

Procedure for Online payment of Examination Fees

USER GUIDE FOR ONLINE PAYMENT IN BHARATKOSH (NON –TAX RECEIPT PORTAL)

भारतकोष में ऑनलाइन भुगतान के लिए यूजर मार्गदर्शिका (गैर-टैक्स रिसीप्ट पोर्टल)

OPEN A WEB BROWSER AND ENTER / एक वेब ब्राउजर खोलें और दर्ज करें

<https://bharatkosh.gov.in/>

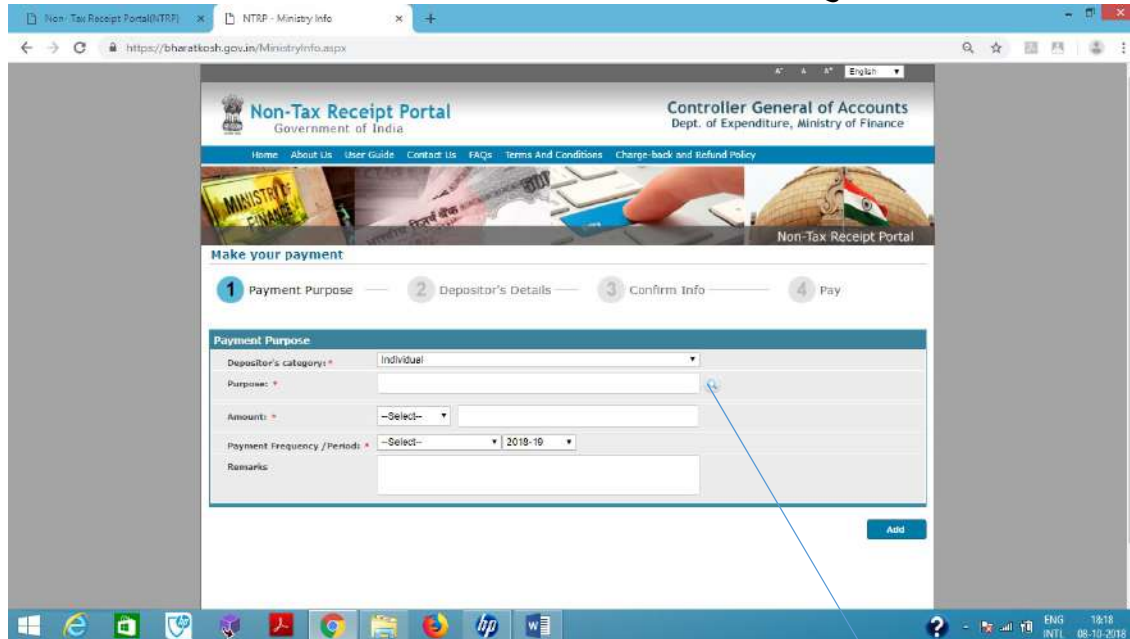
Open the website: <https://bharatkosh.gov.in>

The screenshot shows the homepage of the Non-Tax Receipt Portal (NTRP) for the Government of India. The page includes a navigation menu with links like Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. There is a login section for registered users with fields for User Name and Password, and a Captcha verification. A prominent button labeled 'Non-Registered Users' is visible, which is highlighted by a blue arrow. The page also contains information about the portal's objectives and contact details for the Controller General of Accounts.



Click on - Non-Registered Users
गैर-पंजीकृत यूजर्स पर क्लिक करें

This is an identical screenshot of the Non-Tax Receipt Portal (NTRP) homepage as shown above. It displays the same navigation menu, login section, and 'Non-Registered Users' button. The page content is consistent with the previous image, providing a clear view of the website's interface for users.

The following screen will appear- PAYMENT PURPOSE PAGE / भुगतान उद्देश्य पेज

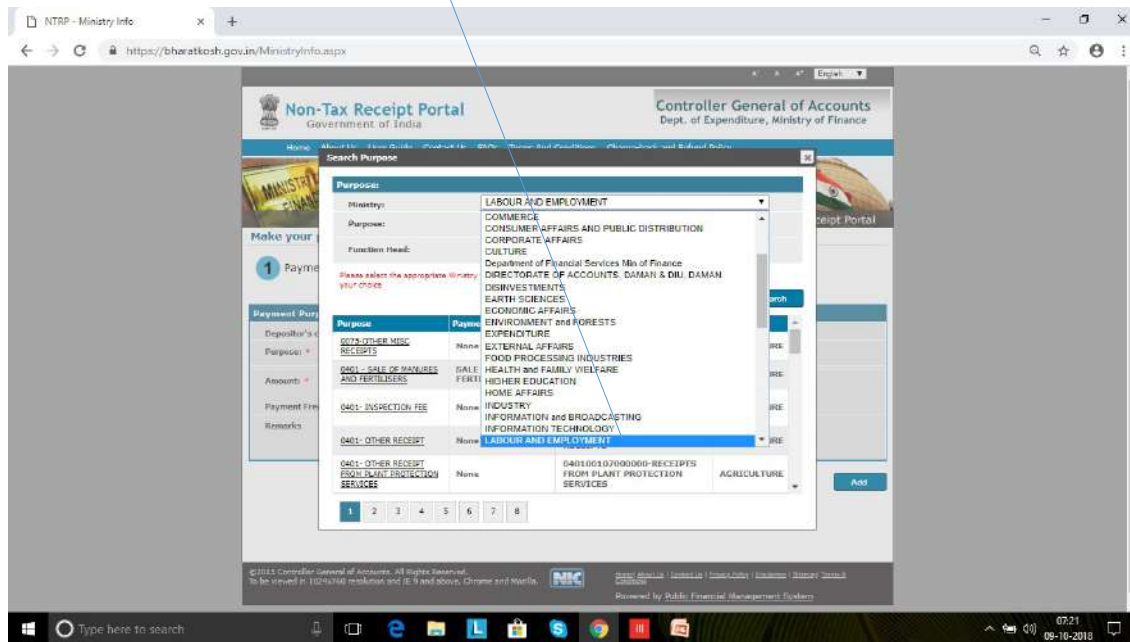


Click on Search symbol on the right hand side of "Purpose"

CLICK ON SEARCH  TO SELECT MINISTRY / मंत्रालय चुनने के लिए सर्च  पर क्लिक करें

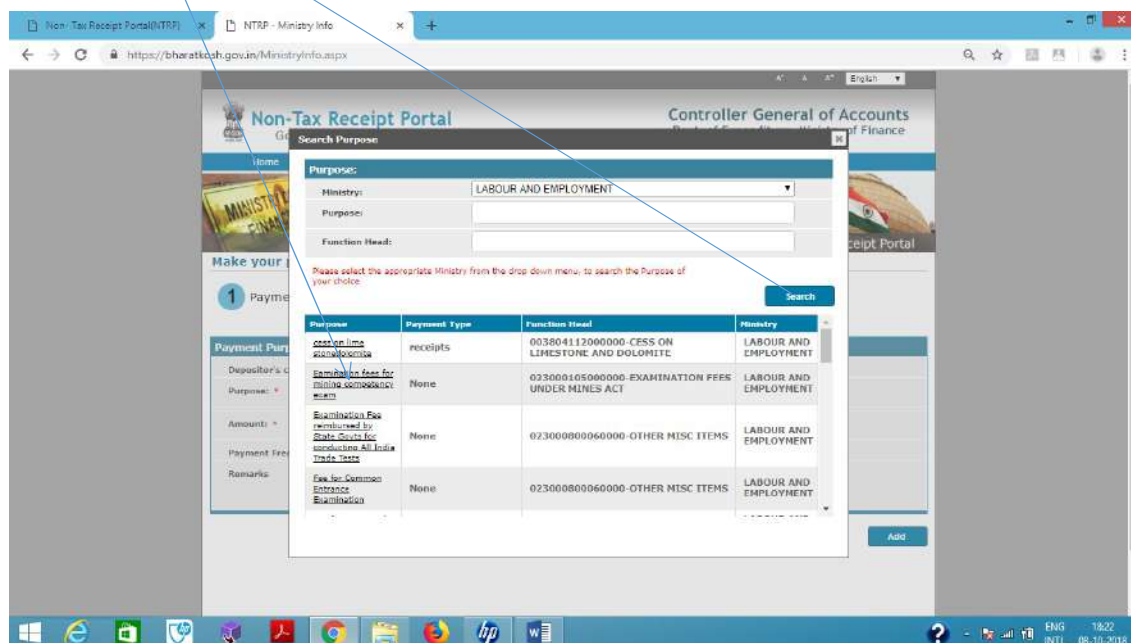
The following screen will appear-

SELECT LABOUR AND EMPLOYMENT / श्रम और रोजगार चुनें

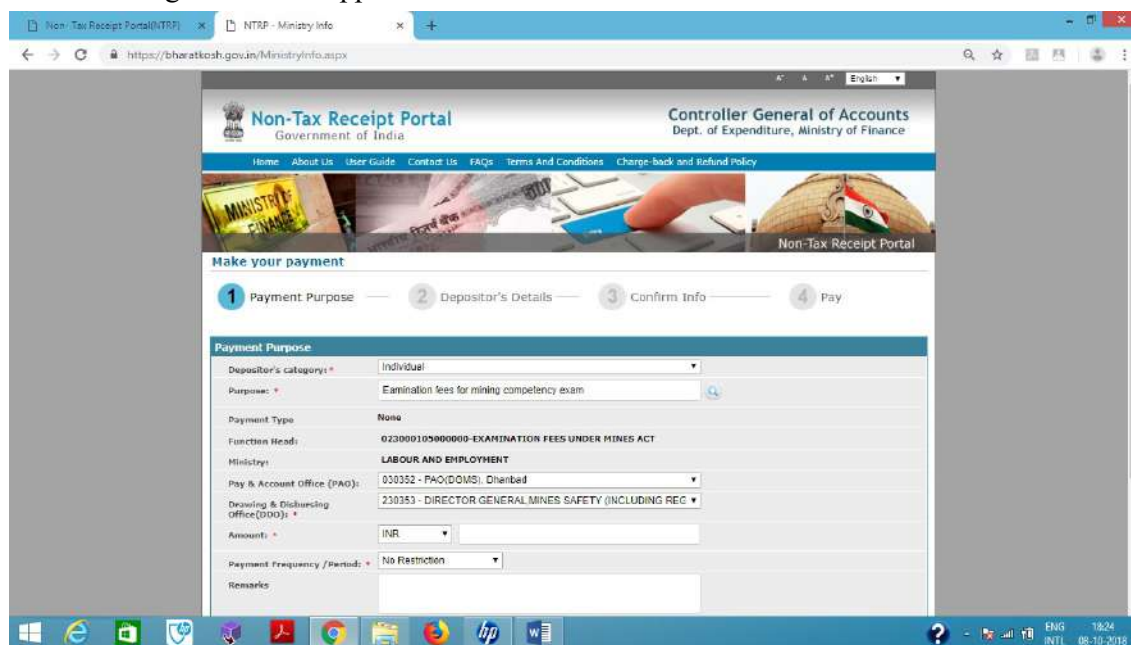


After selecting Ministry: "LABOUR AND EMPLOYMENT"-

CLICK SEARCH BUTTON TO SELECT PURPOSE/ उद्देश्य चुनने के लिए सर्च बटन पर क्लिक करें
Select PURPOSE – "Examination fees for mining competency exam" / खनन सक्षमता परीक्षा के परीक्षा शुल्क चुने



The following screen will appear:



The following fields are auto populated and should not be changed/ निम्नलिखित फ़िल्ड्स स्वतः भरे हुए होंगे और इन्हें बदला नहीं जाना चाहिए:

Pay & Account Office (PAO):

Drawing & Disbursing Office (DDO):

Payment Frequency/ Period:

निम्नलिखित फ़ील्ड्स को भरा जाना है /Please enter -

ENTER AMOUNT AND REMARK/राशि और रिमार्क दर्ज करें

“Amount” in the Amount Field and

“Name of Examination” in the Remarks Field

and then click on **ADD** BUTTON TO GET SUMMARY PAGE OF PURPOSE / उद्देश्य के समरी पेज प्राप्त करने के लिए बटन ऐड करें

The screenshot shows a web browser window with the URL <https://bharatkosh.gov.in/MinistryInfo.aspx>. The page is titled 'NTRP - Ministry Info' and features a navigation menu with links like Home, About Us, User Guide, Contact Us, FAQs, Terms And Conditions, and Charge-back and Refund Policy. Below the navigation is a banner with the text 'Make your payment' and 'Non-Tax Receipt Portal'. The main content area contains a form with the following fields:

Payment Purpose	
Depositor's category	Individual
Purpose	Examination fees for mining competency exam
Payment Type	None
Function Head	023000105000000-EXAMINATION FEES UNDER MINES ACT
Ministry	LABOUR AND EMPLOYMENT
Pay & Account Office (PAO)	030352 - PAO(DGMS), Dhanbad
Drawing & Disbursing Office (DDO)	230353 - DIRECTOR GENERAL MINES SAFETY (INCLUDING REC
Amount	INR 1000 RUPEES ONE THOUSAND ONLY
Payment Frequency /Periods	No Restriction
Remarks	Foreman Unrestricted

An 'Add' button is located at the bottom right of the form.

Fees details:

- i. For Gas Testing Certificate examination: Rs. 300 /-
- ii. For I class, II class, Surveyor, Overman, Sirdar & Winding Engine Certificates (Exemption/ examination) under CMR, 2017: Please refer to the Bye-Laws notified in the Official Gazette (also uploaded in DGMS website 'www.dgms.gov.in') on 24-09-2018.
- iii. For I class, II class, Surveyor, Mine Foreman, Mining Mate, Blaster & Winding Engine (I & II Class) Certificates (Exemption/ examination) under MMR, 1961: Please refer to the Metalliferous Mines Regulations, 1961.

IN THE REMARK:

Please enter the name of Certificate on exemption basis OR name of the examination along with relevant Statute as follows:

GAS TESTING EXAMINATION, Mines Act, 1952

SECOND CLASS CERTIFICATE (EXEMPTION) **RESTRICTED**, CMR, 2017

SECOND CLASS CERTIFICATE (EXEMPTION) **UNRESTRICTED**, CMR, 2017

OVERMAN (EXEMPTION) **UNRESTRICTED**, CMR 2017

OVERMAN (EXEMPTION) **RESTRICTED**, CMR 2017

OVERMAN EXAMINATION (**UNRESTRICTED**), CMR 2017

OVERMAN EXAMINATION (**RESTRICTED**), CMR 2017

SURVEYOR EXAMINATION (**UNRESTRICTED**), CMR 2017

SURVEYOR EXAMINATION (**RESTRICTED**), CMR 2017

SIRDAR EXAMINATION (**UNRESTRICTED**), CMR 2017

SIRDAR EXAMINATION (**RESTRICTED**), CMR 2017

WINDING ENGINE EXAMINATION, CMR 2017

FOREMAN EXAMINATION (**UNRESTRICTED**), MMR 1961

FOREMAN EXAMINATION (**RESTRICTED**), MMR 1961

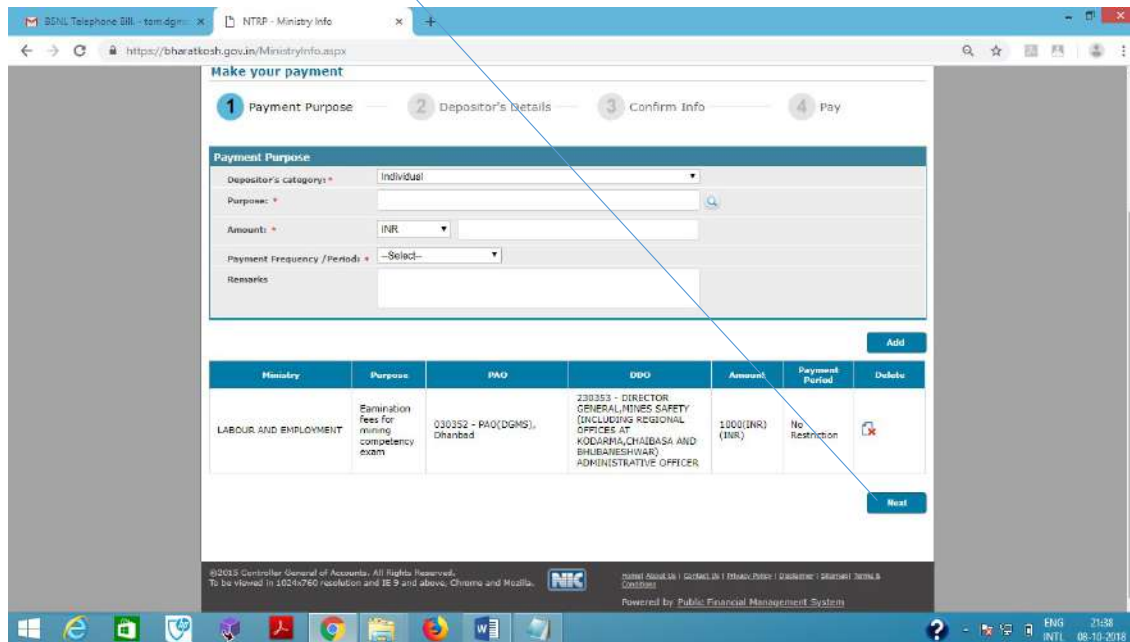
FOREMAN (EXEMPTION) **UNRESTRICTED**, MMR 1961

FOREMAN (EXEMPTION) **RESTRICTED**, MMR 1961

SURVEYOR EXAMINATION (**UNRESTRICTED**), MMR, 1961

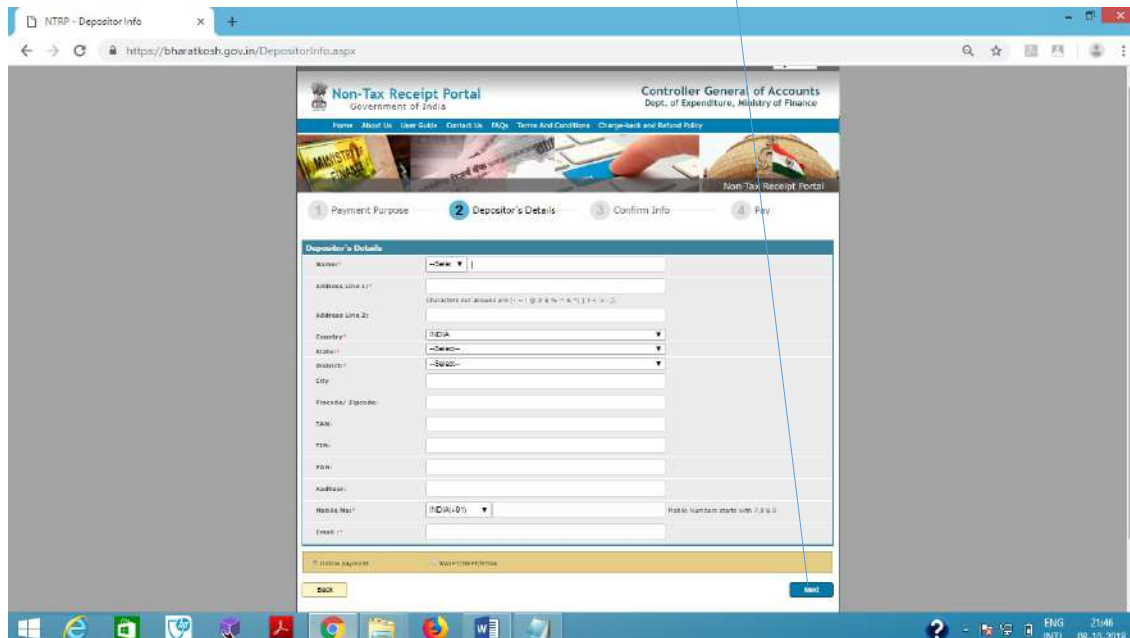
SURVEYOR EXAMINATION (**RESTRICTED**), MMR, 1961

The following screen will appear –SUMMARY PAGE – PURPOSE/ समरी पेज - उद्देश्य
 Then, click on **CLICK NEXT** BUTTON TO GET DEPOSITOR’S DETAILS/ जमाकर्ता के विवरण प्राप्त करने के लिए अगला बटन क्लिक करें



The following screen will appear:

FILL THE DEPOSITOR’S DETAILS AND **CLICK NEXT** TO GET CONFIRMATION PAGE/
 जमाकर्ता के विवरण भरें और कन्फर्म पेज प्राप्त करने के लिए नेक्स्ट क्लिक करें/ आगे क्लिक करें



Enter the fields which are displayed/ दर्शाए गए सभी जानकारी भरें :

Name, Address, City, District, PAN, Aadhaar, Mobile No., Email etc.

Field marked * should be entered compulsorily/ * द्वारा चिन्हित जानकारी भरना अनिवार्य

After entering the fields, Click on Next button/ नेक्स्ट क्लिक करें

The following screen will appear:

CONFIRMATION PAGE/कन्फर्मेशन पेज –Check the details,If the details are correct click on **CONFIRM** to get payment page/ पेमेंट पेज प्राप्त करने के लिए कन्फर्म पर क्लिक करें
Otherwise/ अन्यथा – Click on **BACK** and correct the details in the previous window/ बक बटन को क्लिक करें और सही जानकारी भरें

No.	Ministry	PSD Name	DDO Name	Purpose & Payment Type	Payment Priority	Amount (in INR)
1.	MINISTRY OF DEFENCE	MINISTRY OF DEFENCE	MINISTER GENERAL/INNS SAFETY GUARDIAN REGIONAL OFFICE AT ACCRA/CHENNAI MO/INNS/ADMINISTRATIVE OFFICE (2015)	Demands for money	No. Priority	3385.58
						Total : 3385.58

If you click on Confirm-The following screen will appear/ कन्फर्म करने पर – निम्नलिखित पेज प्रस्तुत होगा:

Enter the Letters shown above: HONG63

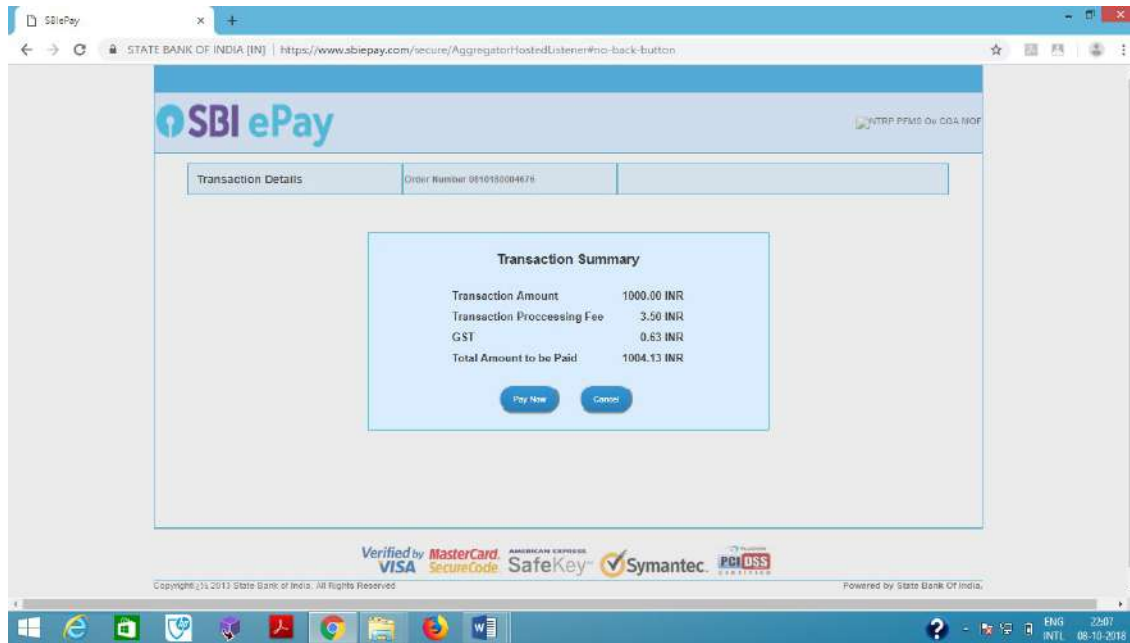
After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back.

Note: Transactions pertaining to Min. of Information Technology will go through using Union Bank of India, Axis Bank, Bank of Baroda Payment Gateway only.

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

Select the desired Payment Gateway and the desired mode to complete the payment/ भुगतान पृष्ठ भुगतान और पूरा करने के लिए बैंक का चयन करें
Enter the "CAPTCHA" as shown and acknowledge and confirm that you have read and agree to the Terms and Conditions. After that click on PAY button / दर्शाए गए "CAPTCHA" को भरें, स्वीकार करें और पुष्टि करें कि, आपने नियम और शर्तों को पढ़ लिया है और उससे सहमत हैं, तत्पश्चात PAY बटन को क्लिक करें

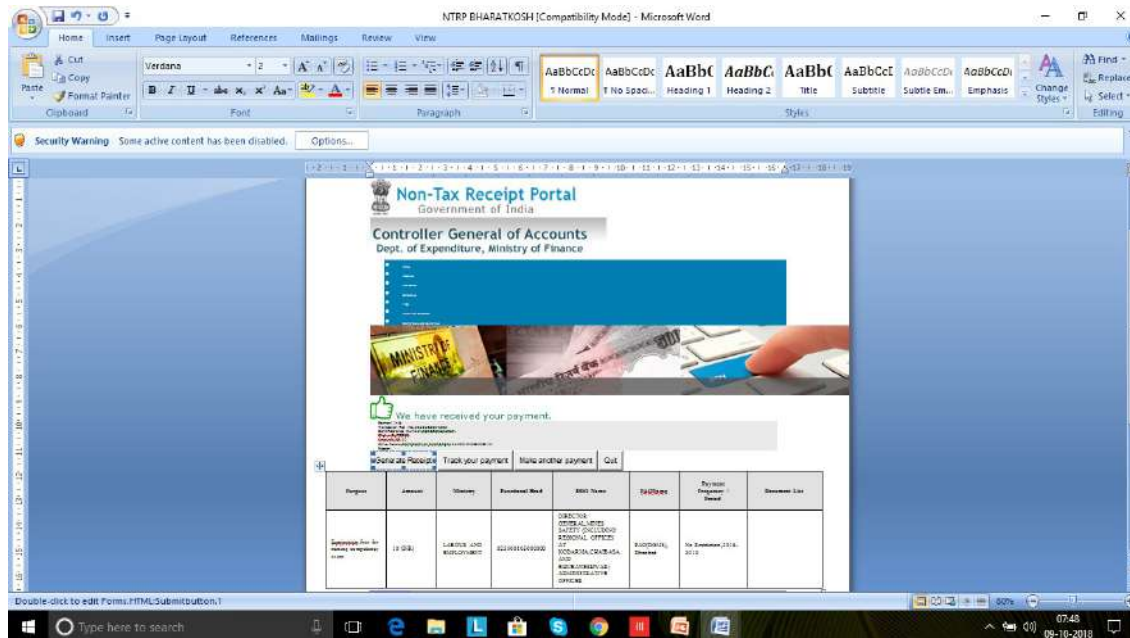
The following screen will appear/ निम्नलिखित पेज प्रस्तुत होगा:



If you click on Pay Now button you will be redirected to the website related to your “Net-banking” or “Debit Card” or “Credit Card” as per the option chosen by you.

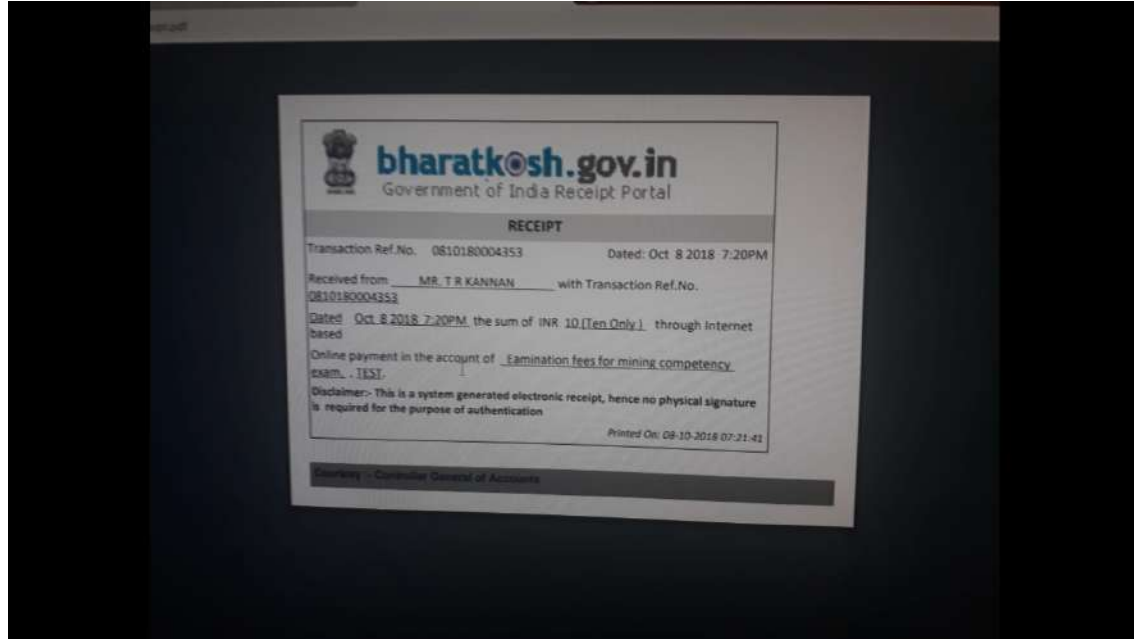
Fill the desired information for payment of the fees and take out a printout of the receipt, which should be signed and attached with the application for the examination.

GENERATE RECEIPT/ रिसिप्ट उत्पन्न करें



SAMPLE OF RECEIPT

रिसिप्ट का नमूना



SUBMISSION OF RECEIPT

रिसिप्ट जमा करना

ENCLOSE THE RECEIPT (SELF ATTESTED) WITH THE APPLICATION ALONG WITH OTHER REQUIRED DOCUMENTS.

अन्य आवश्यक दस्तावेजों के साथ आवेदन रिसिप्ट (SELF ATTESTED) संलग्न करें।