End User Guide

For

Non-Tax Remittance Management System (NTRMS)



DIRECTORATE GENERAL OF HYDROCABONS

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How to access NTRMS

- 1. Open up <u>www.dghindia.gov.in</u>
- 2. Go to Online Web Applications>Non-Tax Remittance Management System(NTRMS)

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- 3. Follow the instruction given on that page for DGH Root Certificate installation.
- 4. Access the application on the link given on that page.
- 5. Alternatively you can access the page directly by typing the following address on your browser (Google Chrome/Mozilla Firefox).

(https:// 182.19.5.116/NTRMS/)

1. Registration of New User

For registration of new user, cl	ick on "New User" link on Login page.
DGH	Non-Tax Remittance Management System
•	Username Password
1 en	Login Forgat Password, New User Support End User Management Systems
	Click here for Revenue Management Systems

	Name
	N. Carton
	Designation
- /	Email
	Mobile/Landline
	Address
	the second se
	Operator
	Select Company

Fill user details, and then click on "Submit".

After click on "Submit", User ID will be generated and once your registration will be approved at DGH, password will be sent to your registered email id.

2. Login Process

The action of providing the proper credentials for a website is called logging in, or signing in.

As a user, you are required to enter your **User Name** and **Password** and then click on the Login button to login into the system. You will find your User Name and Password in your email inbox once you have been provided by DGH.

After logging in, it is recommended that you change your password by going to your Profile and clicking on Change Password.



3. Forgot Password

The user can use "**Forgot Password?**" link to reset password when user forget the password.

	DGH Non-Tax Remittance Management System	Car
0	Username Password	
10	Login Forgot Password? New User Simport. Fee User Manual Click here for Account Management Systems Click here for Revenue Management Systems	
1000		= 8

The user has to provide User Name and Email, and using captcha, New Password will be sent to email.

	Non-Tax Remittance Management System	Car
0	Username Email	6
1	Add the numbers $5\Re_{+}7 = 99$	-
	Reset Password	= 57

4. My Profile

The user can view their user information, reset their password and edit their user information by going to "**My Profile**" after login.



emittance Manager	nent System	Welcome RM8000 [
USER INFORMATION	CHANGE PASSWORD EDIT PROFILE	+ My Profil
p. L		
Operator : Oil 8	Natural Gas Corp. Ltd.	
Username : RM8	000	
Name : SAV	ITA BHAGAT	
Designation : Prog	ramming Officer	
Email : savi	a.bhagat@dghindia.gov.in	
Phone : 120	2472517	
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DGH Non-Tax Rem	ittance Management System vour Profile	Welcome RM8000 <u>Logout</u>
🏛 Home	USER INFORMATION CHANGE PASSWORD EDIT PROFILE	
Operator : Oil & Natural Gas Corp. L	Current Password	
	New Password	
	Retype New Password	
	Change Password	
	Verified of the verified by	
Name:S	AVITA BHAGAT EMAIL: savita.bhagat@dghindia.gov.in DESIGNATION : Programming Officer CONTACT NO :120247251 Develop	7 ed And Maintained by IT Department,DGH

DGH Non-Tax Remi	ttance Manacterry	ent System		8	Welcome RM8000 <u>Logout</u>
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Operator: Oil & Natural Gas Corp. L	Email ID				
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	Di ana	904.111			
	Phone				
	1202472517				
	Password(Please en	ter your password for P	rofile Updation)		
	Edit Profile				
Name:S/	AVITA BHAGAT EMAIL: sa	vermed vita.bhagat@dghindia.gov.ii	DESIGNATION : Programming Officer	CONTACT NO :1202472517	

5. Non-Tax Remittance Entry

The Non-Tax Remittance Entry Form may be accessed by going to **Data Entry > Non-Tax Remittance Entry**

1. Users have to select block name and Payment Reference Type.

DGH Non-Tax Remit	ttance Management System	Welcome RM8000 <u>Logout</u>
🟛 Home 📴	Data Entry 🔻	😽 My Profile 🔻
Operator : Oil & Natural Gas Corp. Ltd.		
	REMITTANCE ENTRY	<u>_</u>
	Block Name*	
Name: SAVITA BHAGAT	Payment made by Company *Select Company Payment to Govt.(Type) *Select Govt.Type	
DESIGNATION: Programming Officer EMAIL: savitabhagat@dghindia.gov.in CONTACT NO: 1202472517	Payment Type* Select Type of Payment Period From * Period To * Upload Computation (pdf file only)* Browse No file selected. Browse No file selected.	
	Remarks 	
Developed And Maintained by IT Department, DGH		

2. For adding new Reference no., Users have to click on "Add New?" link.

DGH Non-Tax	Remitta	nce M	anageme	nt System						Welcome RM8000	<u>Logout</u>
🏛 Home	🕑 Data	a Entry 🔻								😚 My Prof	file 🔻
Operator : Oil & Natural Gas Co	orp. Ltd.										
					_	REMITTA	ANCE ENTRY				^
			Block Name *	Select Block	 Operator 	Name					
			Payment Reference Type *	Select Reference Type	Reference Add Nev	e No. *	Select Reference	e No	Date of Payment *		
			Amount in INR *		Exchange	Rate *			Amount in USD		
Name: SAVITA BHAGAT DESIGNATION: Programming Off	icer		Payment made by Company *	Select Company	Payment Govt.(Ty	to pe)*	-Select Govt. Typ	pe 💌			
EMAIL: savita.bhagat@dghindia.g	jov.in										
CONTACT NO: 1202472517			Payment Type *	Select Type of Payment	•	Period Fro	om *		Period To *		
			Upload Computation *	Browse No file selected.		Upload Pa Receipt *	yment Ack.	Browse N	o file selected.		
			Remarks								
					d						
		Decl	are that the provid	ed data truly and fairly represent	ts all the paymen	s values rem	nitted to the Gover	rnment.			
					Save as	Draft	Submit as Fina	al			
Developed And Maintained by IT Depart	tment,DGH										÷

- 3. Then fill all the details.
- 4. **Save as Draft**: Users have to fill all the fields except Remarks. Otherwise, Users won't be able to "Save as Draft".

5. For viewing data: Users have to select Block Name and Reference No. Then data will appear. If data are in draft mode, then users can edit the data. But if data are in final mode, then all fields will be disabled and users won't be able to edit the data.

DGH Non-Tax Remitta	nce Management System	Welcome RM8000 <u>Logout</u>
🏛 Home 🕑 Dat	a Entry 🔻	😤 My Profile 🔻
Operator : Oil & Natural Gas Corp. Ltd.		
Name: SAVITA BHAGAT DESIGNATION: Programming Officer EMAIL: savita.bhagat@dghindia.gov.in CONTACT NO: 1202472517	REMITTANCE ENTRY Block Name* ALLORA • Operator Name HERAMEC Paymenti Select Reference Type- Reference No • Select Reference No • Date of Payment in MR* Exchange Rate* UTRDO456 • Amount in USD Payment Type* Select Company • Period From* Period To* Upload Browse No file selected. Upload Payment Ack. Browse No file selected. Remarks	
Developed And Maintained by IT Department, DGH		*

Data in draft mode:									
DGH Non-Tax Remitta	nce Managemer	nt System						Welcome RM8000 Lo	<u>agout</u>
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	-	Ĺ	_	REMITT	ANCE ENTRY				
	Block Name *	ALLORA	Operator	Name	HERAMEC				
	Payment Reference Type *	UTR No./DD No.	Reference Add New	e No.* UTRDD456		•	Date of Payment *	06/02/2017	
	Amount in INR *	456789232	Exchange	Rate *		43	Amount in USD	10623005.40	
Name: SAVITA BHAGAT DESIGNATION: Programming Officer	Payment made by Company *	BP Exploration (Alpha) Limited	Payment to Govt.(Type) *		Central Govt.				
EMAIL: savita.bhagat@dghindia.gov.in							_		-
CONTACT NO: 1202472517	Payment Type * P	Profit Petroleum	•	Period Fre	om*	19/02/2017	Period To *	28/02/2017	-
	Upload Computation * <u>Upload New?</u>	RemittanceData37547105790		Upload Pa Receipt * Upload N	ayment Ack.	RemittanceData	37547105790		
	Remarks	No Remarks							
	* Declare that the provide	ed data truly and fairly represents all th	he payment	s values ren	nitted to the Gove	ernment.			
Developed And Maintained by IT Department,DGH			Save as	Draft	Submit as Fin	al			-

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Operator : Oil & Natural Gas Corp. Ltd.												
					REMI	TTANCE ENTRY						
	Block Name *	AA-ON/7		 Operator Name 		Canoro Resource	es Ltd.			Î		
	Payment Reference Type *	UTR No./DD N	No./DD No.		leference No. * Add New?	TCR09FEB2017	•	Date of Payment *	24/01/2017			
	Amount in INR *		125	3 E	xchange Rate *		67.23	Amount in USD	18.64			
Name: SAVITA BHAGAT DESIGNATION: Programming Officer	Payment made by Company *	Adani Enterpr	ises Ltd.	G	'ayment to Fovt.(Type) *	Central Govt.	-					
EMAIL: savita.bhagat@dghindia.gov.in	Payment Type *	Petroleum Explo	ration License(PEL)	Fee	s v Period	From *	09/02/2017	Period To *	28/02/2017	E		
CONTACT NO. 12024/251/	Upload Computation *	RemittanceDat	a <u>37667008681</u>	Upload Payment Ack. Receipt *				nceData37531197688				
	Remarks	remarks.										
	Effective Date *		01/02/2011		Rate/Unit	•	1256 Area as	per PSC(Sq.Km.) *	536			

6. If Users want to upload another Computation/Payment document (pdf only), then Users have to click on "Upload New" link.

DGH Non-Tax Remitta	nce Managemer	nt System					Welcome RM8000 <u>Logout</u>
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Operator : Oil & Natural Gas Corp. Ltd.							
	1	[REMITT	ANCE ENTRY			
	Block Name *	ALLORA	Operator Name	HERAMEC			
	Payment Reference Type *	UTR No./DD No.	Reference No. * Add New?	UTRDD456	•	Date of Payment *	06/02/2017
	Amount in INR *	456789232	Exchange Rate *		43	Amount in USD	10623005.40
Name: SAVITA BHAGAT DESIGNATION: Programming Officer	Payment made by Company *	BP Exploration (Alpha) Limited	Payment to Govt.(Type) *	Central Govt.	•		
EMAIL: savita.bhagat@dghindia.gov.in							
CONTACT NO: 1202472517	Payment Type *	Profit Petroleum	 Period Fre 	om *	19/02/2017	Period To *	28/02/2017 =
	Upload Computation *	RemittanceData37547105790	Upload Pa Receipt *	yment Ack.	RemittanceData	<u>a37547105790</u>	
	Upload New? Remarks	No Remarks	Upload N	ew?			
	Declare that the provide	ed data truly and fairly represents all t	the payments values ren	nitted to the Gover	nment.		
Developed And Maintained by IT Department,DGH			Save as Draft	Submit as Fina	1		•

7. **Submit as Final**: Users have to fill all the fields except Remarks as well as select declaration. Otherwise, Users won't be able to "Submit as Final".

6. List of Non-Tax Remittance Data

Users can view and download "List of Non-Tax Remittance Data" in pdf as well as excel format. Users can get "List of Non-Tax Remittance Data" based on month wise, year wise and block wise. Only "**Submit as Final data**" will be listed.

Month Wise:																
Select Month Wise ar	nd the	en sele	ect m	onth	and	l yea	r.									
DGH Non-Tax Remitta	nce M	anagem	ent Sys	stem									Welcome I	RM8000 <u> </u>	Logout	
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Operator: Oil & Natural Gas Corp. Ltd.					Down	load PDF	Download	Excel G	iet Data Ba	sed on: M	nth Wise	- Januar	y -		2017	J
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Name: SAVITA BHAGAT	AA-ON/7	Cairn India Limited	Adani Enterprises	24/01/2017	Central Govt.	18.64	67.23	1253	UTR No./DD No.	TCR09FEB20	7 Petroleum Exploration License(PEL) Fees	09/02/2017	28/02/2017	remarks.	<u>Yes</u>	
DESIGNA ITON: Programming Officer EMAIL: savita.bhagat@dghindia.gov.in CONTACT NO: 1202472517	AA-ONJ/	Noble Energy International Ltd.	Adani Enterprises	03/01/2017	Central Govt.	10.12	67	678	UTR No./DD No.	TCR567	Profit Petroleum	14/02/2017	28/02/2017	test REMARKS	No	
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Year Wise:														
Select Year Wise and	then s	select	finar	icial :	year	•								
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Operator : Oil & Natural Gas Corp. Ltd.							Download	I PDF D	ownload Exce	Get Data Based	on: Year Sele	Wise ect	•	2016-17
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DESIGNATION: Programming Officer	AA-ON/3	Oil & Natural Gas Corpn.Ltd.	ABGEL	01/02/2017	Central Govt.	22.04	56	1234	UTR No./DD No.	TRNC201702082	Royalty-Oil	08/02/2017	28/02/2017	Remar
CONTACT NO: 1202472517	AA-ON/3	Oil & Natural Gas Corpn.Ltd.	ABGEL	01/02/2017	Central Govt.	22.04	56	1234	UTR No./DD No.	TRNC2017020801	Royalty-Oil	08/02/2017	28/02/2017	Remar
	AA-ON/3	Oil & Natural Gas Corpn.Ltd.	Coal India Ltd.	02/02/2017	Central Govt.	96.30	66	6356	UTR No./DD No.	tdfg	Interest on Royalty-Oil	07/02/2017	14/02/2017	No Remar
	AA-ON/7	Cairn India Limited	Adani Enterprises	24/01/2017	Central Govt.	18.64	67.23	1253	UTR No./DD No.	TCR09FEB2017	Petroleum Exploration License(PEL) Fees	09/02/2017	28/02/2017	remark
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DESIGNATION: Programming Officer EMAIL: savita.bhagat@dghindia.gov.in CONTACT NO: 1202472517	AA-ON/3	Oil & Natural Gas Corpn.Ltd.	Coal India Ltd.	02/02/2017	Central Govt.	96.30	66	6356	UTR No./DD No.	tdfg	Interest on Royalty-Oil	07/02/2017	14/02/2017	No Remarks	No
	AA-ON/3	Oil & Natural Gas Corpn.Ltd.	ABGEL	01/02/2017	Central Govt.	22.04	56	1234	UTR No./DD No.	TRNC20170208	Royalty-Oil	08/02/2017	28/02/2017	Remarks	No
	AA-ON/3	Oil & Natural Gas Corpn.Ltd.	ABGEL	01/02/2017	Central Govt.	22.04	56	1234	UTR No./DD No.	TRNC201702082	Royalty-Oil	08/02/2017	28/02/2017	Remarks	No
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