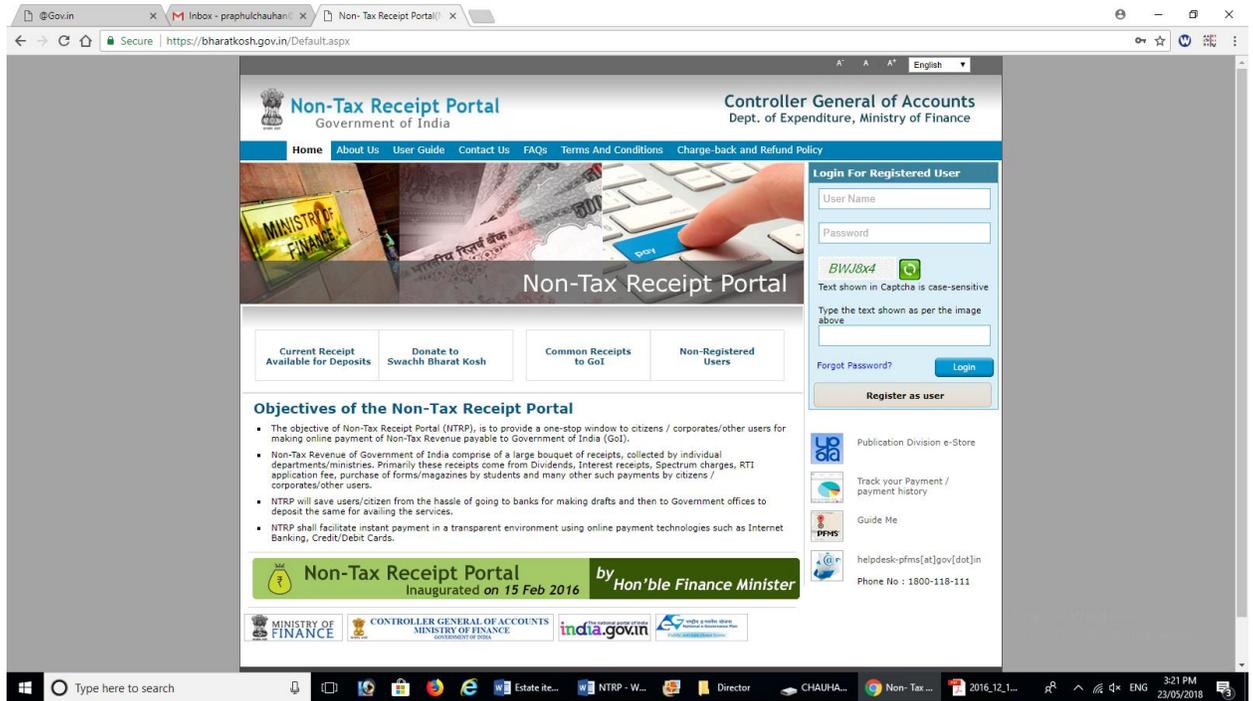


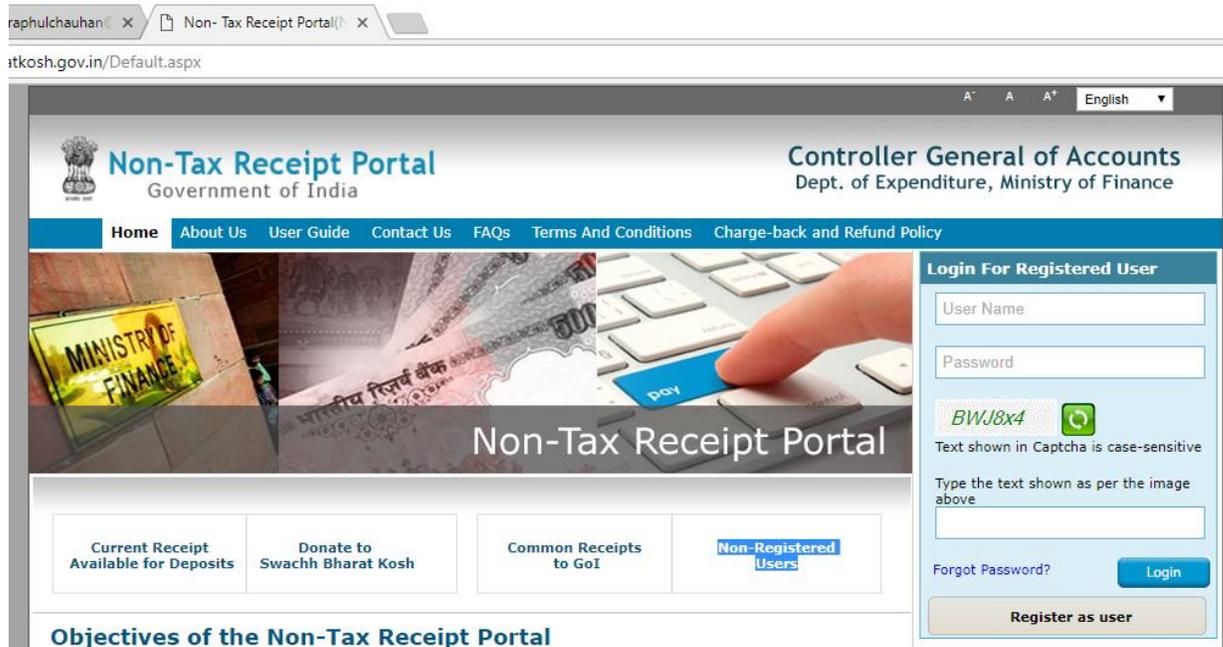
इस संस्थान के पक्ष में जमा की जाने वाली शासकीय राशि को NTRP Portal के माध्यम से शासकीय खाते में जमा करने की प्रक्रिया निम्नलिखित है -

1. सर्वप्रथम bharatkosh.gov.in पर जायें



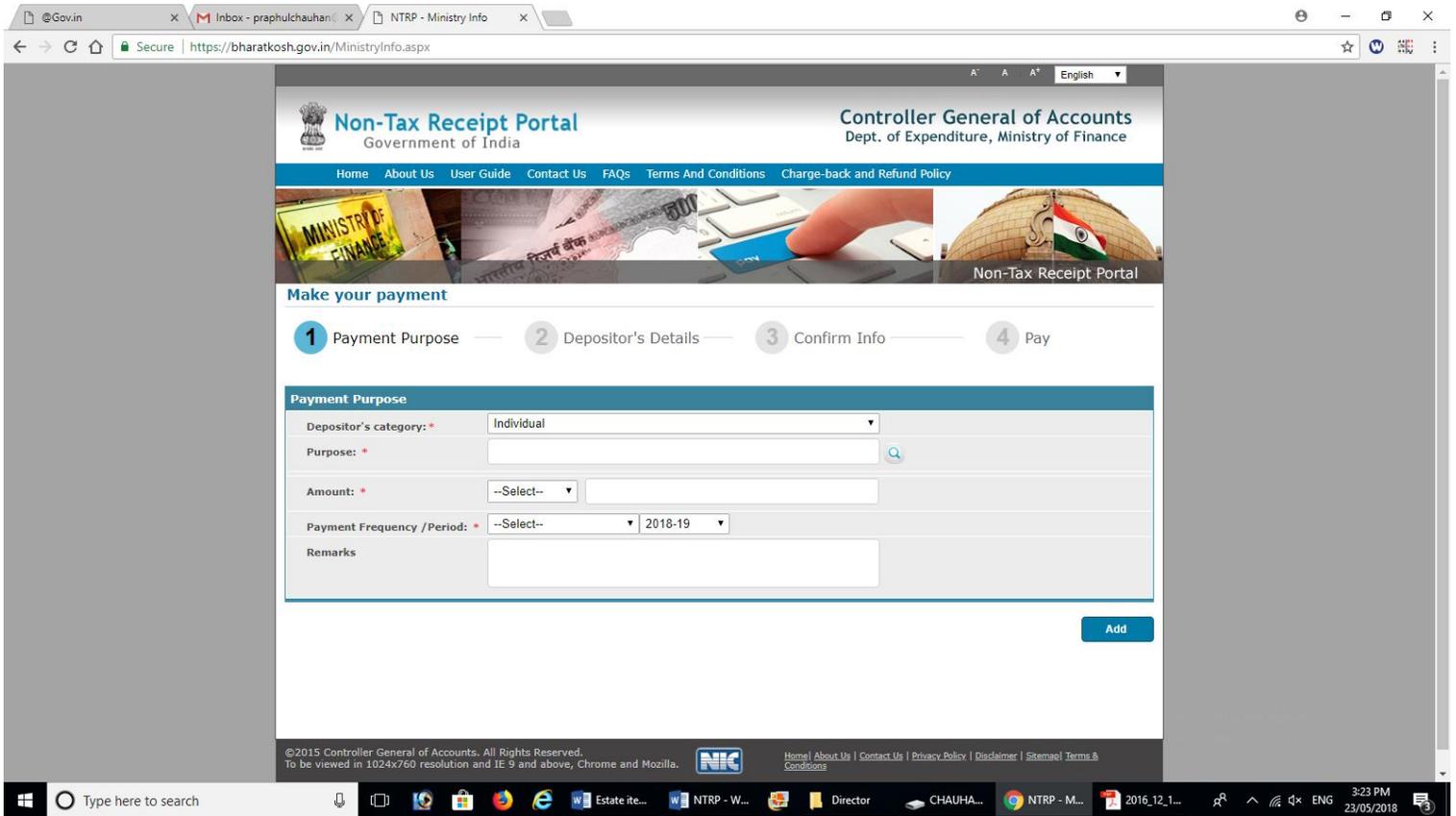
The screenshot shows the homepage of the Non-Tax Receipt Portal (NTRP) for the Government of India. The page is titled "Non-Tax Receipt Portal" and is managed by the Controller General of Accounts, Dept. of Expenditure, Ministry of Finance. The header includes navigation links: Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. A large banner image shows a hand typing on a keyboard with the text "Non-Tax Receipt Portal". Below the banner, there are four main service categories: "Current Receipt Available for Deposits", "Donate to Swachh Bharat Kosh", "Common Receipts to GoI", and "Non-Registered Users". A section titled "Objectives of the Non-Tax Receipt Portal" lists the portal's goals, such as providing a one-stop window for online payments and facilitating instant payment in a transparent environment. A green banner at the bottom of the main content area states "Non-Tax Receipt Portal Inaugurated on 15 Feb 2016 by Hon'ble Finance Minister". On the right side, there is a "Login For Registered User" section with fields for User Name and Password, a CAPTCHA, and a "Login" button. Below the login section, there are links for "Publication Division e-Store", "Track your Payment / payment history", and "Guide Me". The footer includes logos for the Ministry of Finance, Controller General of Accounts, and India.gov.in, along with contact information for the helpdesk.

2. Select Option - Non-Registered Users



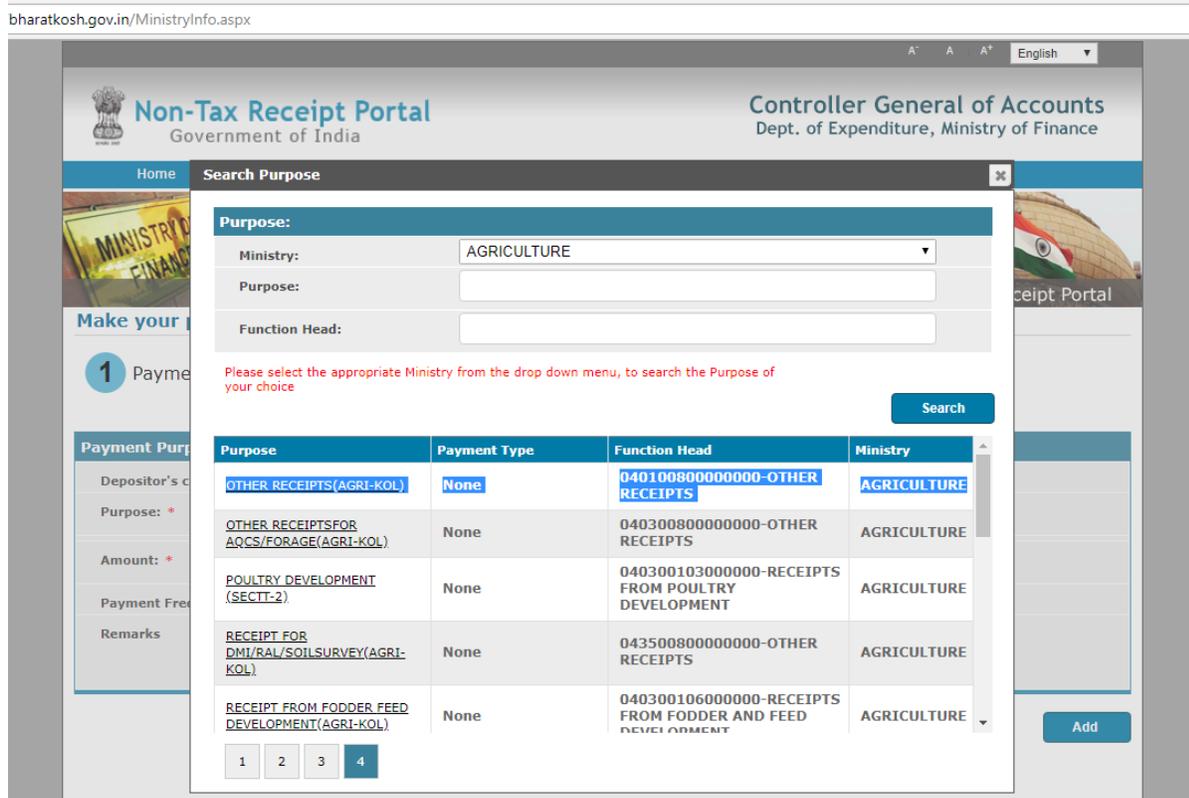
This screenshot is a zoomed-in view of the Non-Tax Receipt Portal homepage, focusing on the "Non-Registered Users" option. The page layout is identical to the previous screenshot, but the "Non-Registered Users" button in the main service categories is highlighted with a blue border. The "Login For Registered User" section on the right is also visible, showing the login fields and CAPTCHA. The "Objectives of the Non-Tax Receipt Portal" section is partially visible at the bottom of the page.

3. Subsequently the below mentioned screen will be appear –

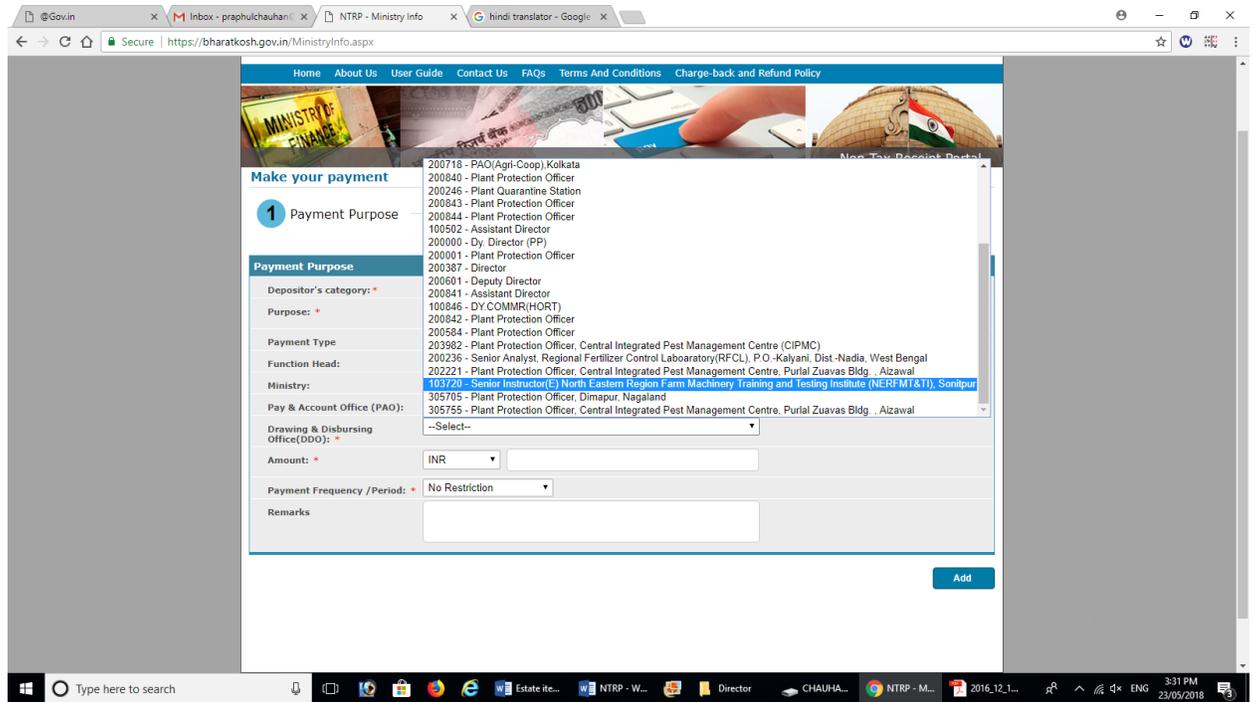


4. Nothing to do in Depositor's Category.

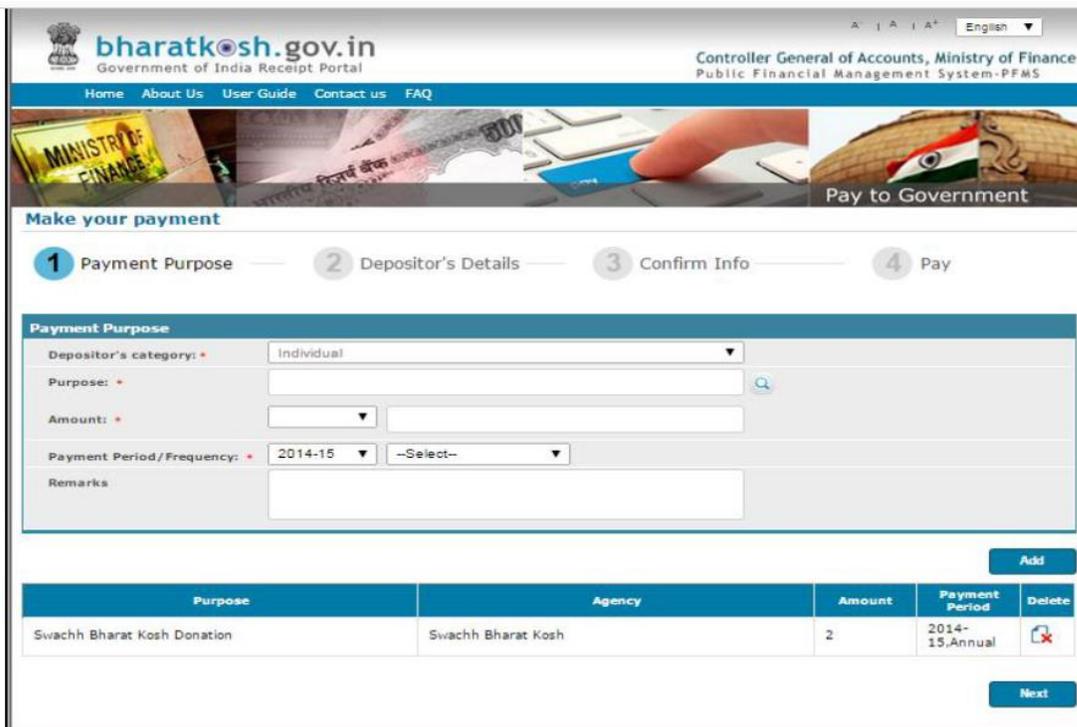
5. Click on the search logo under purpose column, the below mentioned screen will be appear, select the marked Function Head **04010080000000-OTHER RECEIPTS**.



- After select the purpose, the below mentioned screen will be appear, Nothing to do in Pay & Accounts Office Column, Select DDO – 103720 marked in the screen given below–



- Fill the amount to be credited to the Institute’s account.
- Remarks – Why are you depositing the amount?
- After click on the add button the below mentioned page will be appear –



10. After click on the Next button the below mentioned screen appear –

The screenshot shows the 'Non-Tax Receipt Portal' interface for the Government of India, Dept. of Expenditure, Ministry of Finance. The page has a blue header with navigation links: Home, About Us, User Guide, Contact Us, FAQs, and Terms And Conditions. Below the header is a banner image with the text 'Non-Tax Receipt Portal'. A progress indicator shows four steps: 1. Payment Purpose, 2. Depositor's Details (current step), 3. Confirm Info, and 4. Pay.

The 'Depositor's Details' form contains the following fields:

- Name: * (Dropdown menu: --Select)
- Address Line 1: * (Text input field)
- Address Line 2: (Text input field)
- Country: * (Dropdown menu: INDIA)
- State: * (Dropdown menu: --Select--)
- District: * (Dropdown menu: --Select--)
- City: (Text input field)
- Pincode/ Zipcode: (Text input field)
- TAN: (Text input field)
- TIN: (Text input field)
- PAN: (Text input field)
- Aadhaar: (Text input field)
- Mobile No: * (Text input field with dropdown: INDIA(+91) and note: Mobile Numbers starts with 7,8 & 9)
- Email: * (Text input field)

At the bottom, there are two radio buttons for payment mode: Online payment and SWIFT/NEFT/RTGS. There are 'Back' and 'Next' buttons.

11. Fill the depositor's details, select the online payment mode, click next and choose the payment method viz. Credit Card, Debit Card, Online Banking or as listed on the webpage.

12. After deposit the amount successfully, it is necessary to take print the receipt for submit in the office