

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.

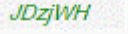
Process for return of unspent balance to Central Ministry/ Department through Bharatkosh

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



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](#)

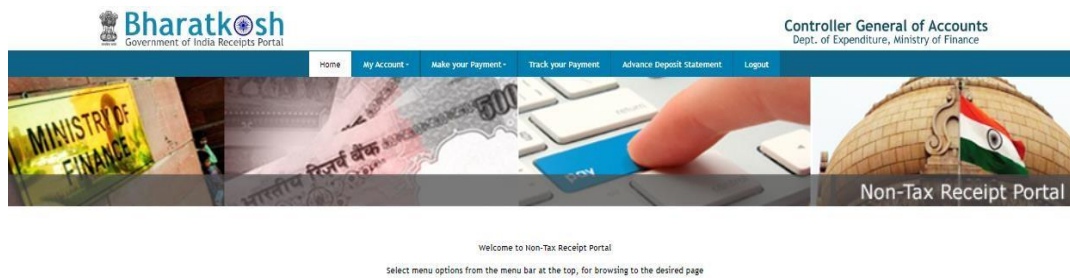
Text shown in Captcha is case-sensitive

Type the text shown as per the image above

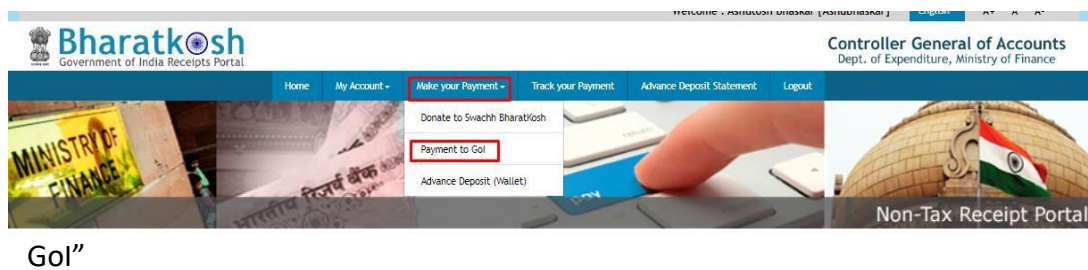
[New User](#)

[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 Gol”



6. On clicking, the following screen will open


The screenshot shows the 'Payment Purpose' form in the Bharatkosh portal. The form has a blue header with the title 'Payment Purpose'. Below the header, there are several input fields: 'Depositor's category' (a dropdown menu with 'Individual' selected), 'Purpose' (a text input field with a search icon), 'Amount' (a text input field with 'INR' and '0'), 'Payment Frequency /Period' (a dropdown menu with '2023-2024' selected), 'Remarks' (a text area), and a Captcha field. The Captcha field includes a small image of the word 'Captcha' and a link to 'Get a new Captcha'. Below the Captcha field, there is a note: 'Text shown in Captcha is case-sensitive'. At the bottom right of the form, there is a blue '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 |

← 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

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) | | | 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"/>  Success Rate 100 % | <input type="radio"/>  Success Rate 86 % | <input type="radio"/>  Success Rate 3 % | <input type="radio"/>  Success Rate 0 % | <input type="radio"/>  Success Rate 0 % | <input type="radio"/>  Success Rate 0 % |
| <input type="radio"/>  Success Rate 0 % | <input type="radio"/>  Success Rate 0 % | <input type="radio"/>  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

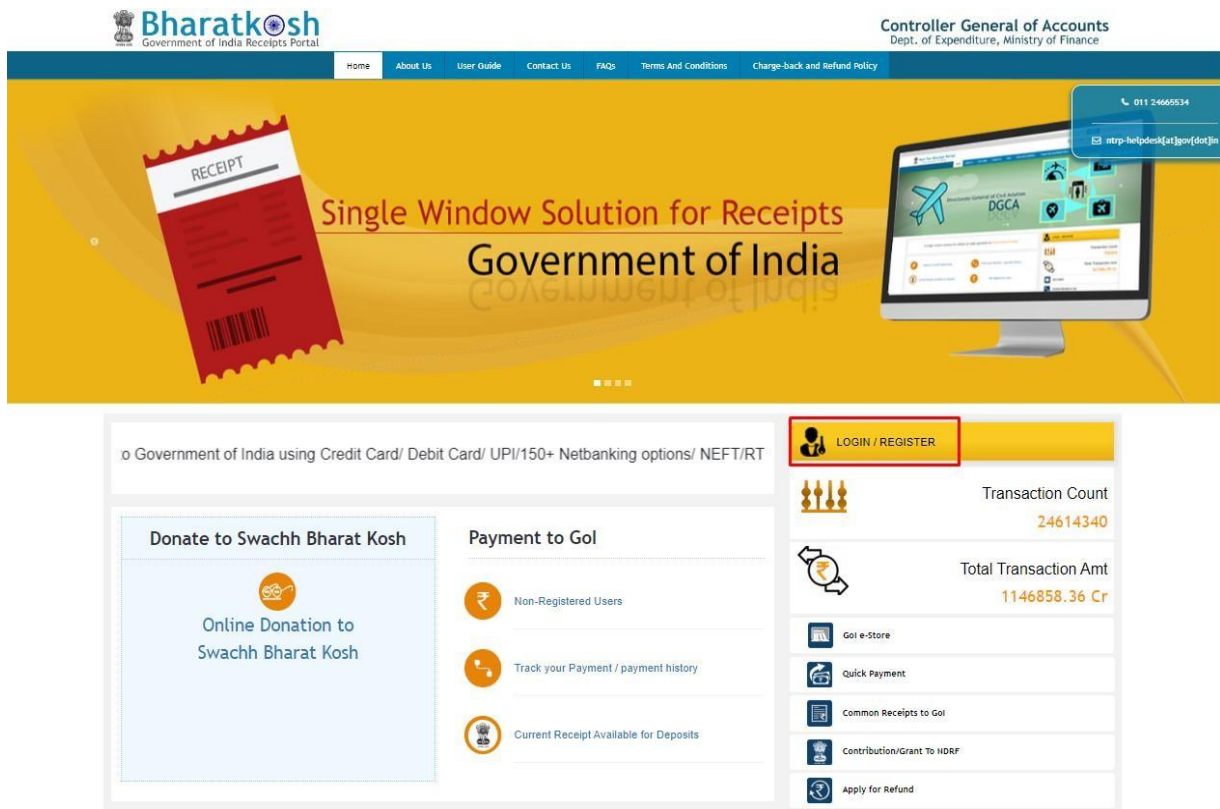
The process to be followed for returning the unspent balance to the Central Ministry/ Department is as follows:

(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

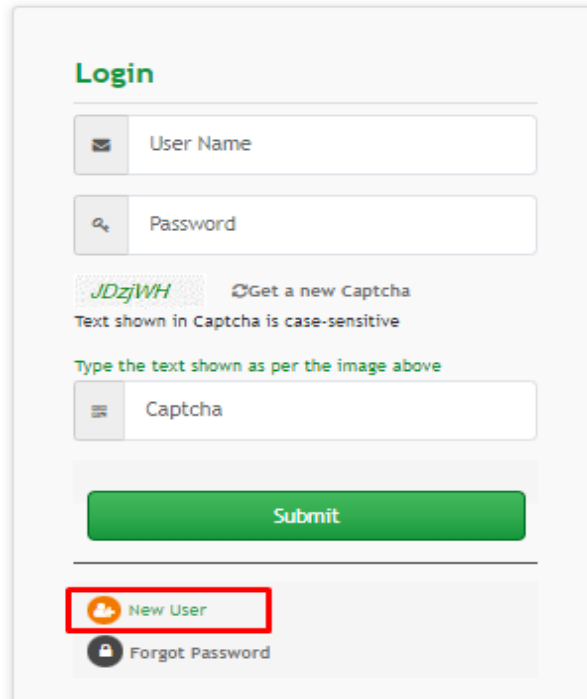
2. The user shall go to <https://bharatkosh.gov.in/NTRPHome/Index> and go to the menu – Login/Register.



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

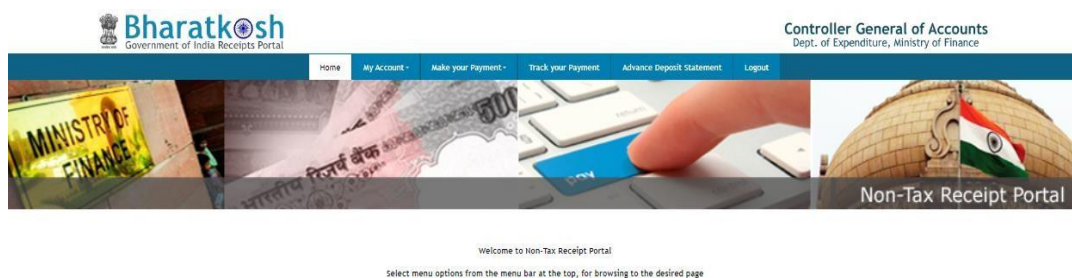
The screenshot shows the Bharatkosh Login form. The form is titled "Login" and contains the following fields: "User Name" and "Password". Below these fields is a Captcha field with the text "JDzjWH" and a "Get a new Captcha" button. The text "Text shown in Captcha is case-sensitive" is displayed below the Captcha field. Below the Captcha field is a "Submit" button. At the bottom of the form are links for "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

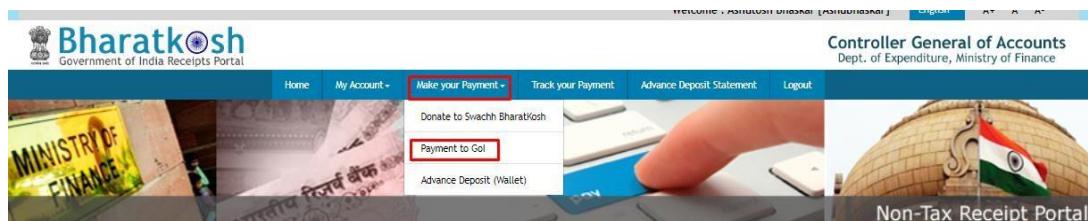


The image shows the login interface of the Bharatkosh portal. It features a 'Login' heading in green. Below it are two input fields: 'User Name' and 'Password'. A CAPTCHA image with the text 'JDzjWH' is displayed, along with a link to 'Get a new Captcha'. A note states 'Text shown in Captcha is case-sensitive'. 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, there are two links: 'New User' (highlighted with a red box) and 'Forgot Password'.

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

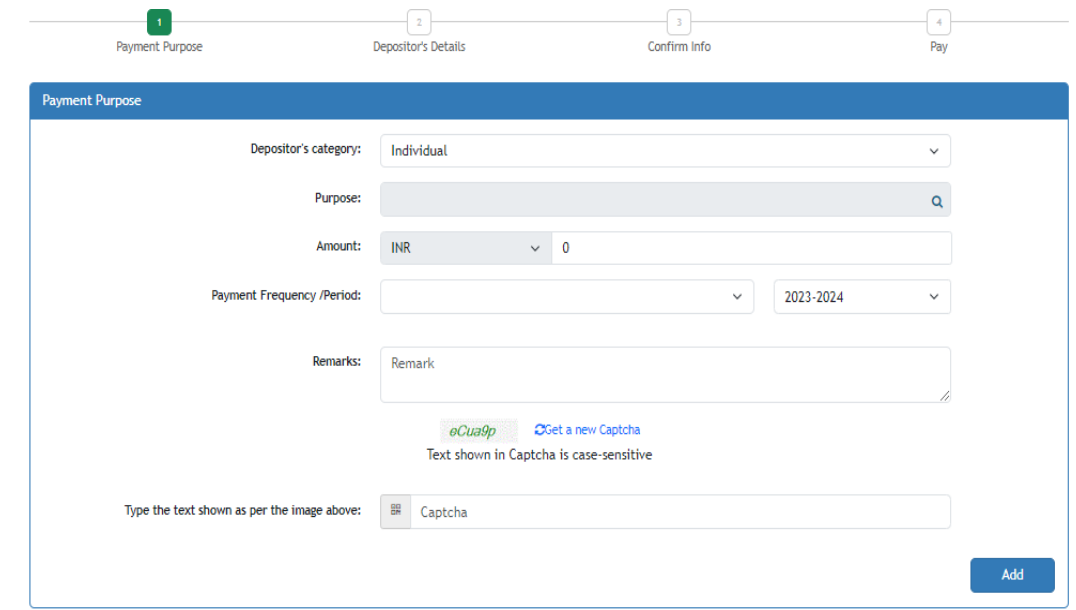


6. The user will click on the “Make Payment” dropdown and select “Payment to



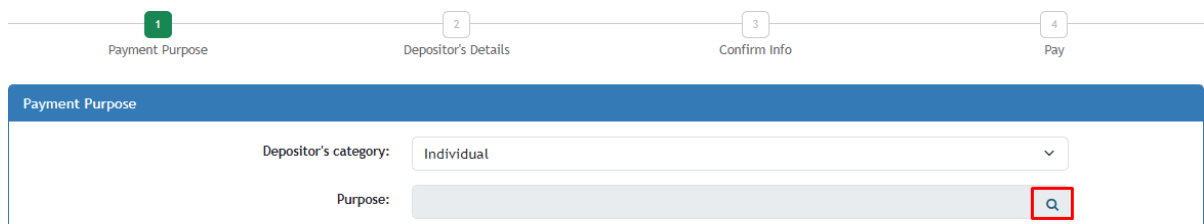
GoI”

7. On clicking, the following screen will open



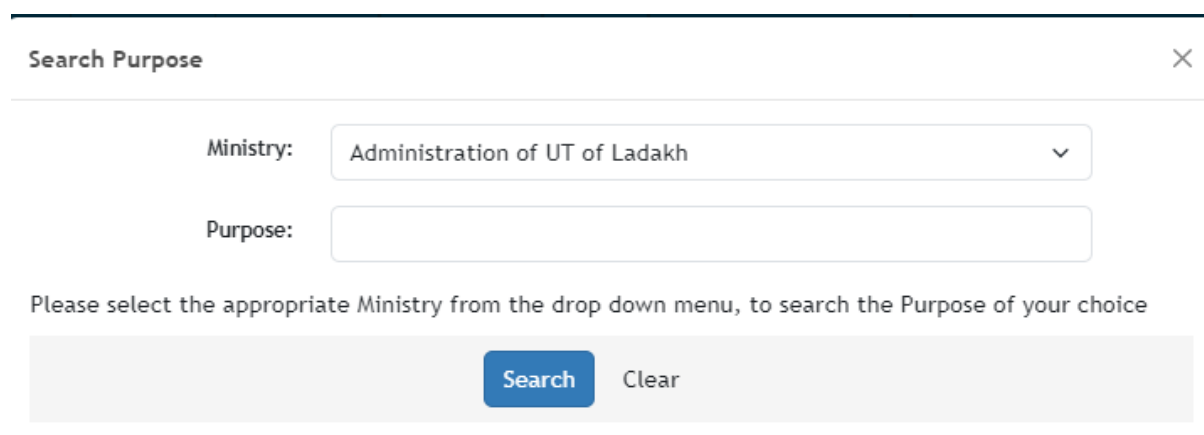
The screenshot shows a 'Payment Purpose' form with a progress bar at the top indicating four steps: 1. Payment Purpose (highlighted), 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The form fields include: 'Depositor's category' (dropdown menu set to 'Individual'), 'Purpose' (text input with a search icon), 'Amount' (dropdown set to 'INR' and a numeric input set to '0'), 'Payment Frequency /Period' (dropdown menu), 'Remarks' (text area), a CAPTCHA image with the text 'eCua9p' and a 'Get a new Captcha' link, and a text input for the CAPTCHA. An 'Add' button is located at the bottom right.

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



This screenshot is identical to the previous one, but the search icon in the 'Purpose' field is highlighted with a red square.

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



The screenshot shows a 'Search Purpose' pop-up window with a close button (X) in the top right corner. It contains a 'Ministry' dropdown menu set to 'Administration of UT of Ladakh' and a 'Purpose' text input field. Below the input fields is a message: 'Please select the appropriate Ministry from the drop down menu, to search the Purpose of your choice'. At the bottom are 'Search' and 'Clear' buttons.

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

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

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


[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 |  |

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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 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:

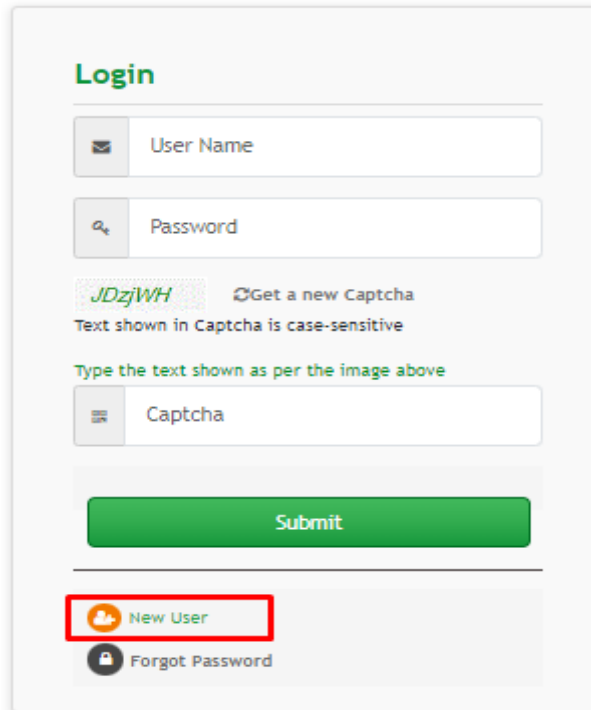
| Bharat Kosh (Toll free No.1800 118 111) | | | Deposit / Pay-in-slip - NEFT / RTGS | | | |
|---|---|---|--|---------------------------------|--|----------------|
| URN No. (for Departmental Use) : 20042530082200003548 | | | Beneficiary (PAO) A/C No.: 10600901006 | | | |
| Note: Please provide this UTR 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 | 0029008000000000-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 | | | | | | |

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

1. 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)
2. 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.
3. 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.
4. Once the fund has been transferred, the status will be updated as “success” on Bharatkosh after successful reconciliation within 24 hours.

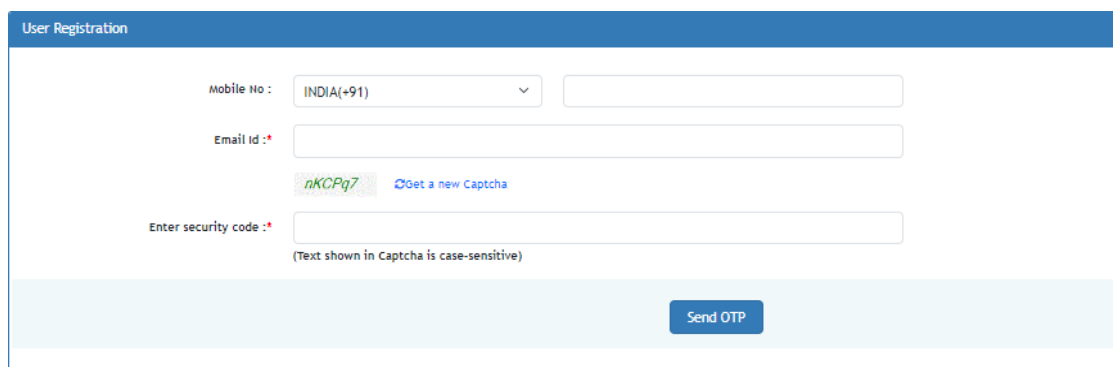
Creation of a new login ID on Bharatkosh

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



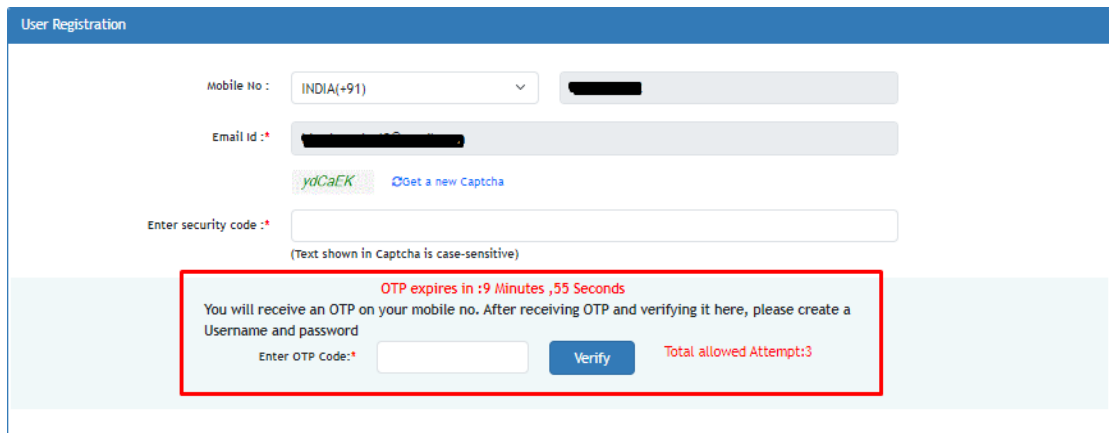
The image shows a login form titled "Login" in green. It contains three input fields: "User Name" with an envelope icon, "Password" with a magnifying glass icon, and "Captcha" with a document icon. Above the Captcha field is a captcha image showing the text "JDzjWH" and a link "Get a new Captcha". Below 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



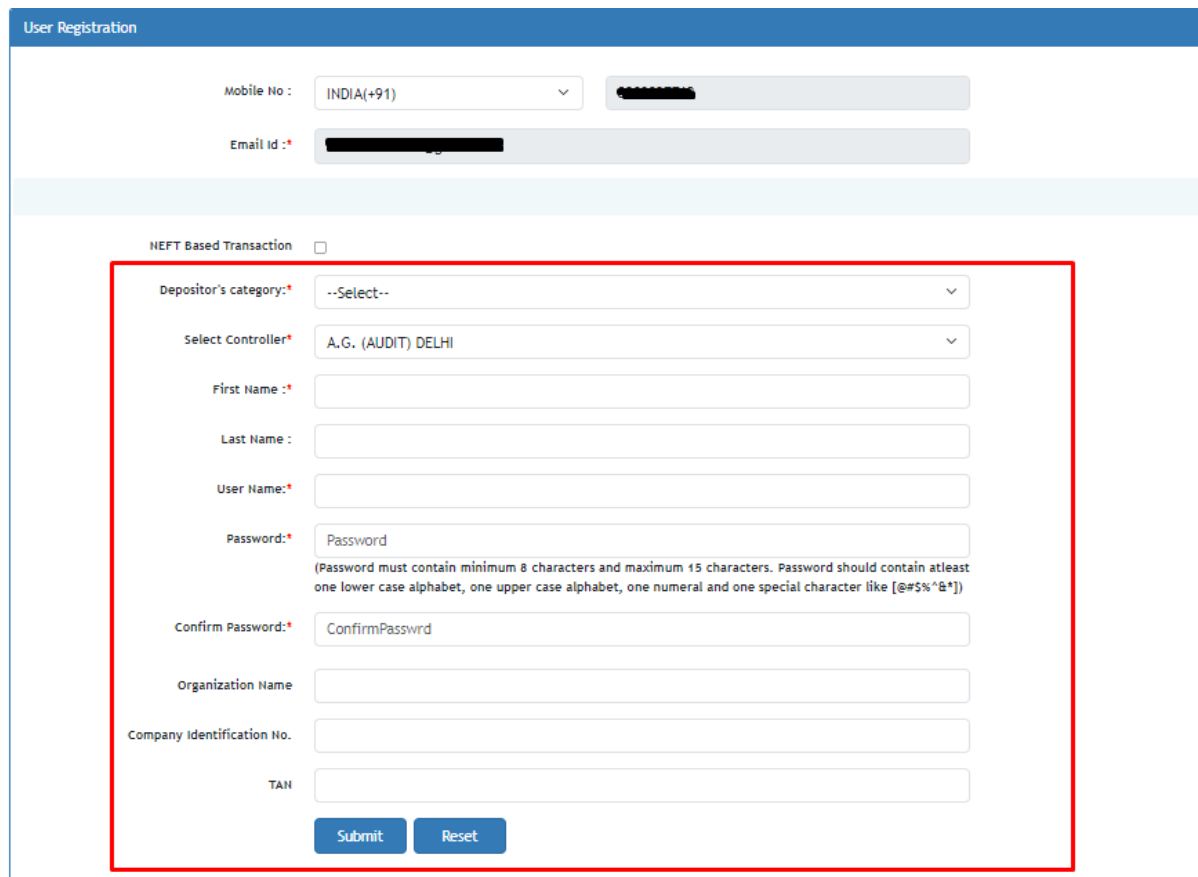
The image shows a "User Registration" form. It has a blue header with the text "User Registration". The form contains three input fields: "Mobile No :" with a dropdown menu showing "INDIA(+91)", "Email id :*" with a red asterisk, and "Enter security code :*" with a red asterisk. Above the security code 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.



The screenshot shows the 'User Registration' page with the OTP verification step highlighted by a red box. The form includes fields for Mobile No. (with a dropdown for country code 'INDIA(+91)'), Email Id, and a security code (with a 'Get a new Captcha' link). Below these, a red box contains the following text: '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:*' (with an input field), a 'Verify' button, and 'Total allowed Attempt:3'.

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



The screenshot shows the 'User Registration' page with the account details step highlighted by a red box. The form includes fields for Mobile No. (with a dropdown for country code 'INDIA(+91)'), Email Id, and a checkbox for 'NEFT Based Transaction'. Below these, a red box contains the following fields: 'Depositor's category:*' (dropdown), 'Select Controller*' (dropdown), 'First Name :*', 'Last Name :', 'User Name:*', 'Password:*' (with a password strength hint), 'Confirm Password:*', 'Organization Name', 'Company Identification No.', and 'TAN'. At the bottom of the red box are 'Submit' and 'Reset' buttons.

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:' (with a masked input). 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:' is masked. 'NEFT Based Transaction' is unchecked. 'Depositor's category:' is 'Individual'. 'Select Controller*' is 'CIVIL AVIATION & TOURISM'. 'First Name:*' and 'Last Name:' are masked. 'User Name:*' is masked, and a green message 'User is available' is displayed next to it. 'Password:*' and 'Confirm Password:*' are masked. Below these are fields for '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

