

Offline Payment Process

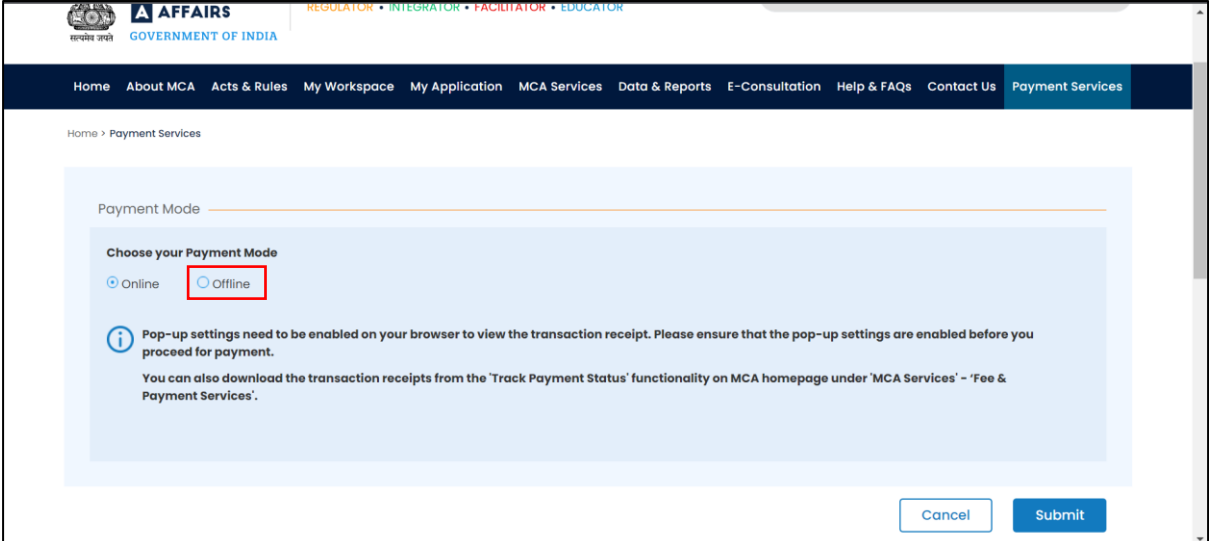
Disclaimer:

1. Stakeholders please note, to avoid any loss of payment information, it is mandatory to proceed till Depositor slip generation used for NEFT/RTGS on selection of **Offline Payment**. Leaving the payment window before generating the Depositor slip may result in loss of payment information and failure in updating the payment status.
2. In case of incomplete or failed payment, stakeholder must login and complete the payment by clicking on 'Pay Fees' in Application History within the stipulated time.

While filling a form and on reaching the payment page, the following steps need to be formed for offline payment:

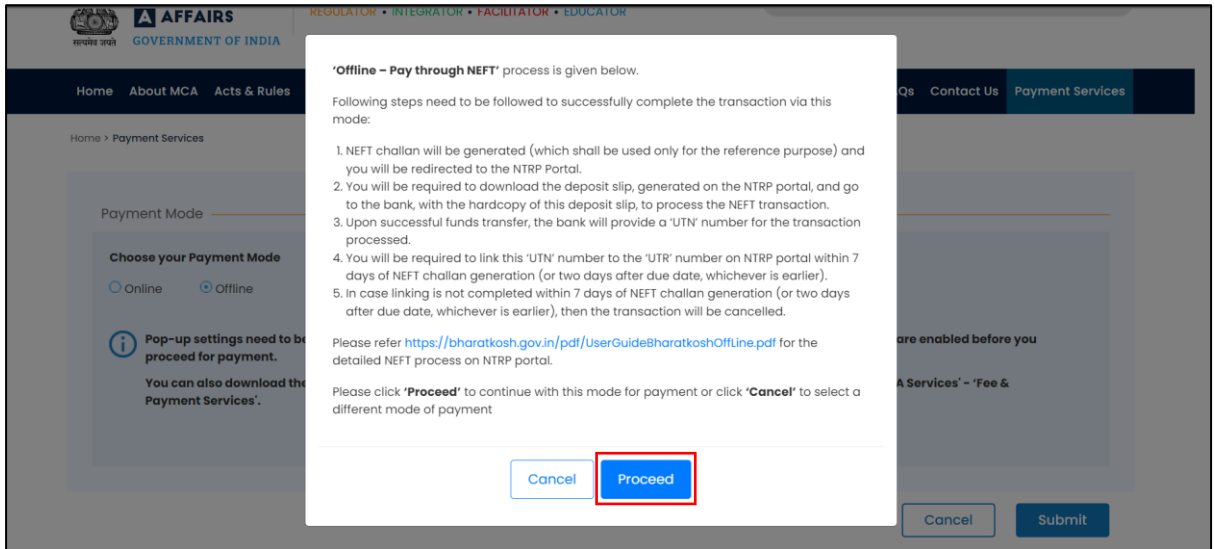
Note: The form used to depict the Offline Payment process is that of SH-7

- 1) User selects the Offline Payment and click on 'Submit':



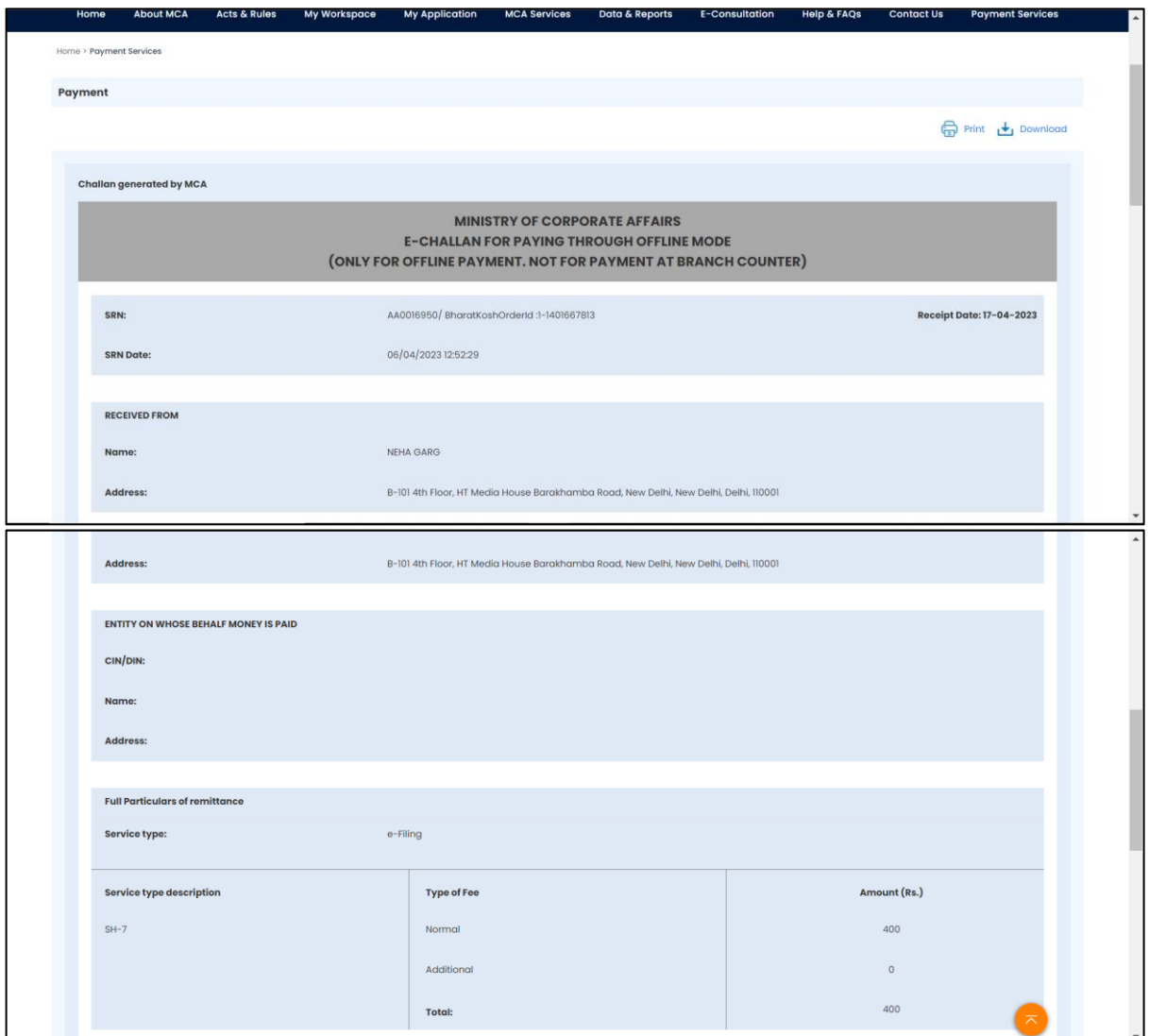
The screenshot displays the MCA21 website's 'Payment Services' page. At the top, there is a navigation bar with the following items: Home, About MCA, Acts & Rules, My Workspace, My Application, MCA Services, Data & Reports, E-Consultation, Help & FAQs, Contact Us, and Payment Services. Below the navigation bar, the page title is 'Home > Payment Services'. The main content area features a 'Payment Mode' section with the heading 'Choose your Payment Mode'. There are two radio button options: 'Online' and 'Offline'. The 'Offline' option is selected and highlighted with a red box. Below the radio buttons, there is an information icon (i) followed by the text: 'Pop-up settings need to be enabled on your browser to view the transaction receipt. Please ensure that the pop-up settings are enabled before you proceed for payment. You can also download the transaction receipts from the "Track Payment Status" functionality on MCA homepage under "MCA Services" - "Fee & Payment Services".' At the bottom right of the form, there are two buttons: 'Cancel' and 'Submit'.

- 2) A pop up is shown to the user. Click 'Proceed'.




a. On proceeding 2 windows will populate:



i. Challan of the offline payment



Mode of Payment:	Offline
Rupees:	400
Note:	Kindly make payment for stamp duty fee and eFiling fee simultaneously
Disclaimer:	Payment done at the bank after the EXPIRY DATE shall be rejected and the corresponding service requested shall not be accepted



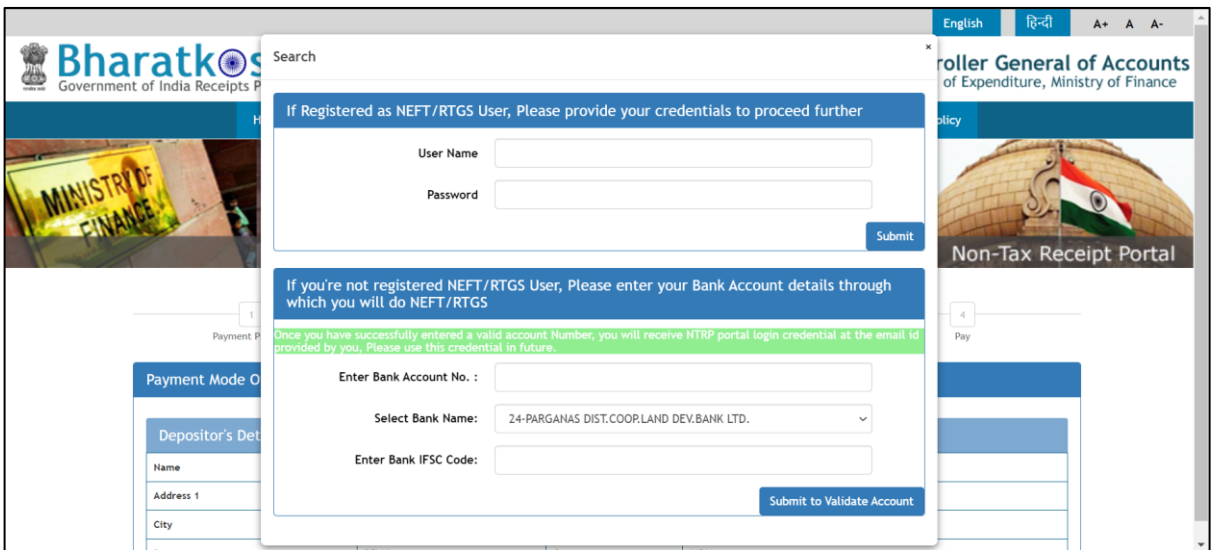


Quick Links

PMO NFCG Trademarks Portal MyGov.in Website Policies	ICAI(CA) RTI Online Invest India Principal Accounts Office IEPFA Portal	IRDA SEBI In.Registry NVS Portal RBI	BSE PM India ICSI(CS) Public Grievance Portal Latest News
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ii. Bharatkosh website



Bharatkosh
Government of India Receipts Portal

Search

If Registered as NEFT/RTGS User, Please provide your credentials to proceed further

User Name

Password

Submit

If you're not registered NEFT/RTGS User, Please enter your Bank Account details through which you will do NEFT/RTGS

Once you have successfully entered a valid account Number, you will receive NTRP portal login credential at the email id provided by you, Please use this credential in future.

Enter Bank Account No. :

Select Bank Name: 24-PARGANAS DIST.COOP.LAND DEV.BANK LTD.

Enter Bank IFSC Code:

Submit to Validate Account

- 3) User needs to provide the following details in order to proceed:
- a. Bank account no:

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Search

If Registered as NEFT/RTGS User, Please provide your credentials to proceed further

User Name

Password

Submit

If you're not registered NEFT/RTGS User, Please enter your Bank Account details through which you will do NEFT/RTGS

Once you have successfully entered a valid account Number, you will receive NTRP portal login credential at the email id provided by you, Please use this credential in future.

Enter Bank Account No. :

Select Bank Name:

Enter Bank IFSC Code:

Submit to Validate Account

b. Bank name (from the dropdown):

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Search

If Registered as NEFT/RTGS User, Please provide your credentials to proceed further

User Name

Password

Submit

If you're not registered NEFT/RTGS User, Please enter your Bank Account details through which you will do NEFT/RTGS

Once you have successfully entered a valid account Number, you will receive NTRP portal login credential at the email id provided by you, Please use this credential in future.

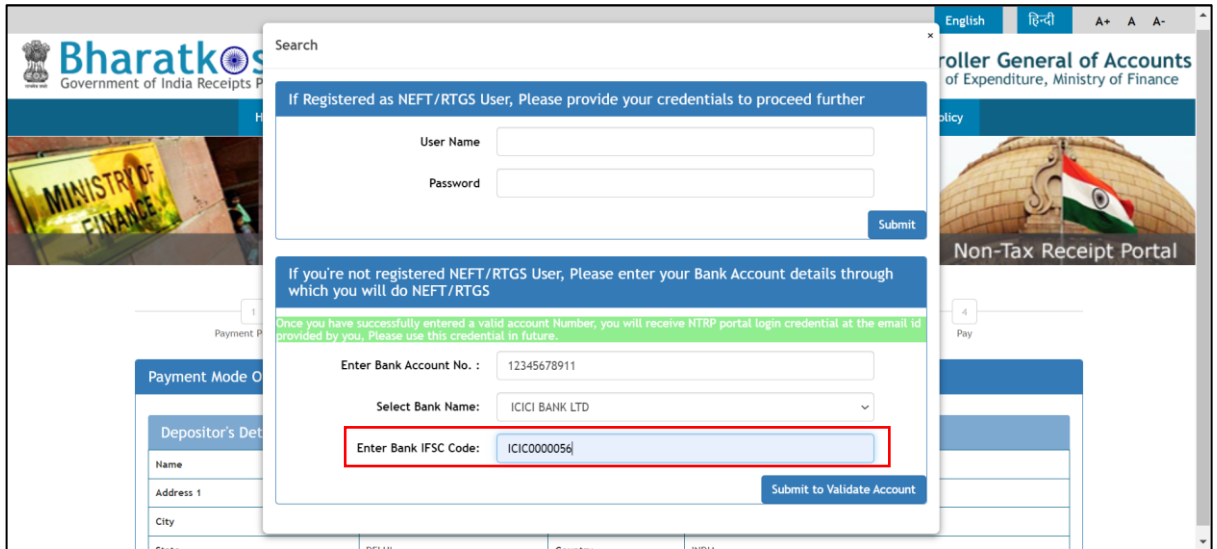
Enter Bank Account No. :

Select Bank Name:

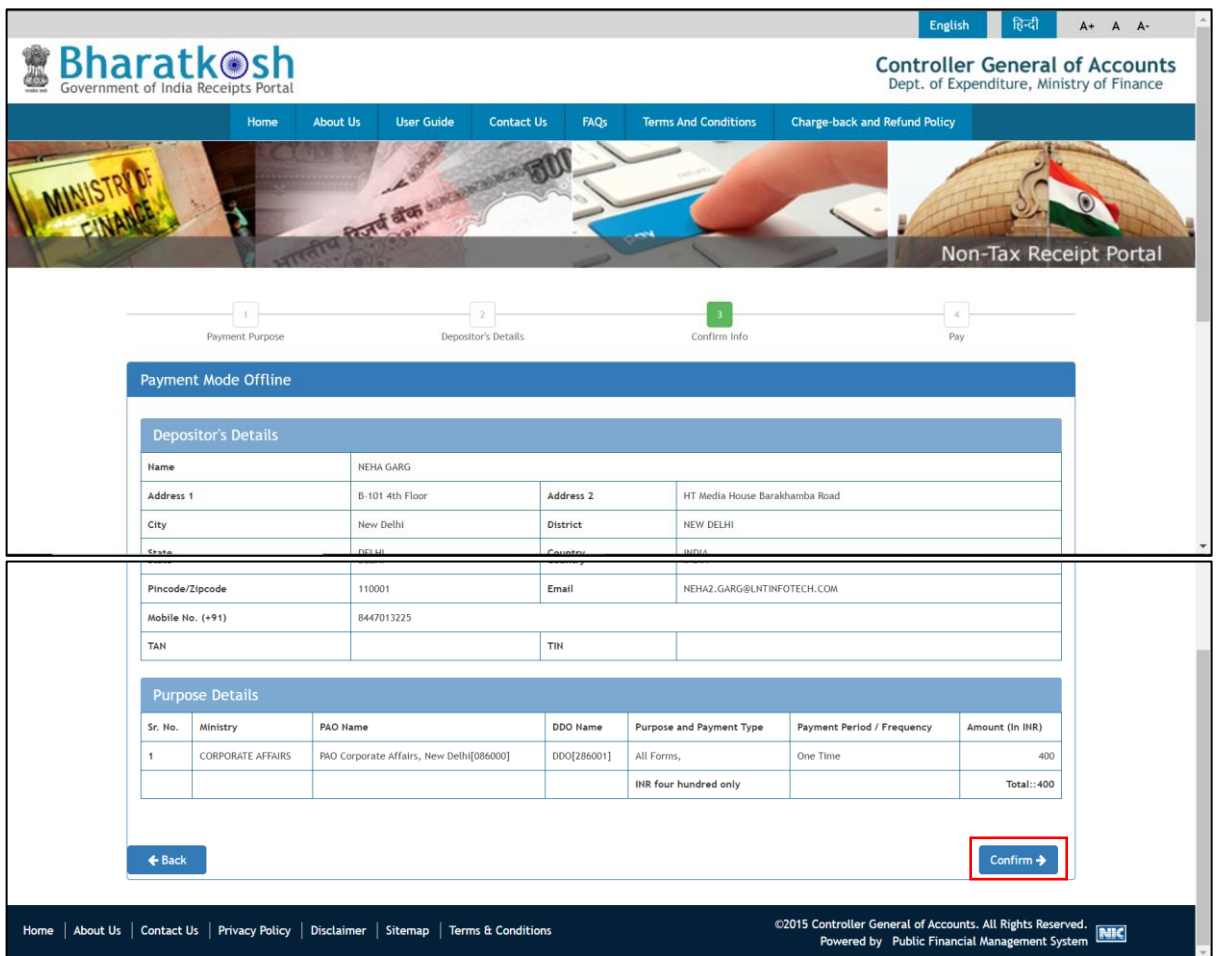
Enter Bank IFSC Code:

Submit to Validate Account

c. Bank IFSC Code:



- 4) Click on 'Submit to Validate Account'. Post validation user will be able to see Depositor Details and Purpose Details



- 5) Click on 'Confirm'. User will be able to see Response Status Offline having payment details:

English हिन्दी हिन्दी A+ A A-

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: 28600117042300044441
Amount: 400
Payment Mode: OffLine

[Download Depositer 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'.

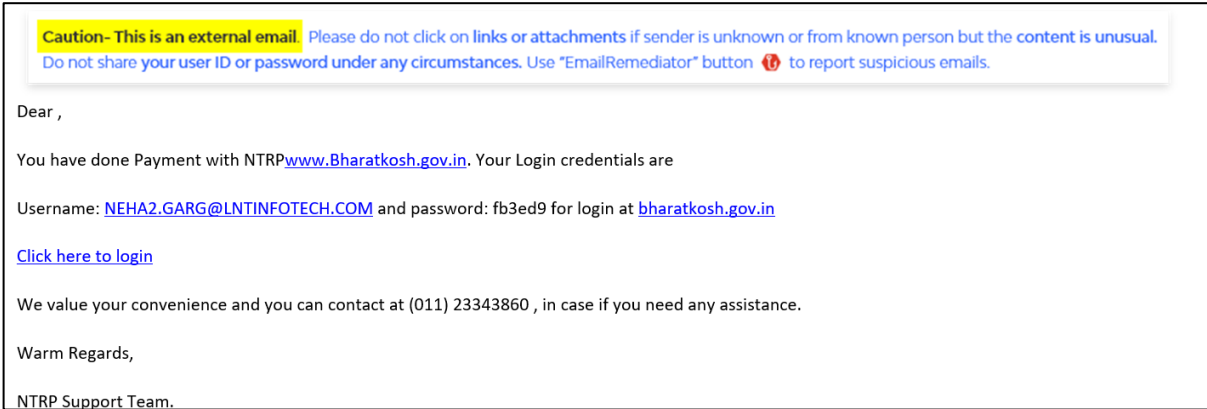
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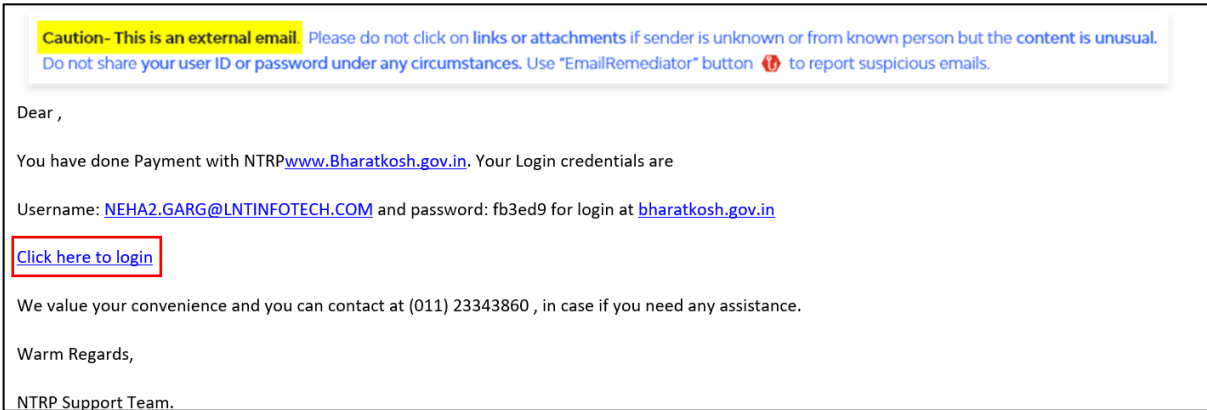
6) User can click on 'Download Depositer Slip' to download Pay-in-Slip:

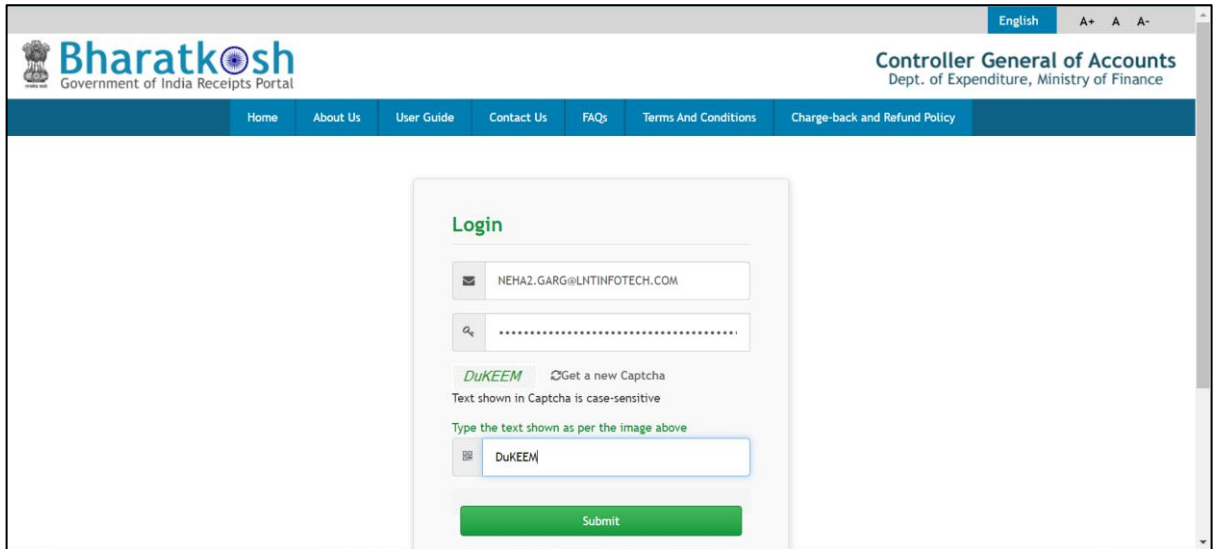
Bharat Kosh (Toll free No.1800 118 111)		Deposit / Pay-in-slip - NEFT / RTGS				
URN No. (for Departmental Use)	28600117042300044441			Beneficiary (PAO) A/C No.:		
Note: Please provide this URN No. at the Remarks column at the NEFT/RTGS slip. Officials at Bank's counter himself/herself need to ensure 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.				Beneficiary (PAO) IFSC Code:		
				Beneficiary (PAO) Account Type:	Current Account	
				Remitter's Bank Name:	ICICI BANK LTD	
				Remitter's Bank A/C No.:	9087654387780	
				Remitter's Bank IFSC Code:	ICIC0000056	
				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
NEHA GARG	DDO (286001)	All Forms,	400.00	14750010500000-REGULATION OF JOINT STOCK COMPANIES	PAO Corporate Affairs, New Delhi (086000)	
		Total	400.00 (In words) Rupees : Four Hundred			
For Bank's Usage						
NEFT Request Received Date						
Transaction Amount						
NEFT Charges						
NEFT UTR No						
Deposite Slip Created Date	4/17/2023 2:05:31 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						

7) User would receive an email with 'Username' and 'Password' on their MCA registered email id:

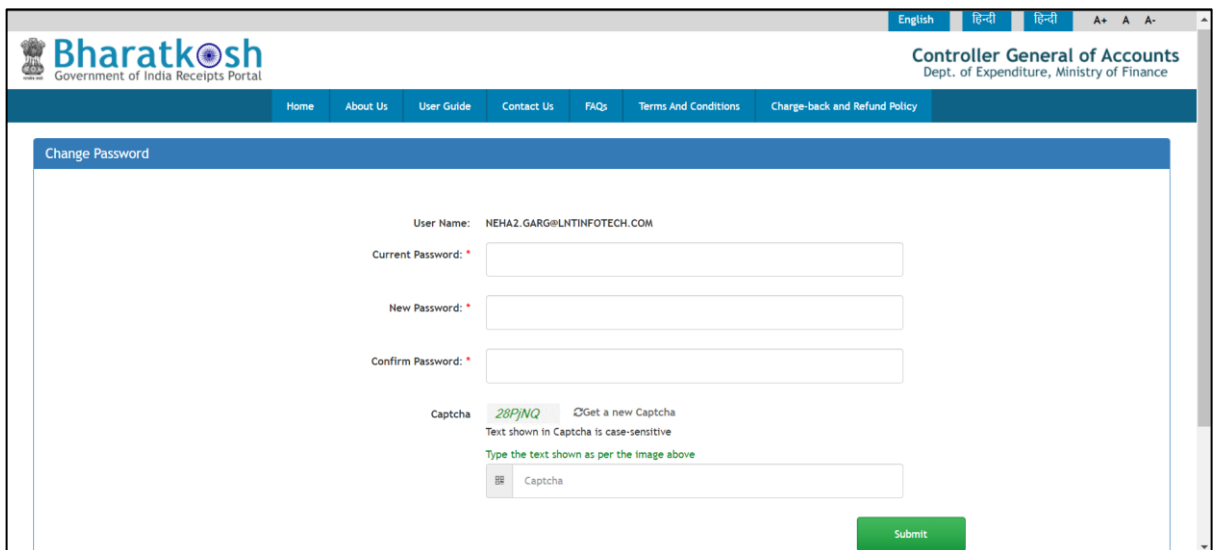


8) User shall click on login link provided in the email body. On clicking user will be required to login with provided credentials:

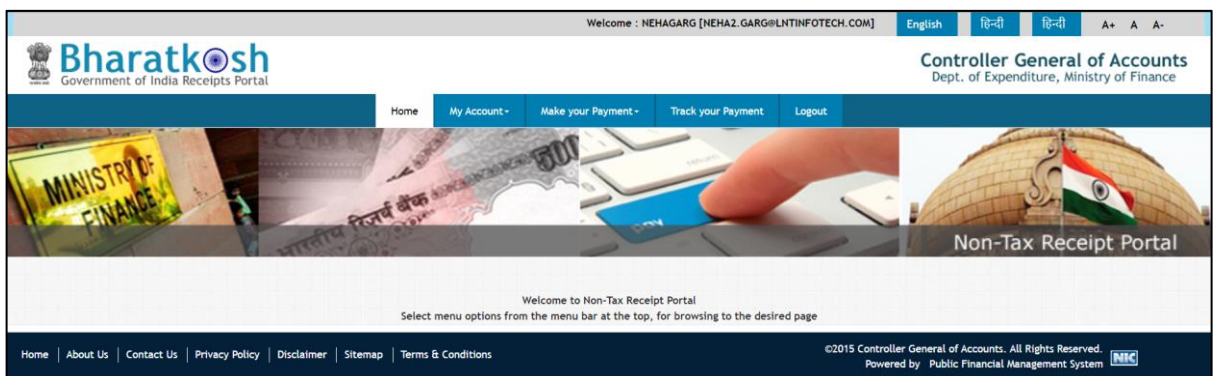




- 9) User has to update the password post the first login. Click 'Submit' once the details are provided:



- 10) Login with new password on bharatkosh portal:



- 11) Click on 'Track your Payment'. Tracking page opens up:

Welcome : NEHAGARG [NEHA2.GARG@LNTINFOTECH.COM] English हिन्दी हिन्दी A+ A A-

Bharatkosh
Government of India Receipts Portal

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

Home My Account - Make your Payment - **Track your Payment** Logout

MINISTRY OF FINANCE भारतीय रिज़र्व बैंक 500 Non-Tax Receipt Portal

Track Transaction

Note: Please select the date range(upto 90 days) for quick transaction search.

Mobile No:

Email :

Transaction Ref. No:

Financial Year: 2023-2024

From: 17-Jan-2023

To: 17-Apr-2023

Status: All

Transaction Type: Archive Active

Disclaimer:-If your Account has been debited and the transaction is not showing successful status, Please wait for some time before making another transaction for the same purpose, the system may take some time to update the status for your debited Amount.

Payment Details

17/04/2023 03:20:34 PM

Transaction Number	Challan No	Order Code	Transaction date	Total Amount	Status	UTR No	Action	Reinitiate	Current Status
1704230044628	28600117042300044441	1-1401667813	4/17/2023 2:05:31 PM	400 INR	Offline-Deposit Slip Created	Transaction Yet to be verified Enter UTR NO	<input type="button" value="Archive"/>		

Showing 1 to 1 of 1 Items

First « 1 » Last

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12) Click on 'Enter UTR NO' provided by bank after the payment is done offline. A pop up appears, Select the payment option and provide the UTRN No. Click on 'Update'.

Payment Details 17/04/2023 03:20:34 PM

Transaction Number	Challan No	Order Code	Transaction date	Total Amount	Status	UTR No	Action	Reinitiate	Current Status
1704230044628	28600117042300044441	1-1401667813	4/17/2023 2:05:31 PM	400 INR	Offline-Deposit Slip Created	Transaction Yet to be verified. Enter UTR NO	Archive		

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First « 1 » Last

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Update Utr No x

NEFT RTGS

UTRN No*

NEFT/RTGS Date*

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Update Utr No x

NEFT RTGS

UTRN No*

NEFT/RTGS Date*

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13) The UTRN No get update against the Transaction Number which will get verified with RBI:

Reset
Search

Disclaimer:-If your Account has been debited and the transaction is not showing successful status, Please wait for some time before making another transaction for the same purpose, the system may take some time to update the status for your debited Amount.

Payment Details
17/04/2023 03:27:16 PM

Transaction Number	Challan No	Order Code	Transaction date	Total Amount	Status	UTR No	Action	Reinitiate	Current Status
1704230044628	28600117042300044441	1-1401667813	4/17/2023 2:05:31 PM	400 INR	Offline-Deposit Slip Created	28600111042300044123	Archive		

Transaction Yet to be verified
Enter UTR NO

Showing 1 to 1 of 1 Items

First « 1 » Last

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14) Once RBI verifies the payment, the status will get updated in MCA portal as well.