End User Guide

For

Non-Tax Remittance Management System (NTRMS)
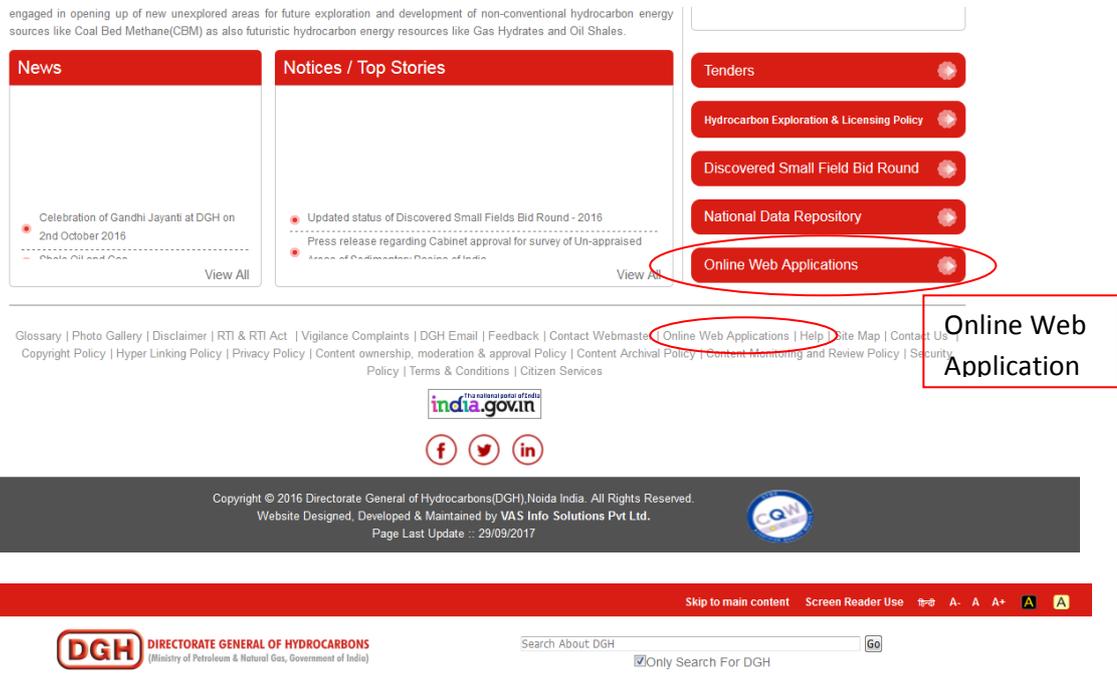
DGH

DIRECTORATE GENERAL OF HYDROCABONS

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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)*
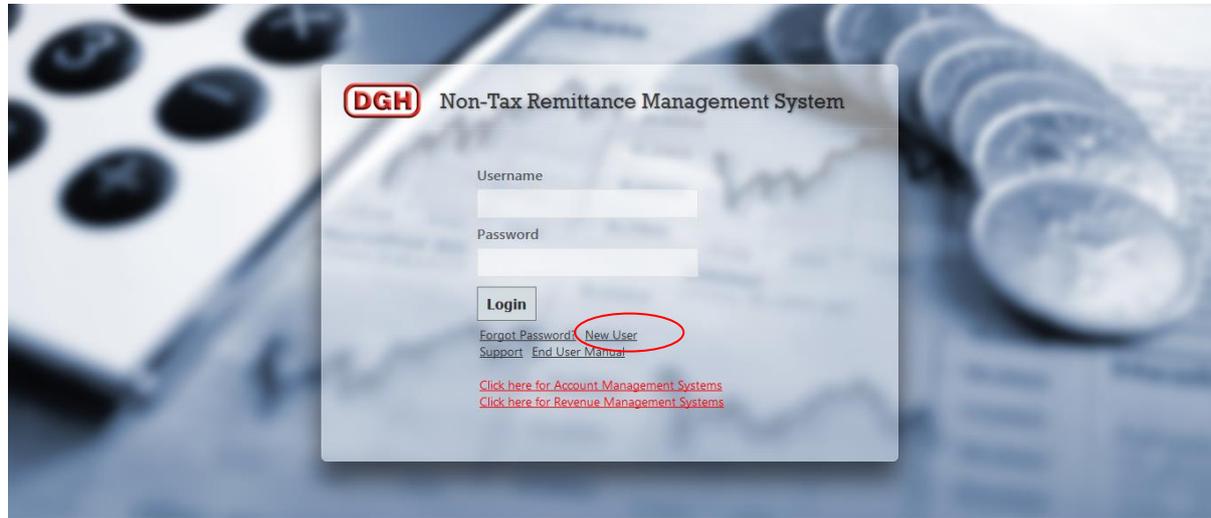

3. Follow the instruction given on that page for DGH Root Certificate installation.

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/)

1. Registration of New User

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

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

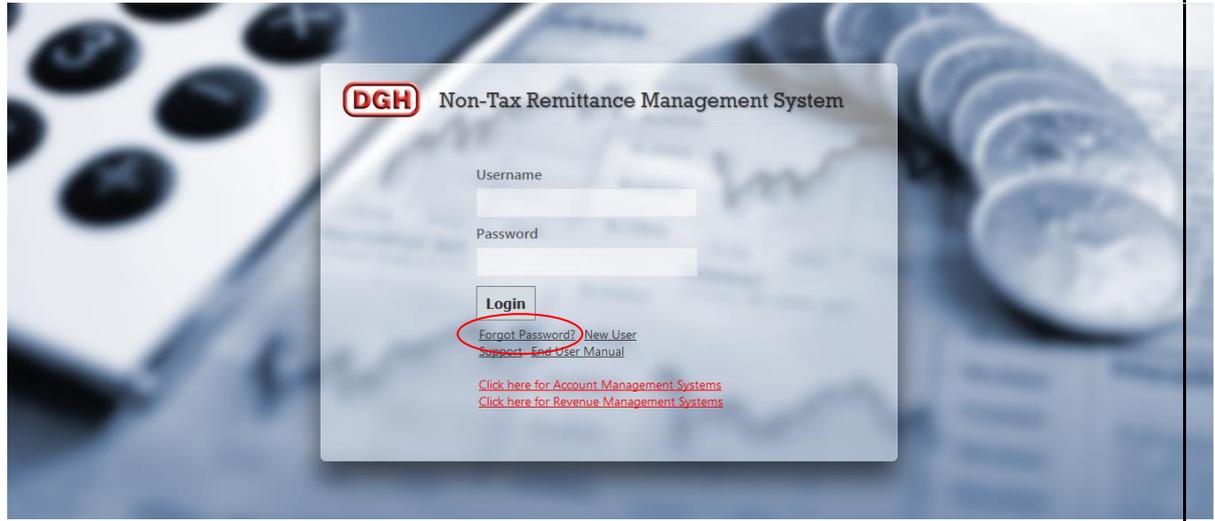The action of providing the proper credentials for a website is called logging in, or signing in.

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 "**<u>Forgot Password?</u>**" 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.

Welcome RM8000 || Logout

🏛 Home

My Profile ▾

Operator : Oil & Natural Gas Corp.

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

Developed And Maintained by IT Department,DGH

YOUR PROFILE   ⊗

| USER INFORMATION | CHANGE PASSWORD | EDIT PROFILE |

Email ID

[savita.bhagat@dghindia.gov.in]

Phone

[1202472517]

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

Developed And Maintained by IT Department,DGH

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.

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

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.

Data in draft mode:

Data in final mode:

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

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 and then select month and year.

Year Wise:

Select Year Wise and then select financial year.

Block Wise:

Select Block Wise and then select B lock Name.