

## 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 **ddormckolkata@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 '**DATA COLLECTION CHARGE IMD KOLKATA**' (all CAPS) and **click** on it. You will be taken back to the previous (Payment purpose) window.



- *Pay & Account office (PAO)* :select**000111 – PAO, IMD, M/o Earth Science, KOLKATA**from the dropdown list. (**Important**)
- Ensure that *Drawing&Disbursingoffice(DDO)* field automatically selected as '**200134 – Deputy Director General of Meteorology**'. (If not, select it from the list)
- *Amount* :Enter the**Data Cost(without 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.

A screenshot of a web form titled 'Payment Purpose'. The form has a blue header with four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The 'Payment Purpose' section is active. Fields include: Depositor's category (Individual), Purpose (DATA COLLECTION CHARGE IMD KOLKATA), Payment Type (SALE OF MET DATA), Ministry (EARTH SCIENCES), Pay & Account Office (PAO) (000111 - PAO, IMD, M/o Earth Science, KOLKATA), Drawing & Disbursing Office (DDO) (200134 - Deputy Director General of Meteorology), Amount (INR 8453, with text 'RUPEES EIGHT THOUSAND FOUR HUNDRED FIFTY THREE ONLY'), Payment Frequency /Period (No Restriction), and Remarks (Radiation data Rs. 5000 + Hourly data Rs. 3453= Total Rs. 8453). An 'Add' button is at the bottom right.

(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 Depositor Details )

- Fill the Depositor details form. All Red starred (astric) fields are mandatory. User has to **pay total amount including the GST payment**.
- 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 not 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.

### Depositor's Details

Name:

Address Line 1:

Address Line 2:

Country:

State:

District:

City:

Pincode/ Zipcode:

TAN:

TIN:

PAN:

Aadhaar Number:

Mobile Number:    
Mobile No. starts with 6,7,8 or 9.

Email:

Online payment
 SWIFT/NEFT/RTGS

(Fig. 3)

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

### Payment Mode Online

#### Depositor's Details

Name	Mr. S S Ghosh		
Address 1	S.C.Ghosh Road	Address 2	Nawabganj.
City	Ichapur	District	24 PARAGANAS NORTH
State	WEST BENGAL	Country	INDIA
Pincode/Zipcode	743144	Email	ddormkolkata@gmail.com
Mobile No. (+91)	9903356548		
Aadhar Number		PAH Number	
TAN No.		TIN No.	

#### Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	EARTH SCIENCES	PAO, IMD, M/o Earth Science, KOLKATA[000111]	Deputy Director General of Meteorology[200134]	DATA COLLECTION CHARGE IMD KOLKATA,SALE OF MET DATA	No Restriction	8453
						Total:8453

#### Additional Charges Details

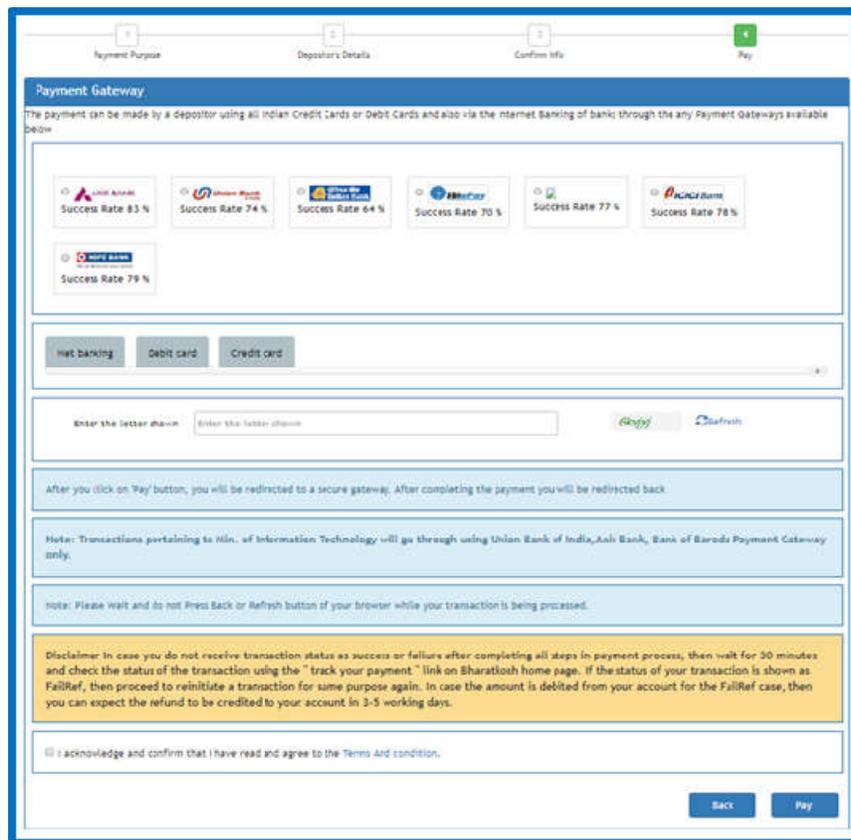
Sr. No.	PAO Name	DDO Name	Head of Account	Additional Charges Name	Amount (In INR)
1	PAO, IMD, M/o Earth Science, KOLKATA[000111]	Deputy Director General of Meteorology[200134]	000500101010000	CGST on Sale of Met Data	761.00
2	PAO, IMD, M/o Earth Science, KOLKATA[000111]	Deputy Director General of Meteorology[200134]	000600101010000	SGST on sale of Met Data	761.00
INR seven hundred sixty one only					Total : 1522
INR nine thousand nine hundred seventy five only 9975					

(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 Bank**. 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/Axis Bank/ICICI 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 a web interface for a payment gateway. At the top, there are four steps: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The main section is titled "Payment Gateway" and contains the following elements:

- A heading: "The payment can be made by a depositor using all Indian Credit Cards or Debit Cards and also via the internet banking of banks through the any Payment Gateways available below."
- A grid of six payment gateway options, each with a logo and a success rate:
  - Axis Bank: Success Rate 83%
  - HDFC Bank: Success Rate 74%
  - Other Bank (Bank of India): Success Rate 64%
  - ICICI Bank: Success Rate 70%
  - SBI: Success Rate 77%
  - ICICI Bank: Success Rate 78%
- A dropdown menu with three options: "net banking", "Debit card", and "Credit card".
- A captcha field with the text "Enter the letter shown" and a "Refresh" button.
- A note: "After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back."
- A note: "Note: Transactions pertaining to Min. of Information Technology will go through using Union Bank of India, Axis Bank, Bank of Baroda Payment Gateway only."
- A note: "Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed."
- A disclaimer: "Disclaimer: In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the 'track your payment' link on BharatKosh home page. If the status of your transaction is shown as Fail/Ref, then proceed to reinstate a transaction for same purpose again. In case the amount is debited from your account for the Fail/Ref case, then you can expect the refund to be credited to your account in 3-5 working days."
- A checkbox: "I acknowledge and confirm that I have read and agree to the Terms And condition."
- At the bottom right, there are "Back" and "Pay" buttons.

(Fig. 5)

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

#### STEP 5 ( Payment receipt )

- After payment, download/print the payment receipt and send it to this office along with payment advise(Charge Intimation letter) issued to the user for processing of data supply request.
- **It is to be mentioned that payment through draft will not be entertained henceforth.**