

No. I-126/2/2022-ITD-CGA/E-11425/385
Ministry of Finance
Department of Expenditure
Controller General of Accounts
(PFMS Division)
GIFMIS Vertical

Dated: 30.09.2025

OFFICE MEMORANDUM

Subject: Procedure for refund of unspent balance by States for schemes onboarded on SNA SPARSH

This vertical is in receipt of escalations from States where the respective Departments are unable to access the purpose on Bharatkosh for Refund of unspent balance lying the SNA account after onboarding SNA SPARSH. In pursuance of the para 2 of OM No 1(27)/PFMS/2020 dated 16.01.2024, the functionality for refund of unspent balance for schemes notified under SNA SPARSH has already been developed, tested and deployed on live server. As stipulated under para 9(i) and (ii) of the referred OM, the detailed guidelines are enclosed for reference.

A Standard Operating Procedure (SoP) as a user guide for the State users and Ministry/Department has been compiled and the same is enclosed. It is again requested that necessary arrangements may please be made to circulate necessary instructions, and the SoP among all stakeholders for the implementation of the said functionality.

For any clarification/query on payment-related issues, Bharatkosh helpdesk (phone no 24665534, e.mail: ntrp-helpdesk@gov.in) may be contacted.

This is issued with the approval of the Competent Authority.



(B Gopala Krishnakanth Raju)
Assistant Controller General of Accounts

Enclosure: As above

To

1. Financial Advisors of all Ministries/Departments
2. 2. All Pr. CCAs/CCAs/CAs with independent charge

Copy to:

1. PPS to Additional Secretary (PFS), DoE, MoF
2. PPS to Addittional Controller General of Accounts, PFMS
3. Sr AO (GIFMIS) for uploading on CGA's website

Standard Operating Procedure for Refund of Unspent Balances by States for Schemes Notified under SNA SPARSH

STATE GOVERNMENT USERS

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INTRODUCTION

Department of Expenditure notified SNA-SPARSH vide OM dated 13.07.2023 (Annexure 1) to bring in more efficiency in cash management and to achieve the goal of “Just-in-time” fund flow from both the Centre and State Consolidated Funds through an integrated network of State IFMIS, e-kuber of RBI and PFMS. The new system has been named SNA-SPARSH (समयोचित प्रणाली एकीकृत शीघ्र हस्तांतरण-Real-time System for integrated Quick Transfers). Under SNA-SPARSH, the center’s share is released only when the beneficiary incurs an actual expenditure and a claim is raised. The State’s account is pre-funded with the center’s share before releasing of payment to the end beneficiary by the State Government.

This manual detail the standard operating procedure that the State Government is to follow for returning unspent balances to the respective Central Ministry/ Department handling the Centrally Sponsored Schemes notified under SNA SPARSH vide DoE’s OM dated 4.10.2024.

RETURN OF UNSPENT BALANCES in SNA ACCOUNT

What are Unspent Balances?

- If a State has successfully credited a payment to the end beneficiary through SNA SPARSH for a Centrally Sponsored Scheme, the same is considered to be onboarded on the new platform. Any balances lying in the State Nodal Agency account thereafter will be treated as unspent balance and has to be returned to the respective Centre and State Consolidated Fund as per the sharing pattern.
- The Centre share is to be returned to the concerned Central Ministry/ Department through Bharatkosh portal (<https://bharatkosh.gov.in>)
- The Department handling the scheme in the State has to ensure that the SNA account is not utilised for any further expenditure by Implementing Agency, and the unspent balance is returned to respective Consolidated Funds.

Process for return of unspent balance to Central Ministry/ Department through Bharatkosh

The process to be followed for returning the unspent balance to the Central Ministry/ Department is as follows:

1. The SNA/ State user shall go to <https://bharatkosh.gov.in/NTRPHome/Index> and go to the menu – Login/Register.
2. If the user has a registered Bharatkosh account, they will enter the username and password and click on “submit” button to login



The screenshot shows the 'Login' section of the Bharatkosh portal. A red rectangular box highlights the 'User Name' and 'Password' input fields, along with the green 'Submit' button located below the captcha section. The captcha text is 'JDzjWH'.

Login

User Name

Password

JDzjWH Get a new Captcha

Text shown in Captcha is case-sensitive

Type the text shown as per the image above

Captcha

Submit

New User

Forgot Password

3. If the user does not have a registered Bharatkosh login ID, they must create one using the “New User” hyperlink. The steps for the creation of a new account are detailed in Annexure A

This screenshot is identical to the one above, showing the 'Login' form. However, a red rectangular box highlights the 'New User' hyperlink at the bottom left of the page, below the 'Forgot Password' link.

Login

User Name

Password

JDzjWH Get a new Captcha

Text shown in Captcha is case-sensitive

Type the text shown as per the image above

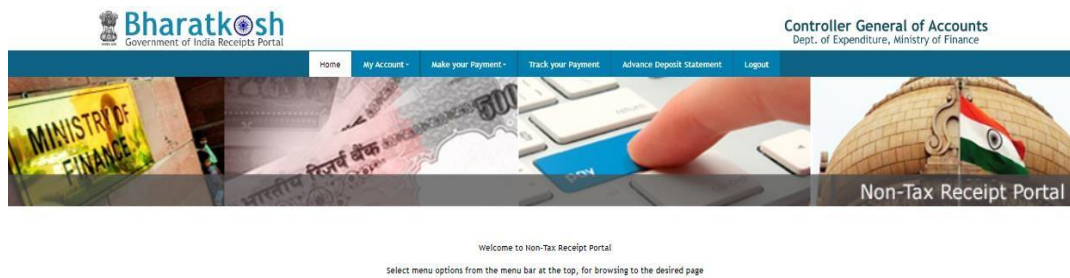
Captcha

Submit

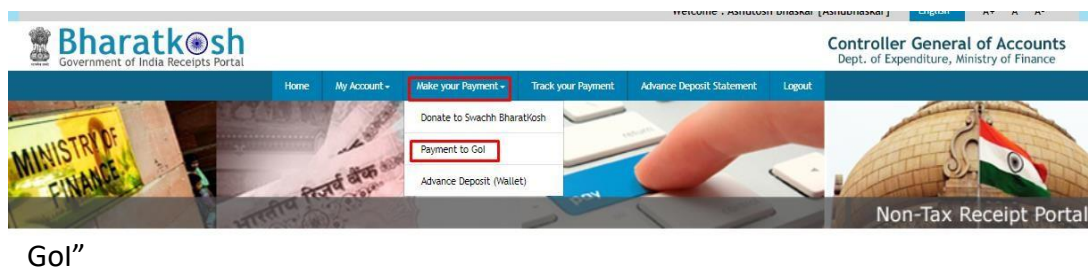
New User

Forgot Password

4. On successful login on Bharatkosh, the following screen will open



5. The user will click on the “Make Payment” dropdown and select “Payment to



GoI”

6. On clicking, the following screen will open


The screenshot shows the 'Payment Purpose' form in the Bharatkosh portal. At the top, there is a progress bar with four steps: 1. Payment Purpose (highlighted), 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The form itself has a blue header with the title 'Payment Purpose'. It contains several input fields: 'Depositor's category' with a dropdown menu set to 'Individual'; 'Purpose' with a text input field and a search icon; 'Amount' with a dropdown menu set to 'INR' and a text input field set to '0'; 'Payment Frequency /Period' with a dropdown menu set to '2023-2024'; 'Remarks' with a text area; and a Captcha field with a 'Get a new Captcha' link. Below the Captcha field, there is a note: 'Text shown in Captcha is case-sensitive'. At the bottom right of the form, there is an 'Add' button.

7. The user will click on the highlighted icon to select the Ministry/ Department and the purpose

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

Payment Purpose

Depositor's category: Individual

Purpose: 

8. On clicking the icon, the following pop-up will open

Search Purpose

Ministry: Administration of UT of Ladakh

Purpose:

Please select the appropriate Ministry from the drop down menu, to search the Purpose of your choice

Search Clear

1. The user will select the Ministry/ Department from the dropdown to whom the unspent balance is to be returned and search for the purpose – Refund of unspent balance for the current financial year for schemes under SNA SPARSH OR Refund of unspent balance for the previous financial year for schemes under SNA SPARSH as the case may be. If the purpose is not visible in the dropdown, the State has to contact the Pay and Accounts Office of the concerned Ministry for mapping of the purpose.
9. All Heads of Account in which the budget was released will be added as a payment type. The user has to carefully select the purpose based on the head of account for which the unspent balance is being refunded.
10. The purpose will appear in the form of a hyperlink. The user will click on the hyperlink to choose the purpose. On selecting the purpose, the following form will open where the purpose, payment type, PAO, and DDO will be pre-filled based on the purpose selected.

Payment Purpose

Depositor's category: Individual

Purpose: Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG)

Payment Type: 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC

Ministry: HIGHER EDUCATION

Pay & Account Office (PAO): 011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO): 211763 - UNDER SECRETARY(CASH)

Amount: INR 0

Payment Frequency /Period: No Restriction

Remarks: Remark

UsDC9M Get a new Captcha
Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Captcha

Add

11. The user will fill in the amount to be remitted, enter the SLS name and code (linked to the CSS) in the remarks to enable the Ministry/Department to identify the State. After filling in the details, the user will enter the captcha and click on

Payment Purpose

Depositor's category: Individual

Purpose: Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG)

Payment Type: 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC

Ministry: HIGHER EDUCATION

Pay & Account Office (PAO): 011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO): 211763 - UNDER SECRETARY(CASH)

Amount: INR 1000
RUPEES ONE THOUSAND ONLY

Payment Frequency /Period: No Restriction

Remarks: Unspent balance refunded for MZ XXX
25 Character Left


UsDC9M Get a new Captcha
Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Us DC9M

Add

the "Add" button

12. On clicking "Add", the following table will be displayed. If the user is okay with the details, they will click on "Next". If they wish to change the details, they may click on the "delete" icon and make a fresh selection.

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
HIGHER EDUCATION	Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIGHER EDUCATION) (9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC)	011751 - PAO (Secondary Education & Higher Education)	211763 - UNDER SECRETARY(CASH)	1000.00	No Restriction	

Next →

13. On clicking “Next”, the following page will open where the user will fill in the depositor details and select the mode through which they wish to return the unspent balance.

Depositor's Details

Name: *
Mr.

Address Line 1: *

Address Line 2: *

Country: *
INDIA

State: *
--Select--

District: *
--Select--

City: *

Pincode/ Zipcode: *

TAN

TIN

Mobile Number: *
INDIA(+91)

Email: *

☐ Online payment
 ☒ SWIFT/NEFT/RTGS

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Next →

14. Name, email ID and mobile number will be pre-filled based on the details entered while creating the Bharatkosh ID. The user will fill in the address and select the desired mode of payment and click on “Next”.
15. On clicking “Next” the user will reach the confirmation page on Bharatkosh. If the details are found to be satisfactory, the user will click on the “confirm” button. If the user wishes to edit the details, they will click on the “Back” button to make changes.

Payment Mode Online

Depositor's Details

Name	demo da		
Address 1	8	Address 2	Central
City	Central	District	
State	DELHI	Country	INDIA
Pincode/Zipcode	110001	Email	healthmodule3-pfms@nic.in
Mobile No. (+91)	7542896353		
TAN		TIN	


Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	POWER	PAO(Sectt.), Ministry of Power, New Delhi[013455]	APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI[213459]	Deposit of Interest earned on unspent balance(POWER),3970-MA[Central Nodal Agency	One Time	1500
				INR one thousand five hundred only		Total::1500

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Confirm →

16. If the selected mode of payment is offline (NEFT/RTGS): on clicking the “confirm” button, a deposit slip will be available for download.

 **Bharatkosh**
Government of India Receipts Portal

Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

Home About Us User Guide Contact Us FAQs Terms And Conditions Charge back and Refund Policy

Response Status Offline

Challan No: 20042530082200003548
Amount: 3000
Payment Mode: OffLine

[Download Depositor Slip](#) [Quit](#)

Note:
Please enter the UTR no. at the track your payment page >>Enter UTR no pop up, as soon as you complete the NEFT payment and receive a UTR no. from your Bank.
If you fail to do so, you won't receive the transaction receipt.
UTR No. related info:
If the amount is paid through NEFT then the UTR will be an alpha numeric 12 / 16 digit no. and if done through RTGS then it will be a 22 length alpha-numeric character with first four characters denoting your bank name like HDFC and fifth character being the English alphabet 'R'.

Sample deposit slip:

Bharat Kosh (Toll free No.1800 118 111)			Deposit / Pay-in-slip - NEFT / RTGS			
URN No. (for Departmental Use) : 20042530082200003548			Beneficiary (PAO) A/C No.: 10600901006			
Note: Please provide this URN No. at the Remarks column at the NEFT/RTGS slip. Officials at Bank's counter himself/theirself need to ensure that the remitter Bank A/C no. & the depositor being used for the NEFT / RTGS instruction is same as what is printed on this deposit slip. Any error in entry of this A/C no. will lead to non-delivery of services expected in lieu of this payment to Government of India.			Beneficiary (PAO) IFSC Code : RBIS004BP004			
			Beneficiary (PAO) Account Type : Current Account			
			Remitter's Bank Name : HDFC BANK LTD.			
			Remitter's Bank A/C No. : 1522002100037567			
			Remitter's Bank IFSC Code : HDFC0000003			
			Payment Period/ Frequency : One Time			
Remitter Name	Department / office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Beneficiary Name (PAO)& Code	Remarks
demo d	NATIONAL RAINFED AREA AUTHORITY (200425)	Deposit of Interest Earned on Unspent balance (AGRICULTURE, LK242, pragrai goi corresponding to state scheme)	3000.00	0025008000000000-OTHER RECEIPTS	PAO(Sectt)-I (000001)	
Total			3000.00	(in words) Rupees : Three Thousand		
For Bank's Usage						
NEFT Request Received Date						
Transaction Amount						
NEFT Charges						
NEFT UTR No						
Deposit Slip Created Date: 8/30/2022 3:43:21 PM						
Note: Please enter the UTR Number at the Track your Payment / Payment history link available at NTRP, as soon as you complete the NEFT/RTGS payment and receive a UTR Number from your Bank. If you fail to do so, the system will not be able to generate the transaction receipt.						
Remark: This Deposit slip is valid for 15 days from the date of creation of deposit slip at NTRP, please make sure to do the NEFT/RTGS within 15 days, else the NEFT will not be accepted and treated as invalid.						
Courtesy:- Public Financial Management System						

17. Each Deposit slip will have a unique CPIN. The payee can add the CPIN as a beneficiary in their internet banking credentials and make a payment OR may visit the branch and pay over the counter. The payee will not update the UTR on Bharatkosh. It will be automatically updated on successful reconciliation.
18. If the selected mode of payment is online (Net Banking/ Debit Card/ Credit Card/ Corporate Net Banking): on clicking the “confirm” button, the user will be redirected to the payment gateway page. The user will select the payment gateway, desired mode, and make a payment

Payment Gateway

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards (except Diners Club Card) and also via the Internet Banking of banks through the any Payment Gateways available below. The payment via American Express Credit Card (AMEX) can be made through SBI ePay payment gateway

Payment through RuPay Credit Card and UPI mode is available through Kotak Bank, HDFC Bank, SBlePay and Bank of Bar

<input type="radio"/> FEDERAL BANK Success Rate 100 %	<input type="radio"/> AXIS BANK Success Rate 86 %	<input type="radio"/> kotak Success Rate 3 %	<input type="radio"/> do after after Bank of Baroda Success Rate 0 %	<input type="radio"/> SOUTH INDIAN Bank Success Rate 0 %	<input type="radio"/> ICICI Bank Success Rate 0 %
<input type="radio"/> HDFC BANK Success Rate 0 %	<input type="radio"/> Pay Gov India Success Rate 0 %	<input type="radio"/> Phone the Indian Bank Success Rate 0 %			

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking Debit card Credit card UPI

Enter the letter shown

Enter the letter shown

pmqsvx

Get a new Captcha

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

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 FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

☐ I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

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Pay

RETURN OF UNSPENT BALANCES in RBI DRAWING ACCOUNT AFTER ONBOARDING SNA- SPARSH

What are Unspent Balances when scheme has onboarded SNA SPARSH?

- If a State has received excess credit of centre share against duplicate payment files inadvertently pushed by States
- Credits lying in RBI account due to permanent marking of transactions as “failed” in State IFMS failed by the State IFMS as the payment could not be credited to the end beneficiary through SNA SPARSH.
- The above balances will be treated as unspent balance and has to be returned to the respective Centre and State Consolidated Fund as per the sharing pattern.
- The Centre share is to be returned to the concerned Central Ministry/ Department through Bharatkosh portal (<https://bharatkosh.gov.in>)
- If the State returns the unspent balance in the same financial year in which the centre share was released, it shall be treated as a reduction of expenditure by the Central Ministry/ Department.
- If the unspent balance is returned in the next financial year, it shall be booked under deduct recoveries.
- Return of unspent balances from the State Treasury Account (in RBI) can be made using the NEFT/RTGS mode only on Bharatkosh.

Process for return of unspent balance to Central Ministry/ Department through Bharatkosh

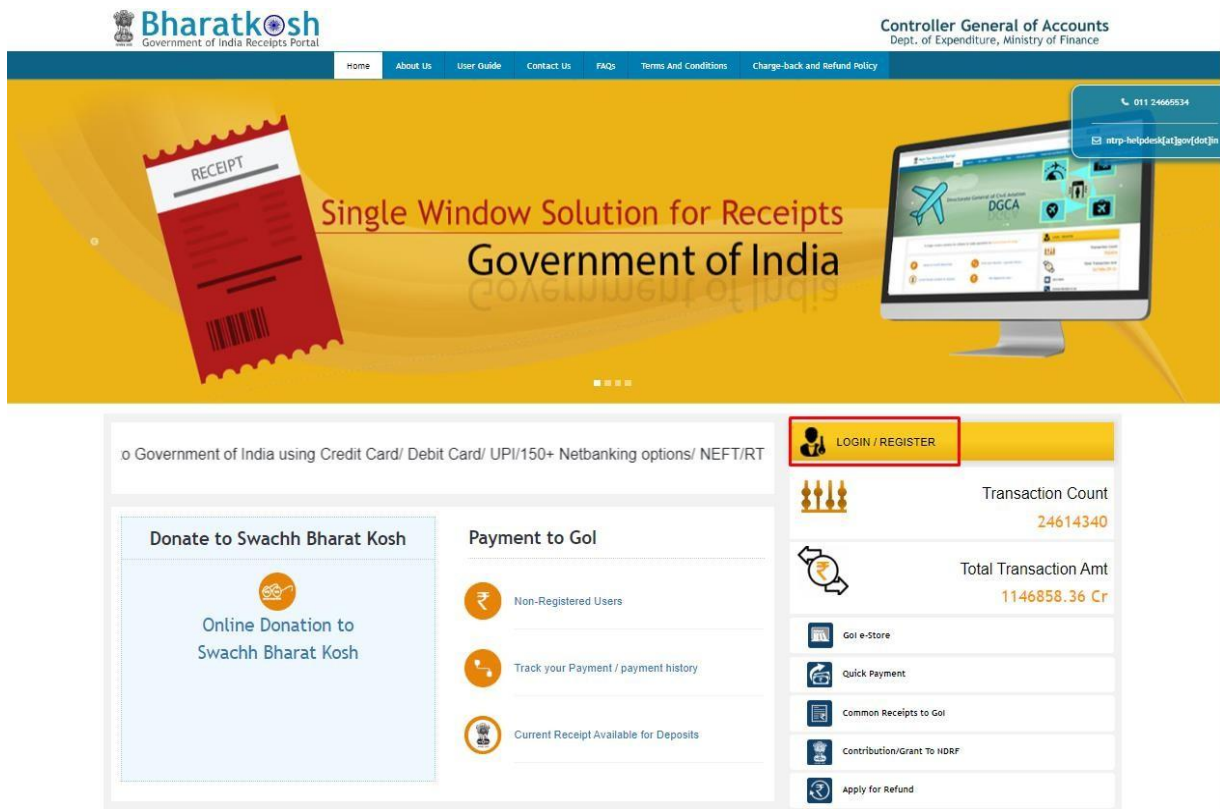
The process to be followed for returning the unspent balance to the Central Ministry/ Department is as follows:

(1) Activation of State Treasury Account for e-payment

State Treasury Account which is configured for e-payments can try making NEFT/RTGS payment to NTRP Bharatkosh account

(2) Process for generation of deposit slip through Bharatkosh for remittance through NEFT/RTGS mode

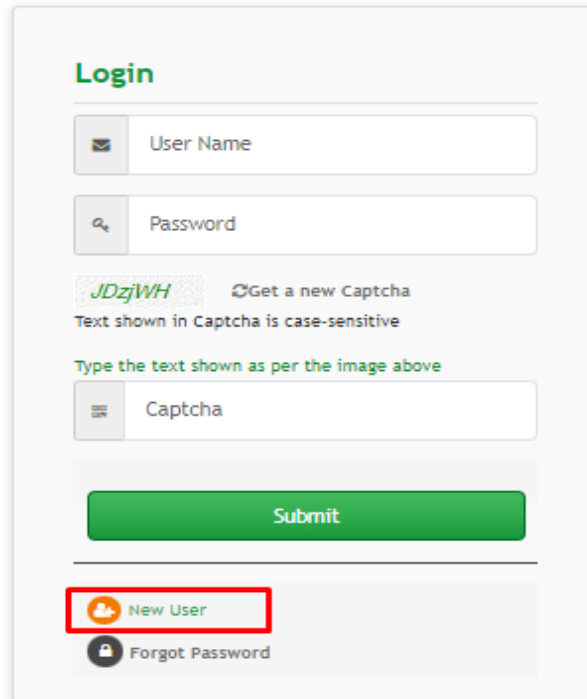
2. The user shall go to <https://bharatkosh.gov.in/NTRPHome/Index> and go to the menu – Login/Register.



3. If the user has a registered Bharatkosh account, they will enter the username and password and click on "submit" button to login

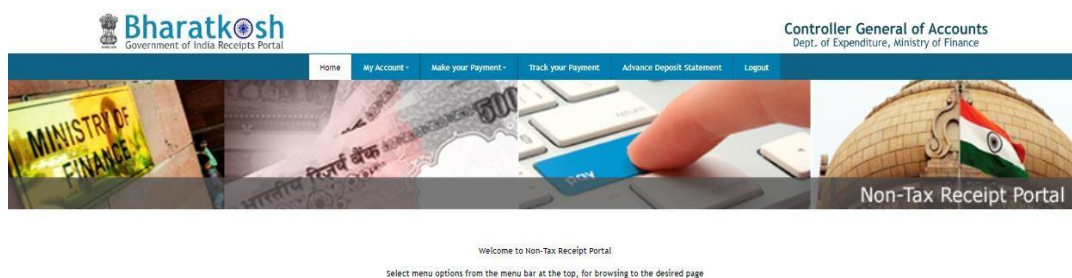
The image shows the login form on the Bharatkosh portal. It is titled "Login" in green. There are two input fields: "User Name" and "Password", both with icons (an envelope for email and a key for password) and a red border around them. Below these fields is a captcha section with the text "JDzjWH" and a "Get a new Captcha" button. A note states "Text shown in Captcha is case-sensitive". Below the note is a prompt "Type the text shown as per the image above" and a "Captcha" input field. At the bottom of the form is a large green "Submit" button with a red border. Below the form, there are two links: "New User" and "Forgot Password".

4. If the user does not have a registered Bharatkosh login ID, they must create one using the “New User” hyperlink. The steps for the creation of a new account are detailed in Annexure A

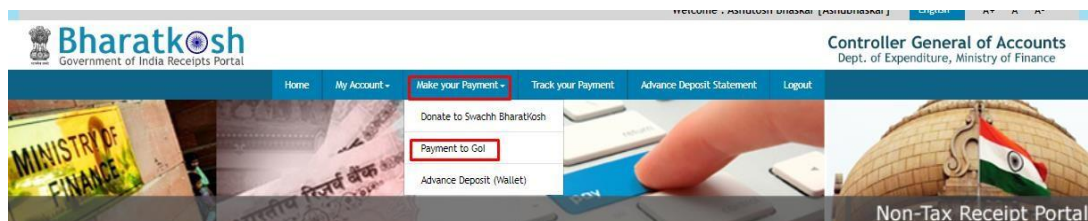


The image shows the login page of the Bharatkosh portal. It has a title "Login" in green. Below it are two input fields: "User Name" and "Password". There is a captcha section with the text "JDzjWH" and a link "Get a new Captcha". Below the captcha is a text box for the user to enter the captcha text. At the bottom of the form is a green "Submit" button. Below the form are two links: "New User" (highlighted with a red box) and "Forgot Password".

5. On successful login on Bharatkosh, the following screen will open



6. The user will click on the “Make Payment” dropdown and select “Payment to



GoI”

7. On clicking, the following screen will open

Payment Purpose

Depositor's category: Individual

Purpose:

Amount: INR 0

Payment Frequency /Period: 2023-2024

Remarks: Remark

Get a new Captcha

Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Captcha

Add

8. The user will click on the highlighted icon to select the Ministry/ Department and the purpose

Payment Purpose

Depositor's category: Individual

Purpose:

9. On clicking the icon, the following pop-up will open

Search Purpose

Ministry: Administration of UT of Ladakh

Purpose:

Please select the appropriate Ministry from the drop down menu, to search the Purpose of your choice

Search Clear

10. The user will select the Ministry/ Department from the dropdown to whom the

unspent balance is to be returned and search for the purpose – Refund of unspent balance for the current financial year for schemes under SNA SPARSH OR Refund of unspent balance for the previous financial year for schemes under SNA SPARSH as the case may be. If the purpose is not visible in the dropdown, the State has to contact the Pay and Accounts Office of the concerned Ministry for mapping of the purpose.

11. All Heads of Account in which the budget was released will be added as a payment type. The user has to carefully select the purpose based on the head of account for which the unspent balance is being refunded.
12. The purpose will appear in the form of a hyperlink. The user will click on the hyperlink to choose the purpose. On selecting the purpose, the following form will open where the purpose, payment type, PAO, and DDO will be pre-filled based on the purpose selected.

Payment Purpose

Depositor's category: Individual

Purpose: Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG)

Payment Type: 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-5C

Ministry: HIGHER EDUCATION

Pay & Account Office (PAO): 011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO): 211763 - UNDER SECRETARY(CASH)

Amount: INR 0

Payment Frequency /Period: No Restriction

Remarks: Remark

UsDCBM Get a new Captcha
Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Captcha

Add

13. The user will fill in the amount to be remitted, enter the SLS name and code (linked to the CSS) in the remarks to enable the Ministry/Department to identify the State. After filling in the details, the user will enter the captcha and click on

Payment Purpose

Depositor's category:

Individual

Purpose:

Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG)

Payment Type:

9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC

Ministry:

HIGHER EDUCATION

Pay & Account Office (PAO):

011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO):

211763 - UNDER SECRETARY(CASH)

Amount:

INR

1000

RUPEES ONE THOUSAND ONLY

Payment Frequency /Period:

No Restriction

Remarks:

Unspent balance refunded for MZ XXX

25 Character Left

UsDC9M

Get a new Captcha

Text shown in Captcha is case-sensitive


Type the text shown as per the image above:

Us DC9M

Add

the “Add” button

14. On clicking “Add”, the following table will be displayed. If the user is okay with the details, they will click on “Next”. If they wish to change the details, they may click on the “delete” icon and make a fresh selection.

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
HIGHER EDUCATION	Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIGHER EDUCATION) (9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC)	011751 - PAO (Secondary Education & Higher Education)	211763 - UNDER SECRETARY(CASH)	1000.00	No Restriction	

Next →

15. On clicking “Next”, the following page will open where the user will fill in the depositor details and select the mode of payment as “NEFT/RTGS” only.

Depositor's Details

Name: *

Mr.

Address Line 1: *

Address Line 2:

Country: *

INDIA

State: *

--Select--

District: *

--Select--

City: *

Pincode/ Zipcode:

TAN

TIN

Mobile Number: *

INDIA(+91)

Email: *

☐ Online payment

☒ SWIFT/NEFT/RTGS

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16. Name, email ID and mobile number will be pre-filled based on the details entered while creating the Bharatkosh ID. The user will fill in the address and select the desired mode of payment, and click on “Next”.

17. On clicking “Next” the user will reach the confirmation page on Bharatkosh. If the details are found to be satisfactory, the user will click on the “confirm” button. If the user wishes to edit the details, they will click on the “Back” button to make changes.

Payment Mode Online

Depositor's Details

Name	demo da		
Address 1	8	Address 2	Central
City	Central	District	
State	DELHI	Country	INDIA
Pincode/Zipcode	110001	Email	healthmodule3-pfms@nic.in
Mobile No. (+91)	7542896353		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	POWER	PAO(Sectt.), Ministry of Power, New Delhi[013455]	APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI[213459]	Deposit of interest earned on unspent balance(POWER),3970-1IA[Central Nodal Agency	One Time	1500
				INR one thousand five hundred only		Total:: 1500

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Confirm →

18. If the selected mode of payment is offline (NEFT/RTGS): on clicking the “confirm” button, a deposit slip will be available for download.

Bharatkosh
Government of India Receipts Portal

Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

Home About Us User Guide Contact Us FAQs Terms And Conditions Charge back and Refund Policy

Response Status Offline

Challan No: 20042530082200003548
Amount: 3000
Payment Mode: OffLine

[Download Depositor Slip](#) [Quit](#)

Note:
Please enter the UTR no. at the track your payment page >>Enter UTR no pop up, as soon as you complete the NEFT payment and receive a UTR no. from your Bank. If you fail to do so, you won't receive the transaction receipt.
UTR No. related info:
If the amount is paid through NEFT then the UTR will be an alpha numeric 12 / 16 digit no. and if done through RTGS then it will be a 22 length alpha-numeric character with first four characters denoting your bank name like HDFC and fifth character being the English alphabet 'R'.

Sample deposit slip:

Bharat Kosh (Toll free No. 1800 118 111)

URN No. (for Departmental Use): 20042530082200003548

Note: Please provide this URN No. at the Remarks column at the NEFT/RTGS slip. Officials at Bank's counter himself/herself need to ensure that the remitter Bank A/C no. & the depositor being used for the NEFT/RTGS instruction is same as what is printed on this deposit slip. Any error in entry of this A/C no. will lead to non-delivery of services expected in lieu of this payment to Government of India.

Remitter Name	Department / office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Beneficiary (PAO) A/C No.:	Beneficiary (PAO) IFSC Code:	Beneficiary (PAO) Account Type:	Remitter's Bank Name:	Remitter's Bank A/C No.:	Remitter's Bank IFSC Code:	Payment Period/Frequency:	Head of Account	Beneficiary Name (PAO) Code	Remarks
demo d	NATIONAL RAINFED AREA AUTHORITY (200425)	Deposit of interest earned on Unspent balance (AGRICULTURE, LK242, pragrahi goi corresponding to state scheme)	3000.00	0029008000000000-OTHER RECEIPTS	PAO(Sectt)-I (000001)					One Time			
Total			3000.00	(In words) Rupees : Three Thousand									

For Bank's Usage

NEFT Request Received Date: _____
Transaction Amount: _____
NEFT Charges: _____
NEFT UTR No: _____
Deposit Slip Created Date: 8/30/2022 3:43:21 PM

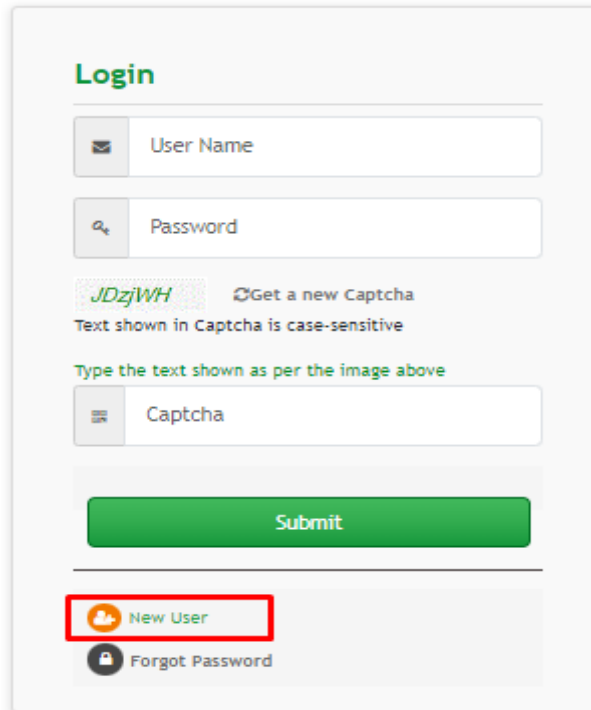
Note: Please enter the UTR Number at the Track your Payment / Payment history link available at NTRP, as soon as you complete the NEFT/RTGS payment and receive a UTR Number from your Bank. If you fail to do so, the system will not be able to generate the transaction receipt.
Remark: This Deposit slip is valid for 15 days from the date of creation of deposit slip at NTRP, please make sure to do the NEFT/RTGS within 15 days, else the NEFT will not be accepted and treated as invalid.
Courtesy:- Public Financial Management System

(C) Process for return of unspent balance from the State Treasury Account

- After generating the deposit slip, states shall prepare and send an e-payment file to RBI e-Kuber system with debit details of their concerned treasury account (as decided by State for refunding the undisbursed amount of Central Share)
- The chosen treasury account should be configured for e-payments in e-Kuber system. Any account that does not handle e-payments cannot be configured for e-payments and hence cannot be used.
- The beneficiary details in the e-payment file should be as per the Bharatkosh deposit slip containing the beneficiary account number (which is the CPIN) and NTRP IFSC – RBISONTNPER (fifth character is zero). Payment mode in the e-payment file should be NEFT.
- Once the fund has been transferred, the status will be updated as “success” on Bharatkosh after successful reconciliation within 24 hours.

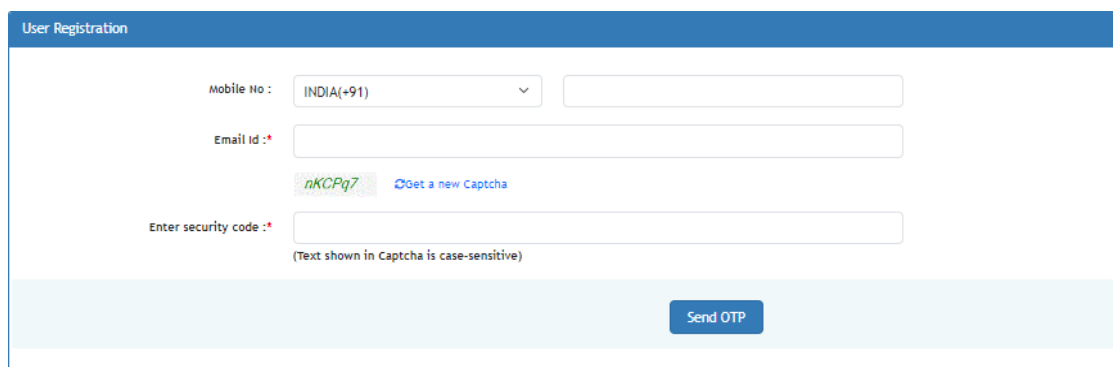
Creation of a new login ID on Bharatkosh

1. A user can create a new account using the “New User” hyperlink.



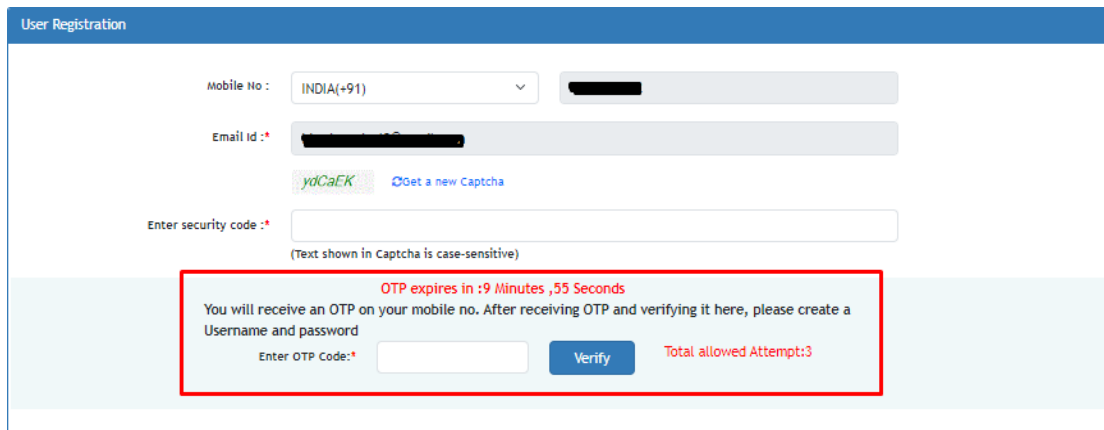
The image shows a login form titled "Login" in green. It contains three input fields: "User Name" with an envelope icon, "Password" with a magnifying glass icon, and "Captcha" with a document icon. Above the Captcha field is a captcha image showing the text "JDzjWH" and a link "Get a new Captcha". Below the captcha image, it says "Text shown in Captcha is case-sensitive" and "Type the text shown as per the image above". A green "Submit" button is below the Captcha field. At the bottom, there are two links: "New User" with a person icon and "Forgot Password" with a key icon. The "New User" link is highlighted with a red rectangle.

2. On clicking the “New User” hyperlink, a form will open where the user will enter the mobile number, email ID, and captcha and click on the “Send OTP” button



The image shows a "User Registration" form. It has a blue header with the text "User Registration". The form contains three input fields: "Mobile No :" with a dropdown menu showing "INDIA(+91)", "Email id :*" with a red asterisk, and "Enter security code :*" with a red asterisk. Above the security code field is a captcha image showing the text "nKCPq7" and a link "Get a new Captcha". Below the security code field, it says "(Text shown in Captcha is case-sensitive)". A blue "Send OTP" button is at the bottom right.

3. On clicking “Send OTP”, the following screen shall open where the user will key in the OTP received on the entered email ID OR mobile number and click on the “verify” button.



User Registration

Mobile No : INDIA(+91) [Redacted]

Email Id : [Redacted]

ydCaEK [Get a new Captcha](#)

Enter security code :*

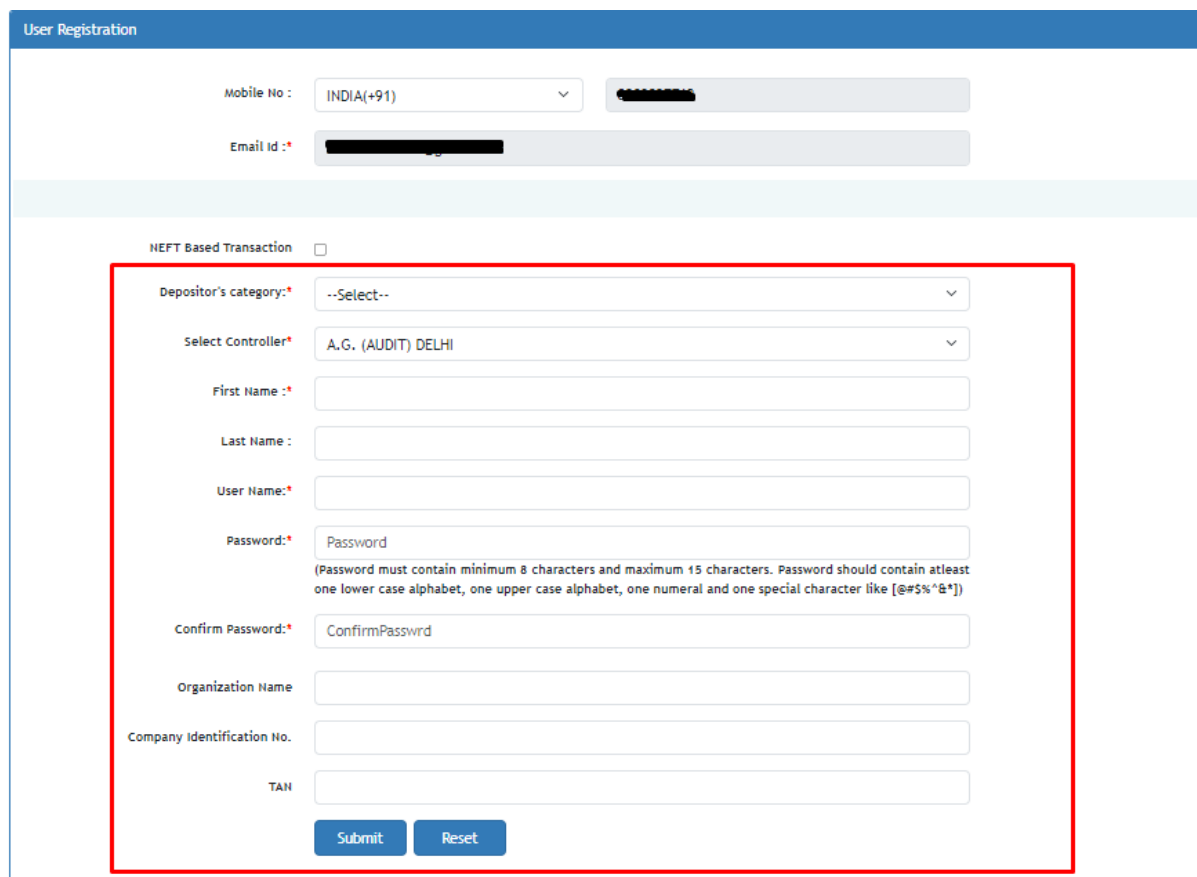
(Text shown in Captcha is case-sensitive)

OTP expires in :9 Minutes ,55 Seconds

You will receive an OTP on your mobile no. After receiving OTP and verifying it here, please create a Username and password

Enter OTP Code:* [Input Field] Verify Total allowed Attempt:3

4. On successful verification, the following form will open and the user will fill in the details



User Registration

Mobile No : INDIA(+91) [Redacted]

Email Id : [Redacted]

NEFT Based Transaction ☐

Depositor's category:* --Select--

Select Controller* A.G. (AUDIT) DELHI

First Name :*

Last Name :

User Name:*

Password:* Password
(Password must contain minimum 8 characters and maximum 15 characters. Password should contain atleast one lower case alphabet, one upper case alphabet, one numeral and one special character like [!@#\$%^&*])

Confirm Password:* ConfirmPasswrd

Organization Name

Company Identification No.

TAN

Submit
Reset

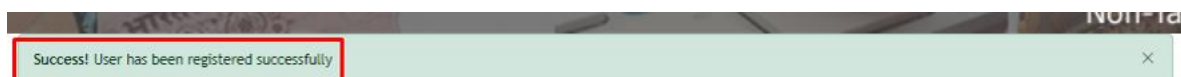
5. For making payment through NEFT/RTGS mode, the user will click on the checkbox – NEFT-based transaction and fill in the details of the account from which the amount will be debited. **For the return of unspent balance from the RBI drawing account, the State has to add the details of the treasury account, only enabled for epayment**
6. The user will select the depositor category from the dropdown at their discretion

The image shows a 'User Registration' form. At the top, there are fields for 'Mobile No.' (with a dropdown set to 'INDIA(+91)' and a masked input) and 'Email Id :*'. Below these is a section for 'NEFT Based Transaction' with an unchecked checkbox. The 'Depositor's category: *' dropdown is open, showing options: '--Select--', 'Individual', 'Corporates/Commercial Undertakings', 'NGO/Societies', 'Ministry/Department', 'Public Sector Undertaking', and 'Autonomous body' (which is highlighted in blue). Other fields visible include 'Select Controller*', 'First Name :*', 'Last Name :', and 'User Name: *'.

7. After filling in the details, the user will click on the “Submit” button

The image shows the 'User Registration' form with all fields filled. 'Mobile No.' is 'INDIA(+91)' and 'Email Id :*' is masked. 'NEFT Based Transaction' is unchecked. 'Depositor's category: *' is 'Individual', 'Select Controller*' is 'CIVIL AVIATION & TOURISM', 'First Name :*' is masked, 'Last Name :' is masked, 'User Name: *' is masked, and 'Password: *' is masked. A green message 'User is available' is displayed next to the 'User Name' field. Below the password fields is a note: '(Password must contain minimum 8 characters and maximum 15 characters. Password should contain atleast one lower case alphabet, one upper case alphabet, one numeral and one special character like [@#%*&*])'. There are also empty fields for 'Confirm Password: *', 'Organization Name', 'Company Identification No.', and 'TAN'. At the bottom, the 'Submit' button is highlighted with a red box, next to a 'Reset' button.

9. On successful submission, the following message will be displayed



Standard Operating Procedure for Refund of Unspent Balances by States for Schemes Notified under SNA SPARSH

CENTRAL GOVERNMENT USERS

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INTRODUCTION

Department of Expenditure notified SNA-SPARSH vide OM dated 13.07.2023 (Annexure 1) to bring in more efficiency in cash management and to achieve the goal of “Just-in-time” fund flow from both the Centre and State Consolidated Funds through an integrated network of State IFMIS, e-kuber of RBI and PFMS. The new system has been named SNA-SPARSH (समयोचित प्रणाली एकीकृत शीघ्र हस्तांतरण-Real-time System for integrated Quick Transfers). Under SNA-SPARSH, the center’s share is released only when the beneficiary incurs an actual expenditure and a claim is raised. The State’s account is pre-funded with the center’s share before releasing of payment to the end beneficiary by the State Government.

This manual details the standard operating procedure that the State Government is to follow for refunding unspent balances to the respective Central Ministry/ Department handling the Centrally Sponsored Schemes notified under SNA SPARSH vide DoE’s OM dated 4.10.2024.

MAPPING OF PURPOSE WITH FUNCTION HEAD BY CENTRAL MINISTRY/ DEPARTMENT

The PAO user will be responsible for mapping of the purpose with the requisite function head and the DDO in whose books the amount will be adjusted.

1. PAO will navigate to “Manage Receipt Purpose” following the path: Home → Bharatkosh → Manage receipt Purpose



2. Two new pre-created purposes will be available
 - (i) Refund of unspent balance for the current financial year for schemes under SNA SPARSH
 - (ii) Refund of unspent balance for the previous financial year for schemes under SNA SPARSH

The screenshot shows the 'Manage Bharatkosh Purpose/Account' page. It features a 'Purpose List' table with columns: Sr.No., Purpose Description, Purpose Status, Payment Type Existed, Purpose Payment Mapping, and Edit. Two rows are highlighted with red boxes: row 2, 'Refund of unspent balance for previous Financial Year for schemes under SNA SPARSH', and row 3, 'Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH'.

Sr.No.	Purpose Description	Purpose Status	Payment Type Existed	Purpose Payment Mapping	Edit
1.	TestAdditional	Approved	False		View
2.	Refund of unspent balance for previous Financial Year for schemes under SNA SPARSH	Pending	True	Add/View/Edit Payment Type Mapping	Edit
3.	Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH	Approved	True	Add/View/Edit Payment Type Mapping	View
4.	Purchase of Map	Pending	True	Add/View/Edit Payment Type Mapping	Edit
5.	Hostel Fee	Pending	True	Add/View/Edit Payment Type Mapping	Edit
6.	training201023	Returned	False		Edit
7.	interest receipt	Pending	False		Edit
8.	sale of scrap material	Approved	False		View
9.	Receipt Under Right to Information Act, 2005	Approved	False		View

3. PAO will click on “Edit” to capture the mode of payment and whether the purpose should be available to users with a registered login ID only.

The screenshot shows the 'Manage Bharatkosh Purpose/Account' page. It features a 'Purpose List' table with columns: Sr.No., Purpose Description, Purpose Status, Payment Type Existed, Purpose Payment Mapping, and Edit. Two rows are highlighted with red boxes: row 2, 'Refund of unspent balance for previous Financial Year for schemes under SNA SPARSH', and row 3, 'Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH'. The 'Edit' button for row 2 is highlighted with a red box.

Sr.No.	Purpose Description	Purpose Status	Payment Type Existed	Purpose Payment Mapping	Edit
1.	TestAdditional	Approved	False		View
2.	Refund of unspent balance for previous Financial Year for schemes under SNA SPARSH	Pending	True	Add/View/Edit Payment Type Mapping	Edit
3.	Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH	Approved	True	Add/View/Edit Payment Type Mapping	View

4. PAO will click on the “Add/Edit/View Payment Type Mapping” to capture

the payment frequency and preferred currency. Separate mapping to be done for each payment type.

Manage Bharatkosh Purpose/Account					
<div> <div>Purpose List</div> <div> <div>Purpose Status: All</div> <div>Enter Purpose keyword</div> <div>Search</div> <div>View All</div> <div>Add New Purpose</div> </div> </div>					
Sr.No.	Purpose Description	Purpose Status	Payment Type Existed	Purpose Payment Mapping	Edit
1.	TestAdditional	Approved	False		View
2.	Refund of unspent balance for previous Financial Year for schemes under SNA SPARSH	Pending	True	Add/View/Edit Payment Type Mapping	Edit
3.	Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH	Approved	True	Add/View/Edit Payment Type Mapping	View
4.	Purchase of Map	Pending	True	Add/View/Edit Payment Type Mapping	Edit
5.	Hostel Fee	Pending	True	Add/View/Edit Payment Type Mapping	Edit

Add/Edit Purpose And Payment Type Mapping					
Nature of Receipt(Purpose):* Refund of unspent balance for prev					
Type Of Payment:* -Select-					
Frequency of Receipt:* -Select-					
(Window Limit if any) From Date: dd/mm/yyyy					
To Date: dd/mm/yyyy					
Currency Type	Lower Limit	Upper Limit	Whether INR Equivalent To be Received		
<input type="checkbox"/> Euro Member Countries			<input type="checkbox"/>		
<input type="checkbox"/> Great British Pound			<input type="checkbox"/>		
<input type="checkbox"/> Indian Rupees			<input type="checkbox"/>		
<input type="checkbox"/> Japanese Yen			<input type="checkbox"/>		
<input type="checkbox"/> U.S. Dollar			<input type="checkbox"/>		
<input type="checkbox"/> Is Login Required <input type="checkbox"/> Is Available to PAO					
<div>Add Purpose /Payment Type Mapping</div> <div>Back</div>					
Payment Type	Frequency	From Date	To Date	Departments	Edit Mapping
9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601061013301	No Restriction				Edit
9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067963301-ST	No Restriction				Edit
9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC	No Restriction				Edit

- The user will click on the “Ministry Purpose Mapping” hyperlink to map the function head and DDO

PAO Account List								
<div> <div>Enter PAO,AccountNo keyword</div> <div>Search</div> <div>View All</div> <div>Add New PAO Account</div> </div>								
Sr.No. PAO	Bank	Account No.	IFSC Code	EFPB Account No.	EFPB IFSC Code	RBI Account No.	RBI IFSC Code	Ministry Purpose Mapping
1.	PrAO cum PAO(External Affairs), N. Delhi	STATE BANK OF INDIA	11084278820	SBIN0000691	35267873132	SBIN0004266	10596701002	RBI50MBPA04
								Ministry Purpose Mapping

- On clicking the hyperlink, the following screen will open

Add/Edit Purpose Ministry Account Mapping

PAO : * 011751 - PAO (Secondary Educatic

Nature of Receipt(Purpose):* --Select--

☐ Select/Unselect All DDO

DDO : *

<input type="checkbox"/> 211768 - SR.A O. P.R.A O. MINISTRY OF H.R.D	<input type="checkbox"/> 111760 - PRINCIPAL, URDU TEACHING & RESEARCH CENTRE,(CIIL)
<input type="checkbox"/> 111761 - PRINCIPAL, WESTERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 311772 - PRINCIPAL, URDU TEACHER & RESEARCH CENTRE
<input type="checkbox"/> 200950 - PAO, Ministry of H.R.D, Deptt. of Higher Education	<input type="checkbox"/> 111756 - DY.DIR,(L),CENTRAL HINDI DIRECTORATE
<input type="checkbox"/> 111759 - PRINCIPAL, EASTERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 211765 - SR.ACTTS OFFICER, SCHOLARSHIP
<input type="checkbox"/> 211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	<input type="checkbox"/> 211764 - DDO,COMMISSION FOR SCIENTIFIC & TECH.TERMINOLOGY
<input type="checkbox"/> 111753 - PRINCIPAL, SOUTHERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 211766 - JR.ADMN.OFFICER,CENTRAL HINDI DIRECTORATE
<input type="checkbox"/> 111755 - REGIONAL OFFICER,CENTRAL HINDI DIRECTORATE	<input type="checkbox"/> 111758 - ASSTT.DIR.,CENTRAL HINDI DIRECTORATE
<input type="checkbox"/> 211763 - UNDER SECRETARY(CASH)	<input type="checkbox"/> 311771 - ASSTT.DIR.,NORTH EASTERN REGIONAL LANGUAGE CENTRE
<input type="checkbox"/> 111754 - PRINCIPAL,NORTHERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 111752 - ASSTT. DIR.,(ADMN.)CENTRAL INSTT. OF INDIAN LANGUAGES

Type Of Payment:* -- Select --

Grant No:* --Select--

Category:* --Select--

Head Of Account:* --Select--

Object Head:* --Select--

Additional Charges:

☐ GST

☐ IGSTRKTNETWORKSERVICE

7. The PAO will select the purpose – “Refund of unspent balance for the current financial year for schemes under SNA SPARSH” OR “Refund of unspent balance for the previous financial year for schemes under SNA SPARSH” to map the desired DDO and Head of Account.

Add/Edit Purpose Ministry Account Mapping

PAO : * 011751 - PAO (Secondary Educatic

Nature of Receipt(Purpose):* --Select--

☐ Select/Unselect All DDO

DDO : *

<input type="checkbox"/> 211768 - SR.A O. P.R.A O. MINISTRY OF H.R.D	<input type="checkbox"/> 111760 - PRINCIPAL, URDU TEACHING & RESEARCH CENTRE,(CIIL)
<input type="checkbox"/> 111761 - PRINCIPAL, WESTERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 311772 - PRINCIPAL, URDU TEACHER & RESEARCH CENTRE
<input type="checkbox"/> 200950 - PAO, Ministry of H.R.D, Deptt. of Higher Education	<input type="checkbox"/> 111756 - DY.DIR,(L),CENTRAL HINDI DIRECTORATE
<input type="checkbox"/> 111759 - PRINCIPAL, EASTERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 211765 - SR.ACTTS OFFICER, SCHOLARSHIP
<input type="checkbox"/> 211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION	<input type="checkbox"/> 211764 - DDO,COMMISSION FOR SCIENTIFIC & TECH.TERMINOLOGY
<input type="checkbox"/> 111753 - PRINCIPAL, SOUTHERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 211766 - JR.ADMN.OFFICER,CENTRAL HINDI DIRECTORATE
<input type="checkbox"/> 111755 - REGIONAL OFFICER,CENTRAL HINDI DIRECTORATE	<input type="checkbox"/> 111758 - ASSTT.DIR.,CENTRAL HINDI DIRECTORATE
<input type="checkbox"/> 211763 - UNDER SECRETARY(CASH)	<input type="checkbox"/> 311771 - ASSTT.DIR.,NORTH EASTERN REGIONAL LANGUAGE CENTRE
<input type="checkbox"/> 111754 - PRINCIPAL,NORTHERN REGIONAL LANGUAGE CENTRE	<input type="checkbox"/> 111752 - ASSTT. DIR.,(ADMN.)CENTRAL INSTT. OF INDIAN LANGUAGES

Type Of Payment:* -- Select --

Grant No:* --Select--

Category:* --Select--

Head Of Account:* --Select--

Object Head:* --Select--

Additional Charges:

☐ GST

☐ IGSTRKTNETWORKSERVICE

8. All Centrally Sponsored Schemes mapped to the given Controller will be available as a payment type under newly created purposes. A separate payment type has been created for each component – SCP, TSP & General for each CSS to enable the end user to identify the correct head of account under which the unspent balance is to be refunded.

PAO : * 011751 - PAO (Secondary Educatic

Nature of Receipt(Purpose):* Refund of unspent balance for the :

☐ Select/UnSelect All DDO

DDO : *

☐ 211768 - SR.A O, P.R.A O, MINISTRY OF H.R.D

☐ 111761 - PRINCIPAL, WESTERN REGIONAL LANGUAGE CENTRE

☐ 200950 - PAO, Ministry of H.R.D, Deptt. of Higher Education

☐ 111759 - PRINCIPAL, EASTERN REGIONAL LANGUAGE CENTRE

☐ 211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION

☐ 111753 - PRINCIPAL, SOUTHERN REGIONAL LANGUAGE CENTRE

☐ 111755 - REGIONAL OFFICER,CENTRAL HINDI DIRECTORATE

☐ 211763 - UNDER SECRETARY(CASH)

☐ 111754 - PRINCIPAL,NORTHERN REGIONAL LANGUAGE CENTRE

☐ 111760 - PRINCIPAL, URDU TEACHING & RESEARCH CENTRE,(CIIL)

☐ 311772 - PRINCIPAL, URDU TEACHER & RESEARCH CENTRE

☐ 111756 - DY.DIR.(L),CENTRAL HINDI DIRECTORATE

☐ 211765 - SR.ACCTTS OFFICER, SCHOLARSHIP

☐ 211764 - DDO,COMMISSION FOR SCIENTIFIC & TECH.TERMINOLOGY

☐ 211766 - JR.ADMN.OFFICER,CENTRAL HINDI DIRECTORATE

☐ 111758 - ASSTT.DIR.,CENTRAL HINDI DIRECTORATE

☐ 311771 - ASSTT.DIR.,NORTH EASTERN REGIONAL LANGUAGE CENTRE

☐ 111752 - ASSTT. DIR.,(ADMN.)CENTRAL INSTT. OF INDIAN LANGUAGES

Type Of Payment:* --Select--

Grant No:* 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3801061013301

Category:* 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3801067893301-SC

Head Of Account:* --Select--

Object Head:* --Select--

Additional Charges: ☐ GST ☐ IGSTRKTNWORKSERVICESS

Add Purpose Ministry Account Mapping Back

9. The PAO will select the desired payment type, their budgetary grant and map the requisite function head and DDO against the selected payment type. After filling in the details, PAO will click on “Add Purpose Ministry Account Mapping” to add the mapping.

Add/Edit Purpose Ministry Account Mapping

PAO : * 011751 - PAO (Secondary Educatic

Nature of Receipt(Purpose):* Refund of unspent balance for the :

☐ Select/UnSelect All DDO

DDO : *

☐ 211768 - SR.A O, P.R.A O, MINISTRY OF H.R.D

☐ 111761 - PRINCIPAL, WESTERN REGIONAL LANGUAGE CENTRE

☐ 200950 - PAO, Ministry of H.R.D, Deptt. of Higher Education

☐ 111759 - PRINCIPAL, EASTERN REGIONAL LANGUAGE CENTRE

☒ 211767 - ACCOUNTS OFFICER, DEPTT. OF EDUCATION

☐ 111753 - PRINCIPAL, SOUTHERN REGIONAL LANGUAGE CENTRE

☐ 111755 - REGIONAL OFFICER,CENTRAL HINDI DIRECTORATE

☐ 211763 - UNDER SECRETARY(CASH)

☐ 111754 - PRINCIPAL,NORTHERN REGIONAL LANGUAGE CENTRE

☐ 111760 - PRINCIPAL, URDU TEACHING & RESEARCH CENTRE,(CIIL)

☐ 311772 - PRINCIPAL, URDU TEACHER & RESEARCH CENTRE

☐ 111756 - DY.DIR.(L),CENTRAL HINDI DIRECTORATE

☐ 211765 - SR.ACCTTS OFFICER, SCHOLARSHIP

☐ 211764 - DDO,COMMISSION FOR SCIENTIFIC & TECH.TERMINOLOGY

☐ 211766 - JR.ADMN.OFFICER,CENTRAL HINDI DIRECTORATE

☐ 111758 - ASSTT.DIR.,CENTRAL HINDI DIRECTORATE

☐ 311771 - ASSTT.DIR.,NORTH EASTERN REGIONAL LANGUAGE CENTRE

☐ 111752 - ASSTT. DIR.,(ADMN.)CENTRAL INSTT. OF INDIAN LANGUAGES

Type Of Payment:* 9170-Rashtriya Uchhatar Shiksha

Grant No:* 028

Category:* 5 - VOTED

Head Of Account:* 3801061013302- RASHTRIYA UCI

Object Head:* 70 - DEDUCT RECOVERIES

Additional Charges: ☐ GST ☐ IGSTRKTNWORKSERVICESS

Add Purpose Ministry Account Mapping Back

10. Once the function head and DDO has been mapped, the purpose shall be approved by the Principal Accounts Office. The user will navigate to “Manage Receipt Purpose” following the path : Home → Bharakosh → Manage Purpose

BharatKosh	Manage Receipt Purpose
Budget	Manage Purpose
CAM Reports	Manage Payment Type
Finance Accounts	Bifurcation Rule Master
User Manuals	Manage Additional Charges

<div><div></div><div>Demo121222</div></div>	Individual	Online	N	Approved	paopower	12/12/2022 12:44:24 PM	Return	
Function Head	PAO Name	DDO Name	Payment Type	Frequency	Currency	Login Required	Current Status	Mapping Action Item
004903119010000-HOUSE BUILDING ADVANCES	PAO(Sectt.), Ministry of Power, New Delhi	APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI~SECTION OFFICER,MINISTRY OF ENERGY,DEPTT. OF POWER, SHRAM SHAKTIBHAWAN,NEW DELHI.	None	No Restriction	INR	N	Approved	Return

RETURN OF UNSPENT BALANCES in SNA ACCOUNT BY STATES

If a State has successfully credited a payment to the end beneficiary through SNA SPARSH for a Centrally Sponsored Scheme, the scheme is considered to be onboarded. The State Treasury and the State Finance Department are to ensure that the SNA account is not utilised for any further expenditure, and the unspent balance is to be returned to the concerned Central Ministry/ Department.


The process to be followed for returning the unspent balance to the Central Ministry/ Department is as follows:

1. The SNA/ State user shall go to <https://bharatkosh.gov.in/NTRPHome/Index> and go to the menu – Login/Register.



2. If the user has a registered Bharatkosh account, they will enter the username and password and click on “submit” button to login

Login

 [Get a new Captcha](#)

Text shown in Captcha is case-sensitive


Type the text shown as per the image above

[New User](#)

[Forgot Password](#)

3. If the user does not have a registered Bharatkosh login ID, they must create one using the “New User” hyperlink. The steps for the creation of a new account are detailed in Annexure A

Login

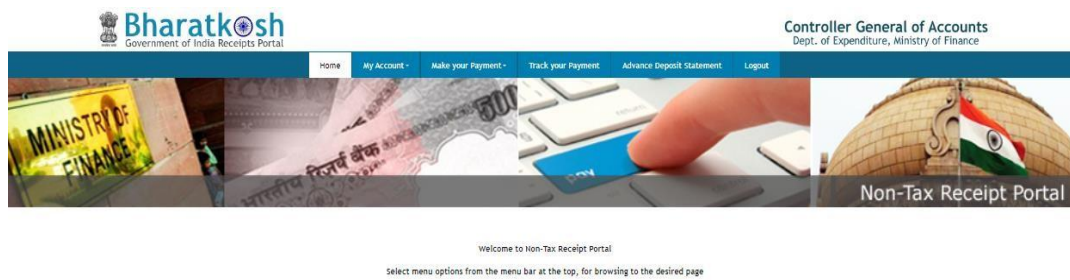
 [Get a new Captcha](#)

Text shown in Captcha is case-sensitive

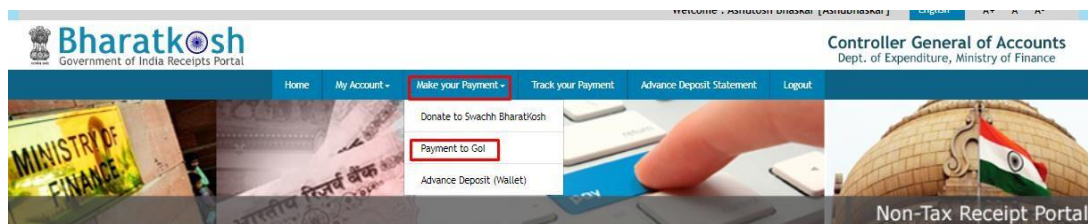
Type the text shown as per the image above

[Forgot Password](#)

4. On successful login on Bharatkosh, the following screen will open



5. The user will click on the “Make Payment” dropdown and select “Payment to



GoI”

6. On clicking, the following screen will open

The screenshot shows the "Payment Purpose" form. At the top, there is a progress bar with four steps: 1. Payment Purpose (highlighted), 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The form fields are: "Depositor's category:" with a dropdown set to "Individual"; "Purpose:" with a search icon; "Amount:" with a dropdown set to "INR" and a text input set to "0"; "Payment Frequency /Period:" with a dropdown set to "2023-2024"; and "Remarks:" with a text area. Below the form is a captcha section with the text "Text shown in Captcha is case-sensitive" and a field to "Type the text shown as per the image above:". An "Add" button is at the bottom right.

7. The user will click on the highlighted icon to select the Ministry/ Department and the purpose

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

Payment Purpose

Depositor's category: Individual

Purpose:

8. On clicking the icon, the following pop-up will open

Search Purpose

Ministry: Administration of UT of Ladakh

Purpose:

Please select the appropriate Ministry from the drop down menu, to search the Purpose of your choice

Search Clear

1. The user will select the Ministry/ Department from the dropdown to whom the unspent balance is to be returned and search for the purpose – Refund of unspent balance for the current financial year for schemes under SNA SPARSH OR Refund of unspent balance for the previous financial year for schemes under SNA SPARSH as the case may be. If the purpose is not visible in the dropdown, the State has to contact the Pay and Accounts Office of the concerned Ministry for mapping of the purpose.
9. All Heads of Account in which the budget was released will be added as a payment type. The user has to carefully select the purpose based on the head of account for which the unspent balance is being refunded.
10. The purpose will appear in the form of a hyperlink. The user will click on the hyperlink to choose the purpose. On selecting the purpose, the following form will open where the purpose, payment type, PAO, and DDO will be pre-filled based on the purpose selected.

Payment Purpose

Depositor's category: Individual

Purpose: Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG)

Payment Type: 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC

Ministry: HIGHER EDUCATION

Pay & Account Office (PAO): 011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO): 211763 - UNDER SECRETARY(CASH)

Amount: INR 0

Payment Frequency /Period: No Restriction

Remarks: Remark

UsDC9M Get a new Captcha
Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Captcha

Add

11. The user will fill in the amount to be remitted, enter the SLS name and code (linked to the CSS) in the remarks to enable the Ministry/Department to identify the State. After filling in the details, the user will enter the captcha and click on the “Add” button

Payment Purpose

Depositor's category: Individual

Purpose: Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG)

Payment Type: 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC

Ministry: HIGHER EDUCATION

Pay & Account Office (PAO): 011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO): 211763 - UNDER SECRETARY(CASH)

Amount: INR 1000
RUPEES ONE THOUSAND ONLY

Payment Frequency /Period: No Restriction

Remarks: Unspent balance refunded for MZ XXX
25 Character Left

UsDC9M Get a new Captcha
Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Us DC9M

Add

12. On clicking “Add”, the following table will be displayed. If the user is okay with the details, they will click on “Next”. If they wish to change the details, they may click on the “delete” icon and make a fresh selection.

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
HIGHER EDUCATION	Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIGHER EDUCATION) (9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC)	011751 - PAO (Secondary Education & Higher Education)	211763 - UNDER SECRETARY(CASH)	1000.00	No Restriction	

Next →

13. On clicking “Next”, the following page will open where the user will fill in the depositor details and select the mode through which they wish to return the unspent balance.

Depositor's Details

Name: *

Mr.

Address Line 1: *

Address Line 2:

Country: *

INDIA

State: *

--Select--

District: *

--Select--

City: *

Pincode/ Zipcode:

TAN

TIN

Mobile Number: *

INDIA(+91)

Email: *

Online payment

SWIFT/NEFT/RTGS

Back

Next

14. Name, email ID and mobile number will be pre-filled based on the details entered while creating the Bharatkosh ID. The user will fill in the address and select the desired mode of payment and click on “Next”.

15. On clicking “Next” the user will reach the confirmation page on Bharatkosh. If the details are found to be satisfactory, the user will click on the “confirm” button. If the user wishes to edit the details, they will click on the “Back” button to make changes.

Payment Mode Online

Depositor's Details

Name	demo da		
Address 1	8	Address 2	Central
City	Central	District	
State	DELHI	Country	INDIA
Pincode/Zipcode	110001	Email	healthmodule3-pfms@nic.in
Mobile No. (+91)	7542896353		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	POWER	PAO(Sectt.), Ministry of Power, New Delhi[013455]	APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI[213459]	Deposit of Interest earned on unspent balance(POWER),3970-MA[Central Nodal Agency	One Time	1500
				INR one thousand five hundred only		Total::1500

Back

Confirm

16. If the selected mode of payment is offline (NEFT/RTGS): on clicking the “confirm” button, a deposit slip will be available for download.

Bharatkosh
Government of India Receipts Portal

Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

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Response Status Offline

Challan No: 20042530082200003548
Amount: 3000
Payment Mode: OffLine

[Download Depositor Slip](#) [Quit](#)

Note:
Please enter the UTR no. at the track your payment page >>Enter UTR no pop up, as soon as you complete the NEFT payment and receive a UTR no. from your Bank. If you fail to do so, you won't receive the transaction receipt.
UTR No. related info:
If the amount is paid through NEFT then the UTR will be a alpha numeric 12 / 16 digit no. and if done through RTGS then it will be a 22 length alpha-numeric character with first four characters denoting your bank name like HDFC and fifth character being the English alphabet 'R'.

Sample deposit slip:

Bharat Kosh (Toll free No.1800 118 111)

URN No. (for Departmental Use): 20042530082200003548

Deposit / Pay-in-slip - NEFT / RTGS

Note: Please provide this URN No. at the Remarks column at the NEFT/RTGS slip. Officials at Bank's counter himself/herself need to ensure that the remitter Bank A/c no & the depositor being used for the NEFT/RTGS instruction is same as what is printed on this deposit slip. Any error in entry of this A/c no. will lead to non-delivery of services expected in lieu of this payment to Government of India.

Remitter Name	Department / office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Beneficiary Name (PAO)& Code	Remarks
demo d	NATIONAL RAINFED AREA AUTHORITY (200425)	Deposit of Interest Earned on Unspent balance(AGRICULTURE),UR242- prajati got corresponding to state scheme	3000.00	0029008000000000-OTHER RECEIPTS	PAO(Sectt)-I (0000001)	
Total			3000.00 (In words) Rupees : Three Thousand			

For Bank's Usage

NEFT Request Received Date: _____
Transaction Amount: _____
NEFT Charges: _____
NEFT UTR No: _____
Deposit Slip Created Date: 8/30/2022 3:43:21 PM

Note: Please enter the UTR Number at the Track your Payment / Payment history link available at NTRP, as soon as you complete the NEFT/RTGS payment and receive a UTR Number from your Bank. If you fail to do so, the system will not be able to generate the transaction receipt.

Remark: This Deposit slip is valid for 15 days from the date of creation of deposit slip at NTRP, please make sure to do the NEFT/RTGS within 15 days, else the NEFT will not be accepted and treated as invalid.

Courtesy:- Public Financial Management System

17. Each Deposit slip will have a unique CPIN. The payee can add the CPIN as a beneficiary in their internet banking credentials and make a payment OR may visit the branch and pay over the counter. The payee will not update the UTR on Bharatkosh. It will be automatically updated on successful reconciliation.
18. If the selected mode of payment is online (Net Banking/ Debit Card/ Credit Card/ Corporate Net Banking): on clicking the “confirm” button, the user will be redirected to the payment gateway page. The user will select the payment gateway, desired mode, and make a payment

Payment Gateway

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards (except Diners Club Card) and also via the Internet Banking of banks through the any Payment Gateways available below. The payment via American Express Credit Card (AMEX) can be made through SBI ePay payment gateway

Payment through RuPay Credit Card and UPI mode is available through Kotak Bank, HDFC Bank, SBlePay and Bank of Bar

<input type="radio"/> FEDERAL BANK Success Rate 100 %	<input type="radio"/> AXIS BANK Success Rate 86 %	<input type="radio"/> kotak Success Rate 3 %	<input type="radio"/> do after after Success Rate 0 %	<input type="radio"/> SOUTH INDIAN Bank Success Rate 0 %	<input type="radio"/> ICICI Bank Success Rate 0 %
<input type="radio"/> HDFC BANK Success Rate 0 %	<input type="radio"/> Pay Gov India Success Rate 0 %	<input type="radio"/> Phone the Indian Bank Success Rate 0 %			

Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.

Net banking Debit card Credit card UPI

Enter the letter shown

Enter the letter shown

pmqsvx

Get a new Captcha

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

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 FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

☐ I acknowledge and confirm that I have read and agree to the [Terms And condition](#).

Back

Pay

RETURN OF UNSPENT BALANCES in RBI DRAWING ACCOUNT

If a State receives a central share against a duplicate file pushed inadvertently, or has balances lying in due to permanently failed transactions are to be treated as unspent balance. If the State returns the unspent balance in the same financial year in which the centre share was released, it shall be treated as a reduction of expenditure by the Central Ministry/ Department. If the unspent balance is returned in the next financial year, it shall be booked under deduct recoveries.

Return of unspent balances from the RBI drawing account can be made using the NEFT/RTGS mode only through Bharatkosh.

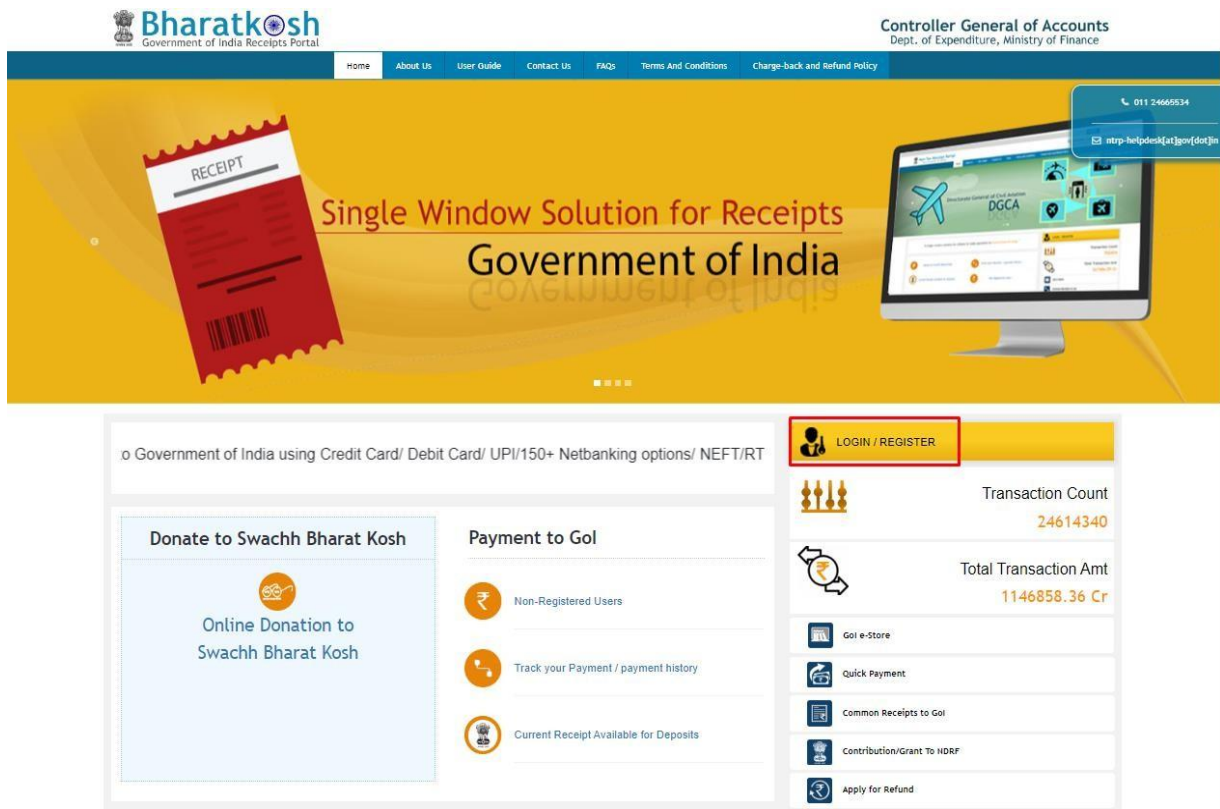
The process to be followed for returning the unspent balance to the Central Ministry/ Department is as follows:

(1) Activation of State Treasury Account for e-payment

State Treasury Account which is configured for e-payments can try making NEFT/RTGS payment to NTRP Bharatkosh account

(2) Process for generation of deposit slip through Bharatkosh for remittance through NEFT/RTGS mode

2. The user shall go to <https://bharatkosh.gov.in/NTRPHome/Index> and go to the menu – Login/Register.



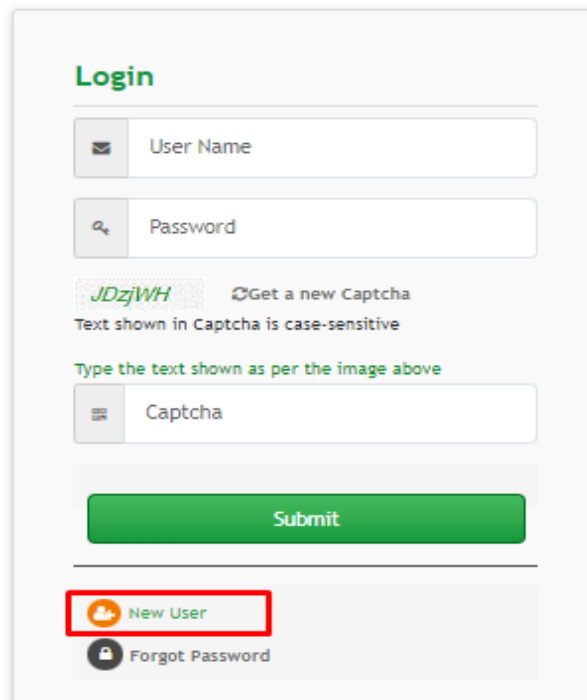
3. If the user has a registered Bharatkosh account, they will enter the username and password and click on "submit" button to login

The screenshot shows the Bharatkosh Login form. The form is titled "Login" and contains the following fields and buttons:

- User Name**: A text input field with an email icon.
- Password**: A text input field with a password icon.
- Captcha**: A text input field with a captcha icon.
- Submit**: A green button.
- Get a new Captcha**: A link to refresh the captcha.
- New User**: A link to register a new user.
- Forgot Password**: A link to reset the password.

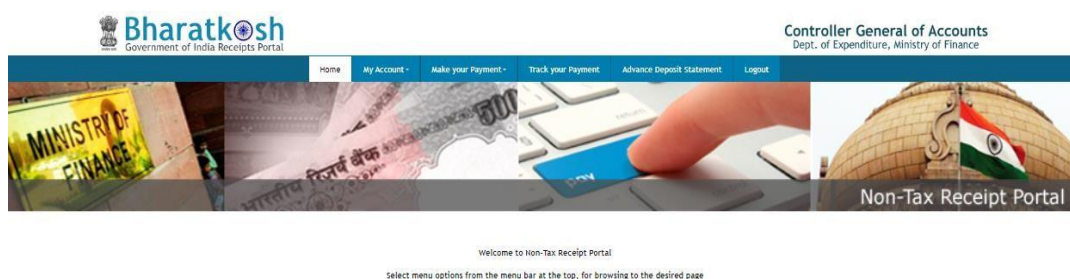
The form also includes a note: "Text shown in Captcha is case-sensitive" and a prompt: "Type the text shown as per the image above".

4. If the user does not have a registered Bharatkosh login ID, they must create one using the “New User” hyperlink. The steps for the creation of a new account are detailed in Annexure A

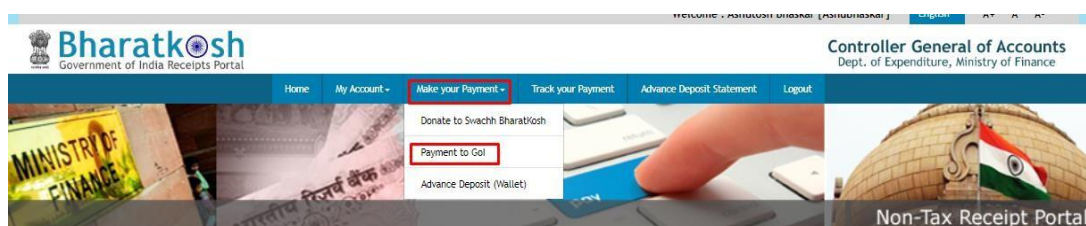


The image shows the login interface of the Bharatkosh portal. It features a 'Login' heading at the top. Below it are two input fields: 'User Name' and 'Password'. A CAPTCHA image with the text 'JDzjWH' is displayed, along with a link to 'Get a new Captcha'. A note states 'Text shown in Captcha is case-sensitive'. Below the CAPTCHA is a text input field for the user to type the CAPTCHA text. A green 'Submit' button is positioned below the input fields. At the bottom of the form, there are two links: 'New User' (highlighted with a red rectangle) and 'Forgot Password'.

5. On successful login on Bharatkosh, the following screen will open



6. The user will click on the “Make Payment” dropdown and select “Payment to



GoI”

7. On clicking, the following screen will open

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

Payment Purpose


Depositor's category: Individual

Purpose:

Amount: INR 0

Payment Frequency /Period: 2023-2024

Remarks: Remark

 [Get a new Captcha](#)
Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

Add

8. The user will click on the highlighted icon to select the Ministry/ Department and the purpose

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

Payment Purpose

Depositor's category: Individual

Purpose:

9. On clicking the icon, the following pop-up will open

Search Purpose

Ministry: Administration of UT of Ladakh

Purpose:

Please select the appropriate Ministry from the drop down menu, to search the Purpose of your choice

Search Clear

10. The user will select the Ministry/ Department from the dropdown to whom the unspent balance is to be returned and search for the purpose – Refund of unspent balance for the current financial year for schemes under SNA

SPARSH OR Refund of unspent balance for the previous financial year for schemes under SNA SPARSH as the case may be. If the purpose is not visible in the dropdown, the State has to contact the Pay and Accounts Office of the concerned Ministry for mapping of the purpose.

11. All Heads of Account in which the budget was released will be added as a payment type. The user has to carefully select the purpose based on the head of account for which the unspent balance is being refunded.
12. The purpose will appear in the form of a hyperlink. The user will click on the hyperlink to choose the purpose. On selecting the purpose, the following form will open where the purpose, payment type, PAO, and DDO will be pre-filled based on the purpose selected.

Payment Purpose

Depositor's category: Individual

Purpose: Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG)

Payment Type: 9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC

Ministry: HIGHER EDUCATION

Pay & Account Office (PAO): 011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO): 211763 - UNDER SECRETARY(CASH)

Amount: INR 0

Payment Frequency /Period: No Restriction

Remarks: Remark

UseDCBM Get a new Captcha
Text shown in Captcha is case-sensitive

Type the text shown as per the image above: Captcha

Add

13. The user will fill in the amount to be remitted, enter the SLS name and code (linked to the CSS) in the remarks to enable the Ministry/Department to identify the State. After filling in the details, the user will enter the captcha and click on the “Add” button

Payment Purpose

Depositor's category:

Individual

Purpose:

Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIG

Payment Type:

9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC

Ministry:

HIGHER EDUCATION

Pay & Account Office (PAO):

011751 - PAO (Secondary Education & Higher Education)

Drawing & Disbursing Office(DDO):

211763 - UNDER SECRETARY(CASH)

Amount:

INR1000

RUPEES ONE THOUSAND ONLY

Payment Frequency /Period:

No Restriction

Remarks:

Unspent balance refunded for MZ XXX

25 Character Left

UsDC9MGet a new Captcha

Text shown in Captcha is case-sensitive

Type the text shown as per the image above:

Us DC9M

Add

14. On clicking “Add”, the following table will be displayed. If the user is okay with the details, they will click on “Next”. If they wish to change the details, they may click on the “delete” icon and make a fresh selection.

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
HIGHER EDUCATION	Refund of unspent balance for the current Financial Year for schemes under SNA SPARSH(HIGHER EDUCATION) (9170-Rashtriya Uchhatar Shiksha Abhiyan (RUSA)-3601067893301-SC)	011751 - PAO (Secondary Education & Higher Education)	211763 - UNDER SECRETARY(CASH)	1000.00	No Restriction	

Next

15. On clicking “Next”, the following page will open where the user will fill in the depositor details and select the mode of payment as “NEFT/RTGS” only.

Depositor's Details

Name: *

Mr.

Address Line 1: *

Address Line 2:

Country: *

INDIA

State: *

--Select--

District: *

--Select--

City: *

Pincode/ Zipcode:

TAN

TIN

Mobile Number: *

INDIA(+91)

Email: *

Online payment

SWIFT/NEFT/RTGS

Back

Next

16. Name, email ID and mobile number will be pre-filled based on the details entered while creating the Bharatkosh ID. The user will fill in the address and select the desired mode of payment, and click on “Next”.

17. On clicking “Next” the user will reach the confirmation page on Bharatkosh. If the details are found to be satisfactory, the user will click on the “confirm” button. If the user wishes to edit the details, they will click on the “Back” button to make changes.

Payment Mode Online

Depositor's Details

Name	demo da		
Address 1	8	Address 2	Central
City	Central	District	
State	DELHI	Country	INDIA
Pincode/Zipcode	110001	Email	healthmodule3-pfms@nic.in
Mobile No. (+91)	7542896353		
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	POWER	PAO(Sectt.), Ministry of Power, New Delhi[013455]	APPELLATE TRIBUNAL FOR ELECTRICITY, NEW DELHI[213459]	Deposit of Interest earned on unspent balance(POWER),3970-MA[Central Nodal Agency	One Time	1500
				INR one thousand five hundred only		Total::1500

Back

Confirm

18. If the selected mode of payment is offline (NEFT/RTGS): on clicking the “confirm” button, a deposit slip will be available for download.

Bharatkosh
Government of India Receipts Portal

Controller General of Accounts
Dept. of Expenditure, Ministry of Finance

Home About Us User Guide Contact Us FAQs Terms And Conditions Charge-back and Refund Policy

Response Status Offline

Challan No: 20042530082200003548
Amount: 3000
Payment Mode: OffLine

[Download Depositor Slip](#) [Quit](#)

Note:-
Please enter the UTR no. at the track your payment page >>Enter UTR no pop up, as soon as you complete the NEFT payment and receive a UTR no. from your Bank. If you fail to do so, you won't receive the transaction receipt.
UTR No. related info:-
If the amount is paid through NEFT then the UTR will be a alpha numeric 12 / 16 digit no. and if done through RTGS then it will be a 22 length alpha-numeric character with first four characters denoting your bank name like HDFC and fifth character being the English alphabet 'R'.

Sample deposit slip:

Bharat Kosh (Toll Free No.1800 118 111)

URN No. (for Departmental Use): 20042530082200003548

Note: Please provide this URN No. at the Remarks column at the NEFT/RTGS slip. Officials at Bank's counter must ensure that the remitter Bank A/c no & the depositor being used for the NEFT/RTGS instruction is same as what is printed on this deposit slip. Any error in entry of this A/c no. will lead to non-delivery of service, expected in lieu of this payment to Government of India.

Remitter Name	Department / office from whose books the demand emanated	Full particulars of the nature of remittance and/or authority (if any)	Amount	Head of Account	Beneficiary Name (PAO) Code	Remarks
demo d	NATIONAL RAINFED AREA AUTHORITY (200425)	Deposit of Interest Earned on Unspent balance (AGRICULTURE, LK342- prajati goti corresponding to state scheme)	3000.00	0029008000000000-OTHER RECEIPTS	PAO(Sect)-1 (000001)	
Total			3000.00 (in words) Rupees : Three Thousand			

For Bank's Usage

NEFT Request Received Date: _____
Transaction Amount: _____
NEFT Charges: _____
NEFT UTR No: _____
Deposit Slip Created Date: 8/30/2022 3:43:21 PM

Note: Please enter the UTR Number at the Track your Payment / Payment history link available at NTRP, as soon as you complete the NEFT/RTGS payment and receive a UTR Number from your Bank. If you fail to do so, the system will not be able to generate the transaction receipt.
Remark: This Deposit slip is valid for 15 days from the date of creation of deposit slip at NTRP, please make sure to do the NEFT/RTGS within 15 days, else the NEFT will not be accepted and treated as invalid.

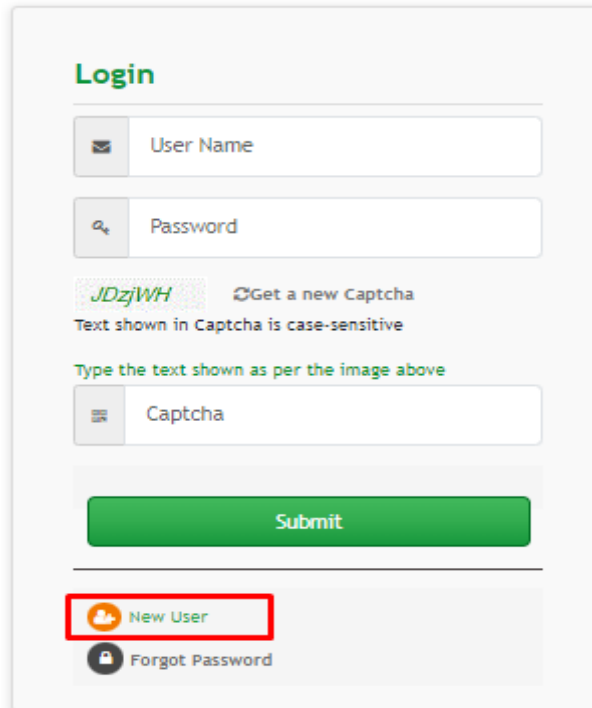
Courtesy:- Public Financial Management System

(C) Process for return of unspent balance from the State Treasury Account

- After generating the deposit slip, states shall prepare and send an e-payment file to RBI e-Kuber system with debit details of their concerned treasury account (as decided by State for refunding the undisbursed amount of Central Share)
- The chosen treasury account should be configured for e-payments in e-Kuber system. Any account that does not handle e-payments cannot be configured for e-payments and hence cannot be used.
- The beneficiary details in the e-payment file should be as per the Bharatkosh deposit slip containing the beneficiary account number (which is the CPIN) and NTRP IFSC – RBIS0NTRPER (fifth character is zero). Payment mode in the e-payment file should be NEFT.
- Once the fund has been transferred, the status will be updated as “success” on Bharatkosh after successful reconciliation within 24 hours.

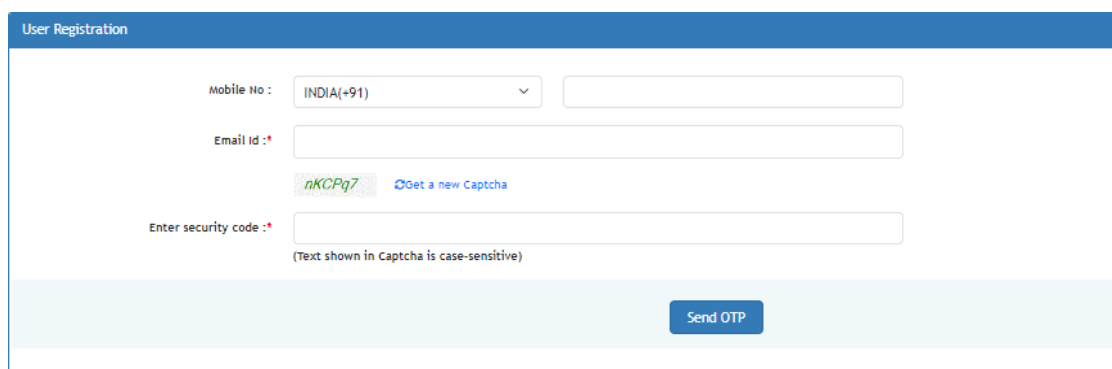
Creation of a new login ID on Bharatkosh

1. A user can create a new account using the “New User” hyperlink.



The image shows a login form titled "Login" in green. It contains three input fields: "User Name" with an envelope icon, "Password" with a key icon, and "Captcha" with a grid icon. Above the Captcha field is a captcha image showing "JDzjWH" and a link "Get a new Captcha". Below the captcha image is the text "Text shown in Captcha is case-sensitive" and "Type the text shown as per the image above". A green "Submit" button is below the Captcha field. At the bottom, there are two links: "New User" with a person icon and "Forgot Password" with a key icon. The "New User" link is highlighted with a red rectangle.

2. On clicking the “New User” hyperlink, a form will open where the user will enter the mobile number, email ID, and captcha and click on the “Send OTP” button



The image shows a "User Registration" form. It has a blue header with the text "User Registration". The form contains three input fields: "Mobile No :" with a dropdown menu showing "INDIA(+91)", "Email Id :*" with a red asterisk, and "Enter security code :*" with a red asterisk. Above the security code field is a captcha image showing "nKCPq7" and a link "Get a new Captcha". Below the security code field is the text "(Text shown in Captcha is case-sensitive)". A blue "Send OTP" button is at the bottom right.

3. On clicking “Send OTP”, the following screen shall open where the user will key in the OTP received on the entered email ID OR mobile number and click on the “verify” button.

User Registration

Mobile No : INDIA(+91) [Redacted]

Email Id : [Redacted]

ydCaEK [Get a new Captcha](#)

Enter security code :*

(Text shown in Captcha is case-sensitive)

OTP expires in :9 Minutes ,55 Seconds

You will receive an OTP on your mobile no. After receiving OTP and verifying it here, please create a Username and password

Enter OTP Code:* [Input Field] Verify Total allowed Attempt:3

4. On successful verification, the following form will open and the user will fill in the details

User Registration

Mobile No : INDIA(+91) [Redacted]

Email Id : [Redacted]

NEFT Based Transaction ☐

Depositor's category:* --Select--

Select Controller* A.G. (AUDIT) DELHI

First Name : [Input Field]

Last Name : [Input Field]

User Name:* [Input Field]

Password:* Password
(Password must contain minimum 8 characters and maximum 15 characters. Password should contain atleast one lower case alphabet, one upper case alphabet, one numeral and one special character like [!@#\$%^&*])

Confirm Password:* ConfirmPasswrd

Organization Name [Input Field]

Company Identification No. [Input Field]

TAN [Input Field]

Submit
Reset

5. For making payment through NEFT/RTGS mode, the user will click on the checkbox – NEFT-based transaction and fill in the details of the account from which the amount will be debited. **For the return of unspent balance from the RBI drawing account, the State has to add the details of the treasury account, only enabled for epayment**
6. The user will select the depositor category from the dropdown at their discretion

The image shows a 'User Registration' form. At the top, there are fields for 'Mobile No.' (with a dropdown set to 'INDIA(+91)' and a masked input) and 'Email Id :*'. Below these is a section for 'NEFT Based Transaction' with an unchecked checkbox. The 'Depositor's category: *' dropdown is open, showing options: '--Select--', 'Individual', 'Corporates/Commercial Undertakings', 'NGO/Societies', 'Ministry/Department', 'Public Sector Undertaking', and 'Autonomous body' (which is highlighted in blue). Other fields include 'Select Controller*', 'First Name :*', 'Last Name :', and 'User Name: *'.

7. After filling in the details, the user will click on the “Submit” button

The image shows the 'User Registration' form with all fields filled. 'Mobile No.' is 'INDIA(+91)' and 'Email Id :*'. 'NEFT Based Transaction' is unchecked. 'Depositor's category: *' is 'Individual', 'Select Controller*' is 'CIVIL AVIATION & TOURISM', 'First Name :*', 'Last Name :', 'User Name: *', and 'Password: *' are all filled with masked text. A green message 'User is available' is displayed next to the 'User Name' field. Below the password fields is a note: '(Password must contain minimum 8 characters and maximum 15 characters. Password should contain atleast one lower case alphabet, one upper case alphabet, one numeral and one special character like [@\$%&*])'. There are also fields for 'Confirm Password: *', 'Organization Name', 'Company Identification No.', and 'TAN'. At the bottom, the 'Submit' button is highlighted with a red box, next to a 'Reset' button.

9. On successful submission, the following message will be displayed

