

End User Guide

For

Non-Tax Remittance Management System (NTRMS)



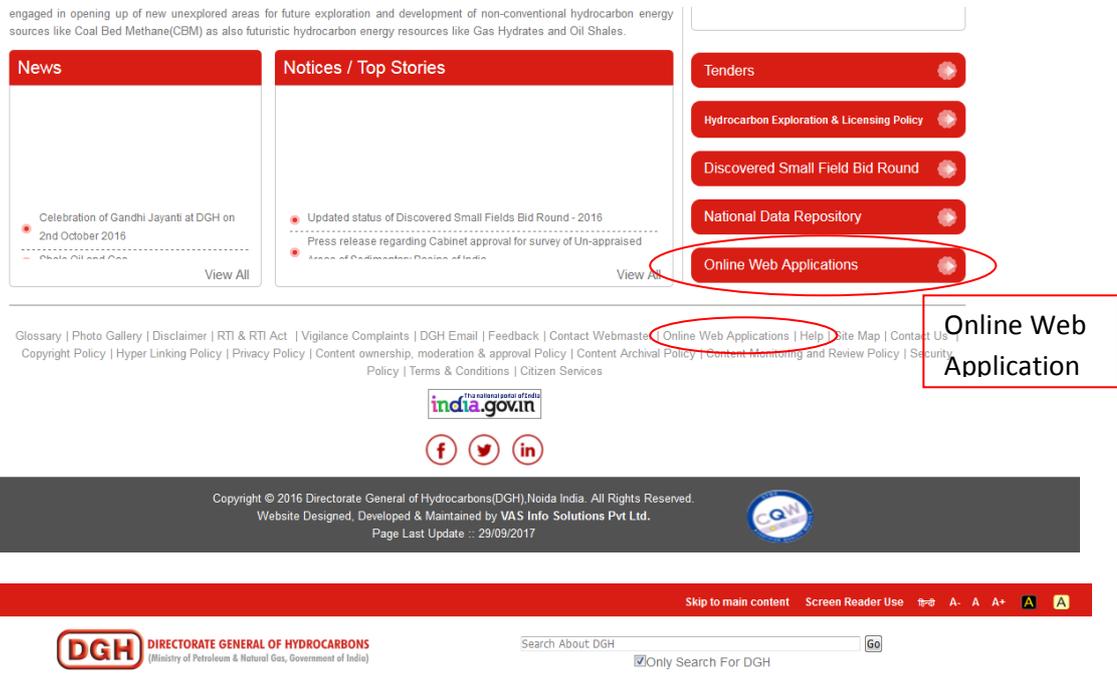
DIRECTORATE GENERAL OF HYDROCARBONS

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How to access NTRMS

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

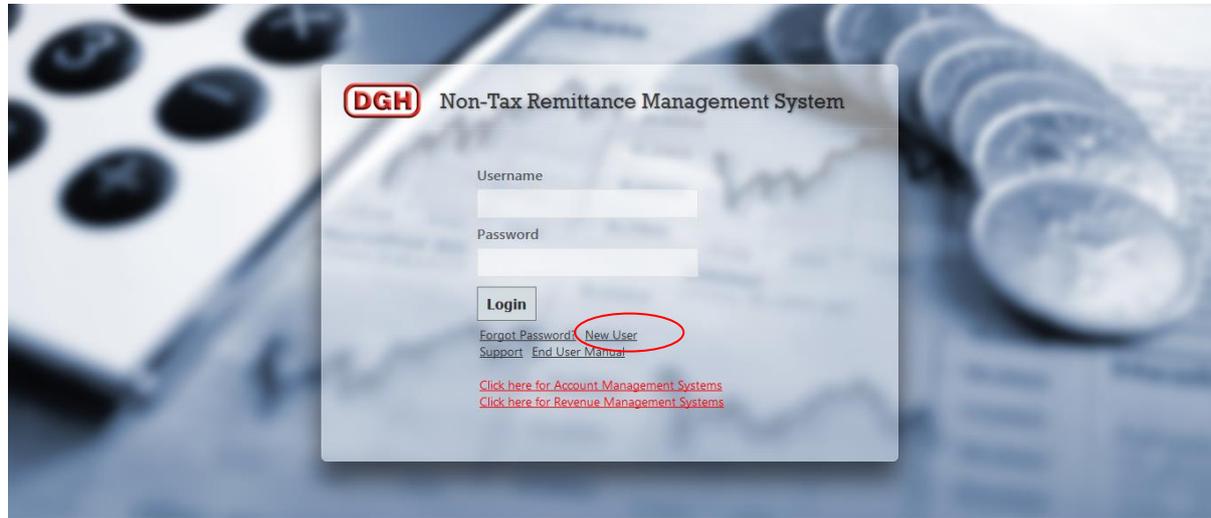


3. Follow the instruction given on that page for DGH Root Certificate installation.
4. Access the application on the link given on that page.
5. Alternatively you can access the page directly by typing the following address on your browser (Google Chrome/Mozilla Firefox).

[\(https:// 182.19.5.116/NTRMS/\)](https://182.19.5.116/NTRMS/)

1. Registration of New User

For registration of new user, click on “New User” link on Login page.



DGH Non-Tax Remittance Management System

Username

Password

Login

[Forgot Password](#) [New User](#)
[Support](#) [End User Manual](#)

[Click here for Account Management Systems](#)
[Click here for Revenue Management Systems](#)



DGH Non-Tax Remittance Management System

Name

Designation

Email

Mobile/Landline

Address

Operator
--Select Company--

Submit

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.

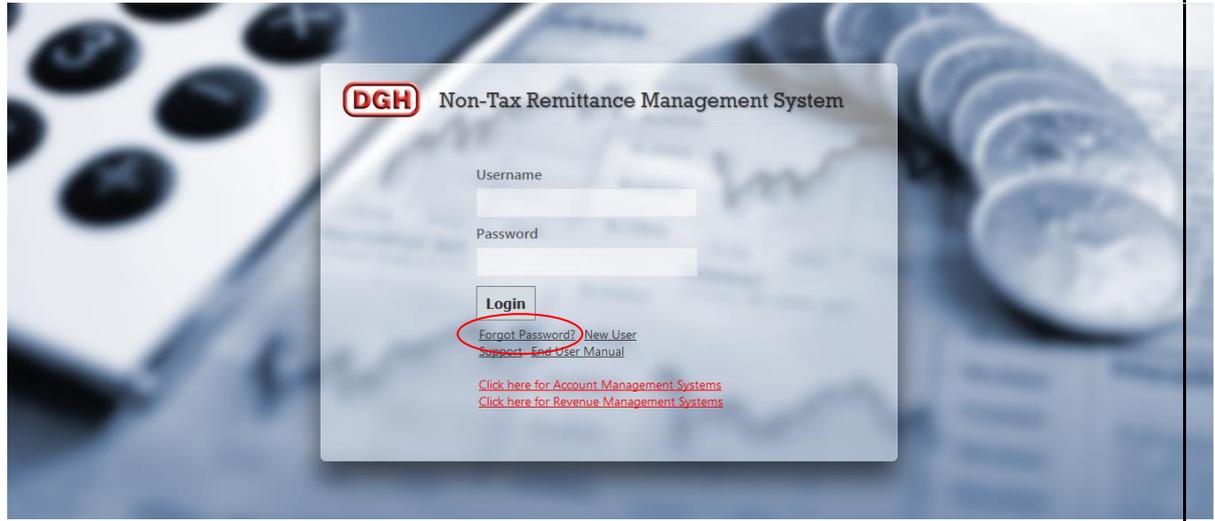
As a user, you are required to enter your **User Name** and **Password** and then click on the Login button to login into the system. You will find your User Name and Password in your email inbox once you have been provided by DGH.

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.



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



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.

DGH Non-Tax Remittance Management System

Welcome RM8000 | [Logout](#)

Home Data Entry **My Profile**

Operator : Oil & Natural Gas Corp. Ltd.

Verified & Checked by
Name:SAVITA BHAGAT EMAIL: savita.bhagat@dghindia.gov.in DESIGNATION : Programming Officer CONTACT NO :1202472517
Developed And Maintained by IT Department,DGH

DGH Non-Tax Remittance Management System

Welcome RM8000 | [Logout](#)

Home Data Entry **My Profile**

Operator : Oil & Natural Gas Corp. Ltd.

YOUR PROFILE

USER INFORMATION CHANGE PASSWORD EDIT PROFILE

Operator : Oil & Natural Gas Corp. Ltd.
Username : RM8000
Name : SAVITA BHAGAT
Designation : Programming Officer
Email : savita.bhagat@dghindia.gov.in
Phone : 1202472517

Verified & Checked by
Name:SAVITA BHAGAT EMAIL: savita.bhagat@dghindia.gov.in DESIGNATION : Programming Officer CONTACT NO :1202472517
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Welcome RM8000 || [Logout](#)

Home

Operator : Oil & Natural Gas Corp. L

My Profile

YOUR PROFILE

USER INFORMATION CHANGE PASSWORD EDIT PROFILE

Current Password

New Password

Retype New Password

Change Password

verified & Checked by

Name:SAVITA BHAGAT EMAIL: savita.bhagat@dghindia.gov.in DESIGNATION : Programming Officer CONTACT NO :1202472517

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DGH Non-Tax Remittance Management System

Welcome RM8000 || [Logout](#)

Home

Operator : Oil & Natural Gas Corp. L

My Profile

YOUR PROFILE

USER INFORMATION CHANGE PASSWORD EDIT PROFILE

Email ID

Phone

Password(Please enter your password for Profile Updation)

Edit Profile

verified & Checked by

Name:SAVITA BHAGAT EMAIL: savita.bhagat@dghindia.gov.in DESIGNATION : Programming Officer CONTACT NO :1202472517

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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.

The screenshot shows the 'REMITTANCE ENTRY' form in the DGH Non-Tax Remittance Management System. The user profile on the left identifies the user as SAVITA BHAGAT, a Programming Officer. The form contains several fields: 'Block Name' (dropdown menu, circled in red), 'Payment Reference Type' (dropdown menu, circled in red), 'Reference No.' (dropdown menu with an 'Add New?' link, circled in red), 'Amount in INR', 'Exchange Rate', 'Amount in USD', 'Payment made by Company', 'Payment to Govt.(Type)', 'Date of Payment', and 'Period From' to 'Period To'. There are also fields for 'Upload Computation' and 'Upload Payment Ack. Receipt'. A checkbox at the bottom states: 'Declare that the provided data truly and fairly represents all the payments values remitted to the Government.' Buttons for 'Save as Draft' and 'Submit as Final' are located at the bottom right.

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

This screenshot is similar to the previous one, but the 'Add New?' link next to the 'Reference No.' dropdown menu is circled in red. The rest of the form and user profile information remain the same.

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”.

- 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 Remittance Management System Welcome RM8000 | [Logout](#)

Home | Data 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		
Payment Reference Type *	--Select Reference Type--	Reference No. *	UTRD0456	--Select Reference No.--	Date of Payment *
Amount in INR *		Exchange Rate *	UTRD0456	--Select Reference No.--	Amount in USD
Payment made by Company *	--Select Company--	Payment to Govt.(Type) *	--Select Govt.Type--		

Payment Type *	--Select Type of Payment--	Period From *		Period To *	
Upload Computation *	<input type="button" value="Browse..."/> No file selected.	Upload Payment Ack. Receipt *	<input type="button" value="Browse..."/> No file selected.		
Remarks	<input type="text"/>				

* Declare that the provided data truly and fairly represents all the payments values remitted to the Government.

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Data in draft mode:

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Home | Data 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		
Payment Reference Type *	UTR No./DD No.	Reference No. *	UTRD0456	--Select Reference No.--	Date of Payment *
Amount in INR *	456789232	Exchange Rate *	43	--Select Reference No.--	Amount in USD
Payment made by Company *	BP Exploration (Alpha) Limited	Payment to Govt.(Type) *	Central Govt.		

Payment Type *	Profit Petroleum	Period From *	19/02/2017	Period To *	28/02/2017
Upload Computation *	RemittanceData37547105790	Upload Payment Ack. Receipt *	RemittanceData37547105790		
Remarks	No Remarks				

* Declare that the provided data truly and fairly represents all the payments values remitted to the Government.

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Data in final mode:

The screenshot shows the 'REMITTANCE ENTRY' form with the following data:

Block Name *	AA-ON/7	Operator Name	Canoro Resources Ltd.		
Payment Reference Type *	UTR No./DD No.	Reference No. *	TCR09FEB2017	Date of Payment *	24/01/2017
Amount in INR *	1253	Exchange Rate *	67.23	Amount in USD	18.64
Payment made by Company *	Adani Enterprises Ltd.	Payment to Govt.(Type) *	Central Govt.		
Payment Type *	Petroleum Exploration License(PEL) Fees	Period From *	09/02/2017	Period To *	28/02/2017
Upload Computation *	RemittanceData37667008681	Upload Payment Ack. Receipt *	RemittanceData37531197688		
Remarks	remarks.				
Effective Date *	01/02/2011	Rate/Unit *	1256	Area as per P5C(Sq.Km.) *	536

Operator : Oil & Natural Gas Corp. Ltd.

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

The screenshot shows the 'REMITTANCE ENTRY' form with the following data:

Block Name *	ALLORA	Operator Name	HERAMEC		
Payment Reference Type *	UTR No./DD No.	Reference No. *	UTRDD456	Date of Payment *	06/02/2017
Amount in INR *	456789232	Exchange Rate *	43	Amount in USD	10623005.40
Payment made by Company *	BP Exploration (Alpha) Limited	Payment to Govt.(Type) *	Central Govt.		
Payment Type *	Profit Petroleum	Period From *	19/02/2017	Period To *	28/02/2017
Upload Computation *	RemittanceData37547105790	Upload Payment Ack. Receipt *	RemittanceData37547105790		
Remarks	No Remarks				

* Declare that the provided data truly and fairly represents all the payments values remitted to the Government.

Buttons: Save as Draft, Submit as Final

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- 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 and then select month and year.

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Operator : Oil & Natural Gas Corp. Ltd.

Download PDF Download Excel Get Data Based on: **Month Wise** January 2017

LIST OF REMITTANCE DATA

BLOCK NAME	OPERATOR NAME	PAYMENT MADE BY COMPANY	DATE OF PAYMENT	TYPE OF GOVT.	AMOUNT IN USD	EXCHANGE RATE	AMOUNT IN INR	REFERENCE TYPE	REFERENCE NO.	PAYMENT TYPE	PERIOD FROM	PERIOD TO	REMARKS	PEL DATA
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	remarks.	Yes
AA-ONI/2	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 select financial year.

DGH Non-Tax Remittance Management System

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Operator : Oil & Natural Gas Corp. Ltd.

Download PDF Download Excel Get Data Based on: **Year Wise** 2016-17

LIST OF REMITTANCE DATA

BLOCK NAME	OPERATOR NAME	PAYMENT MADE BY COMPANY	DATE OF PAYMENT	TYPE OF GOVT.	AMOUNT IN USD	EXCHANGE RATE	AMOUNT IN INR	REFERENCE TYPE	REFERENCE NO.	PAYMENT TYPE	PERIOD FROM	PERIOD TO	REMARKS	PEL DATA
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	Remar	
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	
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	remarks	
AA-ONI/2	Noble Energy International	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 REMAR	

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Block Wise:

Select Block Wise and then select B lock Name.

Non-Tax Remittance Management System

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Home
Data Entry

My Profile

Operator : Oil & Natural Gas Corp. Ltd.
Download PDF
Download Excel
Get Data Based on:

Block Wise

AA-ON/3

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LIST OF REMITTANCE DATA

BLOCK NAME	OPERATOR NAME	PAYMENT MADE BY COMPANY	DATE OF PAYMENT	TYPE OF GOVT.	AMOUNT IN USD	EXCHANGE RATE	AMOUNT IN INR	REFERENCE TYPE	REFERENCE NO.	PAYMENT TYPE	PERIOD FROM	PERIOD TO	REMARKS	PEL DATA
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	Remarks	No
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