TDSAT USER GUIDE LINES FOR ONLINE/ OFFLINE PAYMENT

Home Page of NTRP

Users should refer below figure for clarity on registered and non-registered user’s accessibility:

- Open the web browser and write the URL https://bharatkosh.gov.in and click enter.
- You will reach at the home page of NTRP portal.
Registration at NTRP

To register at NTRP portal users will have to undertake the following steps:-

1. Click on ‘Register as User’ button.
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.

5: Following fields are mandatory that are to be filled by the User:

7 Select Controller: Telecommunications
8. User will receive a pop up message “Successfully Registered!”.  

9. Once the registration is successful, User can make payment by clicking login as registered user on ‘Make payment’ receipt for DOT menu item or track payments by clicking on ‘Track payment’ menu item. User can also edit his/ her profile details by clicking on ‘My profile’ menu item.
User can click on **Make your payment**

Click on **Receipt for DOT**
10 Payment Purpose: User click on search purpose

Select Purpose: Search & Select any one from below:

1: Appeal - Fee For Appeal

2: Petition/Counter Claim - Fee For Petition /Counter Claim


4: Others: Fee For any Others Purpose.
### Make your payment

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

#### Payment Purpose
- **Depositor's category**: Individual
- **Purpose**: Appeal
- **Payment Type**: Fee
- **Ministry**: Telecommunications
- **Function Head**: 1271366000000000 - OTHER RECEIPTS
- **Pay & Account Office (PAO)**: 1277154 - Telecom Dispute Settlement and Appellate Tribunal
- **Drawing & Disbursing Office (DDO)**: 1270198 - A.O. TOGSET
- **Amount**: INR 6600
- **Remarks**: ENTER FIVE THOUSAND ONLY
- **Payment Frequency/Period**: One Time

### Ministry Details

<table>
<thead>
<tr>
<th>Ministry</th>
<th>Purpose</th>
<th>PAO</th>
<th>DDO</th>
<th>Amount</th>
<th>Payment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telecommunications</td>
<td>Appeal</td>
<td>1277154 - Telecom Dispute Settlement and Appellate Tribunal</td>
<td>1270198 - A.O. TOGSET</td>
<td>INR 6600.00</td>
<td>One Time</td>
</tr>
</tbody>
</table>

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To be viewed in 1024x768 resolution and IE 3 and above, Chrome and Mozilla.
11: User will enter his/her details at the Depositor details page. Depositor Name, Address 1, Address 2, Country, State, District, City, Pin code/Zip code, TAN, TIN, PAN, Aadhaar Mobile No. and Email id are mandatory fields.
### Payment Details

**Payment Mode:** Online Payment

**Depositor Details**

- **Name:** Mr. Deepak Singh
- **Address:** 101, DDA Vasant Vihar
- **City:** New Delhi
- **State:** Delhi
- **Pincode:** 110012
- **Mobile No:** 9811024007
- **Email:** dsingh23012@gmail.com
- **Auditar Number:**
- **TAN Number:**

**Purpose Details**

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Ministry</th>
<th>PAO Name</th>
<th>EDD Name</th>
<th>Purpose &amp; Payment Type</th>
<th>Payment Period Frequency</th>
<th>Amount (Rs. INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Telecom Department</td>
<td>Delhi</td>
<td>A.D.</td>
<td>Others/Others</td>
<td>One Time</td>
<td>2</td>
</tr>
</tbody>
</table>

**Total:**

**INR Two Only:** 2
12 (a) User will have to select the payment mode which is defined by a department (PAO) for the purpose. Payment modes currently available are: a) Online b) Offline (Swift/NEFT/RTGS).

(b) If Offline (NEFT/RTGS) payment mode is available for a purpose,

(c) User will click on “Next” button, and he/she will be navigated to Payment Page.

(d) At the Payment page, user will click on any of the desired payment channels, these options are displayed on the page as tabs, and users can select either “Net Banking, Debit Card or Credit Card, IMPS or CSC Wallet.

(e) 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 Payment Gateways available below.

(e) User then types the Word verification as per the words displayed in the image shown at the bottom of this page. User will then click on “Pay” button.

(f) User will be navigated to the Payment gateway page; in this case it will be the screen of the Aggregator. User will further select the Pay mode and will be redirected to the Bank’s site.

(g) User will type his/ her login credentials, enter into the bank’s website and type the amount and click on Pay button.
If payment is successfully received by the bank, user will be redirected back to NTRP portal at the Success page.
14 User can download his GAR 6 (Receipt) from this Success Page. User can also click on “Track your payment” button to track the status of his / her payment, “Make another payment” button (to do another payment at this portal).

15 (a) User will also receive an SMS, at the mobile no. provided by him/ her at the Depositor details page. SMS will inform users to download his/ her Transaction Receipt (GAR 6) from NTRP portal.

(b) If Payment is not received by the Bank, user will be redirected to the portal, a failure page will be displayed. User can click on any of the following buttons at this page “Track your Payment”, “Retry Payment”, “Make another Payment”.
16 If User select SWIFT/NEFT/RTGS Transaction Offline.

User has an option to select Offline pay mode at NTRP. If user has to do an offline payment for a purpose through 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.

- Once user has provided valid Bank account details, user will click on next button and will be navigated to 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.

- User is will have to carry this Deposit slip generated at NTRP to his Bank branch (to the bank branch as he has provided while initiating the transaction) 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.

User will have to login at NTRP>>Track your transaction page and enter the UTR No. for each such transaction done at NTRP
<table>
<thead>
<tr>
<th>Bank</th>
<th>Cheque No.</th>
<th>Date</th>
<th>Amount</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>SBI</td>
<td>123456</td>
<td>12/01/2023</td>
<td>Rs. 1000</td>
<td>Description of deposit</td>
</tr>
</tbody>
</table>