

HomePage ofNTRP

1. Go to home page ofBharatkosh/ NTRP(Government of India Receipts Portal) at https://bharatkosh.gov.in

Click on **Quick Payment** as indicated by the red arrow.



2. Select '006-COMMERCE' from the drop down box for 'Ministry/Department'



3. Select the purpose (exactly worded as per the list in the next page in this guide) from the drop down list for 'Purpose' and click on 'Next' button. If any purpose apart from those in the list, in the next page is selected, there is a possibility that it may be credited into the accounts of some other office under the M/o. Commerce. If the purpose for which the deposit /remittances going to be made, is not available in the list, this office may be contaced.



LIST OF PURPOSES TO BE SELECTED FOR MAKING REMITTANCES INTO MEPZ ACCOUNT

- 1. 007290-(MEPZ) Excess of MEIS claimed
- 2. 007290-(MEPZ)Fee for GSP certificate
- 3. 007290-(MEPZ) Fee for issue of free sale and Commerce Certificate
- 4. 007290-(MEPZ) Refund of MEIS on rejection of shipping bills
- 5. 007290-(MEPZ) Remitance of excess SEIS claimed
- 6. 007290- Application fee for new units
- 7. 007290- Customs Overtime Charges
- 8. 007290- Fee for IE code(New/Modification)
- 9. 007290- Penalty charges of all kinds
- 10. 007290- (MEPZ) Composition Fee of CIF Value
- 11. 007290-(MEPZ) Fee for RTI application (DDO code:107308-MEPZ, Chennai is to be selected)

12. 007290-Cost recovery Charges-MEPZ

- 4. In the **Payment Purpose** page:
- a. Select 'Corporates/Commercial Undertakings' from the drop down box for 'Depositor's Category'.
- b. Check for the correctness of the details regarding Purpose, Ministry, Pay & Accounts Office(PAO) and Drawing and Disbursing Officer(DDO) as below:
 - i. Ministry : Commerce
 - ii. Pay & Accounts Office(PAO) : 007290-RPAO(Commerce), Chennai
 - iii. Drawing & Disbursing Office(DDO): 107308-MADRAS EXPORT PROCESSING ZONE, CHENNAI
- c. Enter the Amount to be deposited in the 'Amount' box.
- d. Mention the name of the Unit/Company/Developer/Co-Developer depositing the amount in the 'Remarks' box along with the necessary information regarding the remittance. For remittances of cost recovery charges, period of demand should be mentioned.
- e. Type the Captcha text shown and click on Add button.

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5. In the next page, you can verify the details of the payment and if needed, delete the payment details added by clicking on the 'Trash' button. If the details are correct click on the NEXT button to proceed.

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6. In the **Depositor's Details page**, please fill up the form accurately and click the Next button.

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7. In the **Payment Mode Online** page, please verify the information and click on Confirm, if you want to proceed immediately for payment. This will lead to the payment Gateway option page. Otherwise, you can save the information and the same can be viewed at TRACK YOUR PAYMENT option availablein

the home page of the portal (There, the transaction can be retrieved and re-initiated by getting the OTP in either the mobile number or e mail given in the details of the depositer page)

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Option 1: For saving the transaction details and for payment in the later time:

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Option 2: For making the payment immediately :

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8. In the **Payment Gateway page**, choose the preferred mode of payment and click on Pay. A transaction summery will be displayed, before proceeding to payment for verficiation of payment details. By clicking the PAY NOW button, you will be directed to the selected mode of payment for completion of transction.

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9. After making the payment from the Net Banking/Credit Card/ Debit Card/UPI ID option, you will be redirected to the page showing your **Payment Info** as shown.

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10. You can download the Transaction Receipt by clicking on the Pdf icon. It will be as shown below:



11. IMPORTANT:

After making the transaction/remittance/deposit in NTRP, the remitter has to send the copy of the paid challan/receipt to the mail id of the Accounts section of MEPZ SEZ: sao@mepz.gov.in. The details of remittances may be detailed in the body of the mail, as confirmation for better accounting and other communication purposes.

<u>Note</u>: It is informed that MEPZ Authority related payments and Customs duty related payments cannot be made through this portal and remittaces for the purposes mentioned in the list only can be made.