD, COOPERATION BANK, and DCB Bank Limited. A 'View User Charge' button is next to the dropdown. Below the bank list is a captcha input field with the text 'Enter the letters shown above: X0x2x5'. At the bottom, there is a 'Pay' button and a 'Back' button.

(Fig. 5)

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

STEP 5 (Payment receipt)

- After payment, download/print the payment receipt (Fig. 6) and send it to this office along with payment advise(Charge Intimation letter) issued to the user for processing of data supply request.

The screenshot shows the Bharatkosh Government of India Receipt Portal. The receipt is dated Mar 27 2018 3:27PM. It details a transaction with reference number 2703180001643. The payment was made by MR. VAIBHAV GUPTA for a total amount of INR 12848/-, consisting of Rs. 7890/- for 'SALE OF MET DATA' and Rs. 4958/- for 'Radiation data'. The receipt includes a disclaimer stating it is a system-generated electronic receipt and a timestamp 'Printed On: 27-03-2018 03:28:36'.

(Fig. 6)