Ministry of Finance, Department of Expenditure
Office of the Controller General of Accounts
(I.T. Division)
Mahalekha Niyantrak Bhawan
GPO Complex, INA, New Delhi

OFFICE MEMORANDUM

Dated 15/09/2017

Subject: **Roll out and Training Programme for on-boarding on NTRP for out-stationed PAOs**

A reference is invited to O/o CGA's OM No. MF.CGA/NTRP/2017-18/466 dated 3rd July, 2017 and OM No. MF.CGA/NTRP/01/2017-18/1224 dated 12th September,2017 regarding on-boarding of all PAO's on Ton Tax Receipts Portal for collection of all Non-Tax Receipts through electronic mode.

Non-Tax Receipt Portal (NTRP) has been rolled out partially in some of the PAOs in your Ministry and further roll-out is in progress. In this regard, the PAOs who are yet to be on-boarded on NTRP under your control have been identified for training spanning 2 days between October 03 to 06, 2017 at the RTC, INGAF Kolkata and RTC, INGAF Mumbai.

The concerned Pr. CCAs/CCAs/CAs (with independent charge) are requested to nominate 2 officers (PAO/Sr.AO and AAO) from each PAO to attend the training programme for Roll Out and Implementation of NTRP as per schedule. Further, the nominated officials should bring the enclosed proforma (showing the bank account numbers, nature of receipts etc.) duly completed when they come for training. They are also requested to ensure the presence of nominated persons on the dates of workshop.

Accordingly, with an objective to discuss the most common issues, it has been decided to conduct a workshop at RTC, INGAF, Kolkata & Mumbai as per the schedule mentioned below:
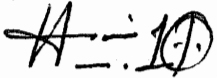
Training Schedule

DATE & TIME	MODULE	Participating PAOs	VENUE
3-10-2017 to 4-10-2017 (10.00 AM to 5.00 PM)	NTRP	As per Annexure	RTC, Institute of Government Accounts & Finance (INGAF), 15, R. N. Mukharjee Road, 3rd Floor, Kolkata-700001
5-10-2017 to 06-10-2017 (10.00 AM to 5.00PM)	NTRP	As per Annexure	RTC, INGAF, 2nd Floor Exchange Building Shivsagar Ramgulam Marg, Ballard Estate, Mumbai-400001,

Detail Training Programme

DAY	FORENOON		AFTERNOON	
01	SESSION 1 (10.00AM to 11.15 AM)	SESSION 2 (11.30AM to 12.45 PM)	SESSION 3 (02.00PM to 3.15 PM)	SESSION 4 (3.30 PM to 4.45 PM)
	Introduction of NTRP	Identification of Receipts by the PAOs	Demo of PAO level mapping	Demo of Pr.AO level mapping and other details
02	SESSION 5 (10.00AM to 11.15 AM)	SESSION 6 (11.30AM to 12.45 PM)	SESSION 7 (02.00PM to 3.15 PM	SESSION 8 (3.30 PM to 4.45 PM)
	LIVE purpose mapping by PAOs	LIVE purpose mapping by PAOs/ approval of purpose mapping by Pr.AO	NTRP Reports	Questionnaire Session

This issue with the approval of Competent Authority.

(Hanumaiah K.)
Asstt. Controller General of Accounts

To
All concerned Pr.CCAs/CCAs/CAs (with independent charge)

Copy to:
1. The Director, INGAF, New Delhi for information please.
2. The Joint Director, RTC, INGAF, Kolkata, for making necessary arrangement regarding NTRP training.
3. The Joint Director, RTC, INGAF, Mumbai, for making necessary arrangement regarding NTRP Training.
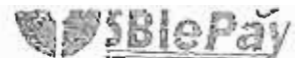4. The Sr.AO(ITD) with the request to upload it on CGA's website.

LIST OF PAOs IN KOLKATA SELECTED FOR TRAINING ON NTRP (03-10-2017 to 04-10-2017)

Sl.No	Controller	PAO Code	PAO Name
1	001 - AGRICULTURE	000824	000824 - PAO(Agri-Coop),Kolkata
2	017 - HEALTH and FAMILY WELFARE	021371	021371 - PAO(H & FW),Kolkata
3	019 - INDUSTRY	025791	025791 - PAO(SSI), Kolkata
4	020 - INFORMATION and BROADCASTING	028438	028438 - PAO(All India Radio),Kolkata
5	024 - ROAD TRANSPORT & HIGHWAYS	034756	034756 - PAO(NH),Kolkata
6	025 - STEEL	035600	035600 - PAO(Steel),Kolkata
7	026 - MINES	036699	036699 - PAO(GSI),Kolkata-
8	028 - CULTURE	011397	011397 - PAO(Culture), Kolkata
9	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION	042805	042805 - PAO, Printing, Kolkata
10	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION	043460	043460 - PAO(East Zone) CPWD,Kolkata
11	081 - EARTH SCIENCES	000111	000111 - PAO, IMD, M/o Earth Science, KOLKATA
12	011 - COAL	014859	014859 - RPAO(Coal), Dhanbad
13	024 - ROAD TRANSPORT & HIGHWAYS	006484	006484 - Regional Pay & Accounts Office (RPAO), National Highways, Patna
14	024 - ROAD TRANSPORT & HIGHWAYS	034921	034921 - RPAO(NH),Guwahati
15	026 - MINES	037224	037224 - PAO(GSI) N.E.Region,Shillong
16	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION	043810	043810 - PAO, CPWD, N.E. Zone, Shillong.
17	003 - CONSUMER AFFAIRS	003710	003710 - PAO Consumer Affairs Kolkata

LIST OF PAOs IN MUMBAI SELECTED FOR TRAINING ON NTRP (05-10-2017 to 06-10-2017)

Sl.No	Controller	PAO Code	PAO Name
1	001 - AGRICULTURE	000264	000264 - PAO(Agri-Coop), Mumbai
2	001 - AGRICULTURE	075602	075602 - PAO AHD and Fisheries, Mumbai
3	017 - HEALTH and FAMILY WELFARE	021277	021277 - PAO(MSD), Mumbai
4	020 - INFORMATION and BROADCASTING	028233	028233 - PAO(All India Radio), Mumbai
5	024 - ROAD TRANSPORT & HIGHWAYS	034650	034650 - PAO(NH),Mumbai
6	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION	043571	043571 - PAO, West Zone CPWD, Mumbai
7	086 - CORPORATE AFFAIRS	086200	086200 - PAO Corporate Affairs, Mumbai
8	014 - ECONOMIC AFFAIRS	017476	017476 - PAO(ISP), Nasik Road
9	014 - ECONOMIC AFFAIRS	017859	017859 - PAO(CNP), Nasik Road
10	030 - URBAN DEVELOPMENT AND URBAN POVERTY ALLEVIATION	042890	042890 - PAO, Printing, Nasik
11	014 - ECONOMIC AFFAIRS	017136	017136 - PAO(NSO), Nagpur
12	026 - MINES	036794	036794 - PAO(GSI) Central Region,Nagpur
13	026 - MINES	037307	037307 - PAO Indian Buearu of Mines, Nagpur
14	081 - EARTH SCIENCES	000113	000113 - PAO, IMD, M/o Earth Science, PUNE
15	024 - ROAD TRANSPORT & HIGHWAYS	002192	002192 - Regional Pay & Accounts Office, (NH), Bhopal
16	083 - CHEMICALS and PETROCHEMICALS	075800	075800 - PAO Bhopal
17	014 - ECONOMIC AFFAIRS	017632	017632 - PAO (SPM), Hoshangabad
18	003 - CONSUMER AFFAIRS	003810	003810 - PAO Consumer Affairs Mumbai

Bank Account details	
Name of Bank*	
Name of Branch*	
Account Number*	*Physical Postal Account* / *EFPB Postal Account*
Account in the name of*	*Physical Postal Account*
IFSC Code/Branch Code*	*EFPB Postal Account.*
Nature of Account* Govt Account/ Savings/Current/Overdraft	
Expected number of transactions per month.*	
Transaction details	
Minimum Transaction Amount (INR) *	
Maximum Transaction Amount (INR) *	
Average Transaction Amount (INR) *	
Payment Options Required * Debit Cards (Domestic/International), Credit Cards (Domestic/International), Net Banking, IMPS, CSC (Common Services Centre) Wallet	
1. Website Technology * JAVA, .net, PHP, COM/DCOM.HTML5, Python, Others 2. LOGO url :	.NET , MS SQL https://bharatkosh.gov.in
Is Return/ Refund Policy available on the website? * (Yes/No). Please specify link	

The information given above is correct to best of my knowledge and the information given can be used for onboarding purpose. I take complete responsibility of the same.

(Note: Please sign and put stamp on all the pages of the document).

Place: Signature (With stamp):...........................

Date: Name of Authorized Signatory:..........................

Onboarding Information Form SBlePay

For Government Departments

PAO Code :

	Fields marked with (*) are mandatory fields
Department Details	
Name of the Department *	
Website Name/URL *	https://
Constitution* Central Government /State Government/ Local Bodies/Public Sector/Corporation/ Joint Venture with State or Central Government /Others Please Specify if others……….	
TAN Number *	
Office Address*	
State *	
City*	
Pin Code *	
Nature of Transactions*	
Contact Details	
Contact Details :Name& Designation*	
Email Id *	
Alternate Email Id *	
Primary Mobile Number*	
Alternate Mobile Number	
Landline *	
Fax Number	

PAO Code ⟶

Place: Signature (With stamp):……………………….

Date: Name of Authorized Signatory:……………………….

Non-Tax Receipts

Controller Name: _____

PAO Name : ABC   PAO Code : 123

Physical Receipt & IFSC NO.	eFPB Receipt Account (Accredited Bank) & IFSC NO.	RBI Receipt Account & IFSC NO.

DDO Name : XX   DDO Code :X1X1

Receipts/ Purpose Name	Sr.No	Payment Type(Details of PSU/Receipt)	Head of a/c	Description of the Non-Tax Receipts	Actual Receipts last FY (Crores)	B.E. FY 2016-17 (Crores)
Dividends and Profits	1	PSU 1				
	2	PSU 2				
	3	PSU 3				
	4					
	5					
Interest Receipts	1	PSU 4				
	2	PSU 5				
	3	PSU 6				
Receipt A	1					
Receipt B	2					
Receipt C	3					

DDO Name : YY   DDO Code: Y1Y1

Receipts/ Purpose Name	Sr.No	Payment Type(Details of PSU/Receipt)	Head of a/c	Description of the Non-Tax Receipts	Actual Receipts last FY (Crores)	B.E. FY 2016-17 (Crores)
Dividends and Profits	1	PSU 1				
	2	PSU 2				
	3	PSU 3				
	4					
	5					
Interest Receipts	1	PSU 4				
	2	PSU 5				
	3	PSU 6				
Receipt A	1					
Receipt B	2					
Receipt C	3					

NTRP On-boarding of PAO

Pre-requisites (Checklist for PAO)

Indentification of Non-Tax receipts by PAO
(In consultation with DDOs/Program Division)

Opening of EFPB a/c in Accredited Bank
(By writing to respective Accredited Bank Branch)

Opening of RBI receipt A/c (NEFT/RTGS)
(By sending request letter to RBI, PAD , Mumbai)

Purpose(Non-Tax Receipts) Entry (Visible to user) on PFMS by PAO

Mapping of Accounting heads with purposes(Non-tax receipts)

Approval of Purposes by Pr. AO Office

Purposes will be visible on NTRP and User can make Payments