# End User Guide

for

Payment of License Fee and Mining Lease Rental



DIRECTORATE GENERAL OF HYDROCABONS

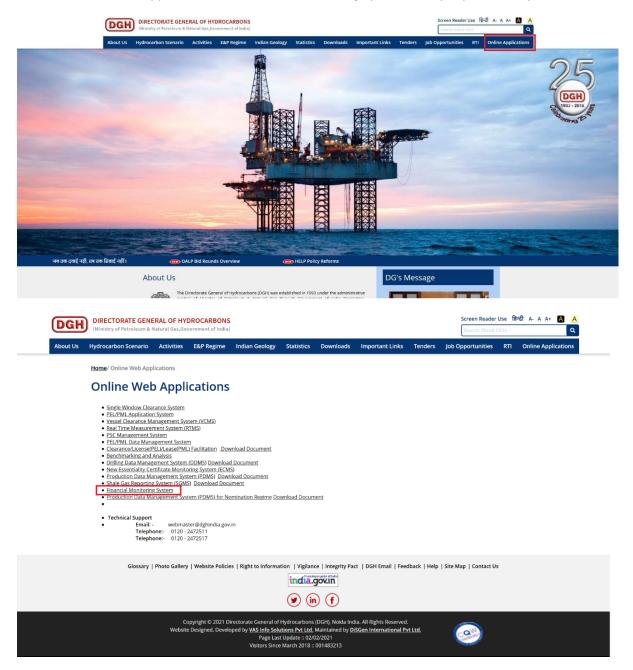
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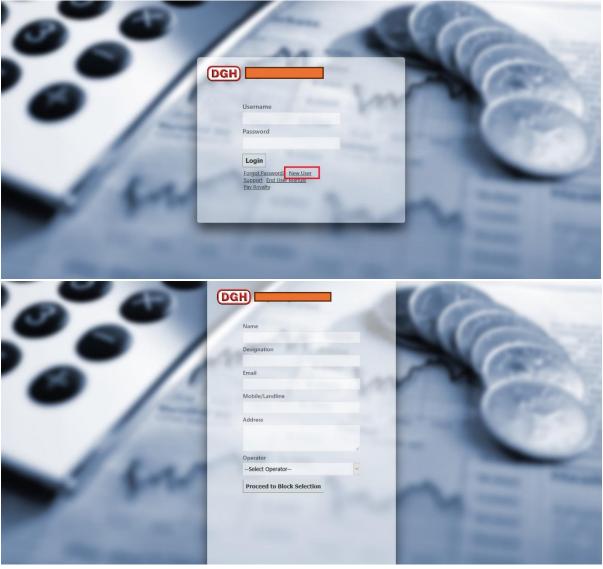
## **How to access RMS**

- A) Open up <a href="http://dghindia.gov.in/">http://dghindia.gov.in/</a>
- B) Go to Online Applications → Financial Monitoring System → Royalty Module System (RMS)

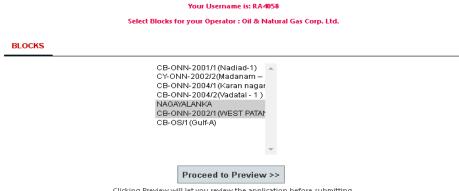


# 1. Registration for New User

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

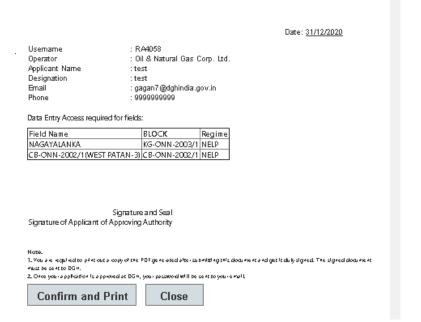


Fill user details, then click on "Proceed to Block Mapping"



Clicking Preview will let you review the application before submitting.

Select block for which user wants to map their username. Then click on "Proceed to Preview "for previewing the application before submitting.



Click on "Confirm and Print" for confirmation of mapping between user and block. You are required to print out a copy of the PDF generated after submitting this document and get it duly signed. The signed document must be sent to DGH through email. Once your application is approved at DGH, your password will be sent to your email.

# 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 **Username** and **Password** and then click on the <u>Login</u> button to login into the system. You will find your Username 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

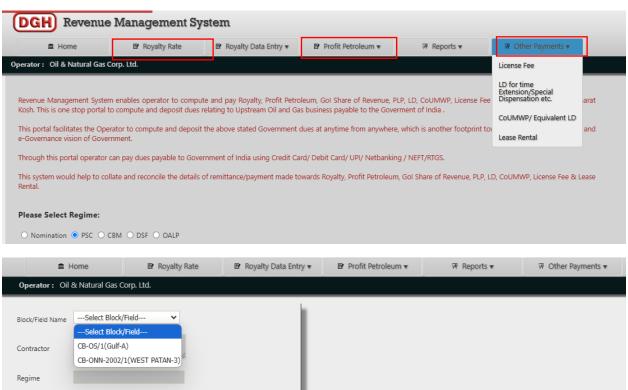
The user can use "<u>Forgot Password?</u>" link to reset password when user forget the password. The user has to provide User Name and Email, and using captcha, New Password will be sent to email.





### 4. Home Screen



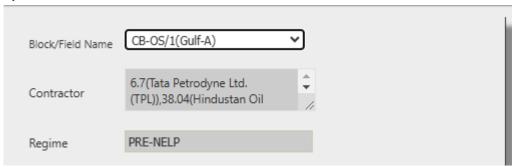


Contractor to choose the applicable regime in the home screen and accordingly the applicable payment tab will be visible for selection & input of data. The Relevant blocks as per the selected regime would be visible to the contractors.

## 5. Data Input & Calculation

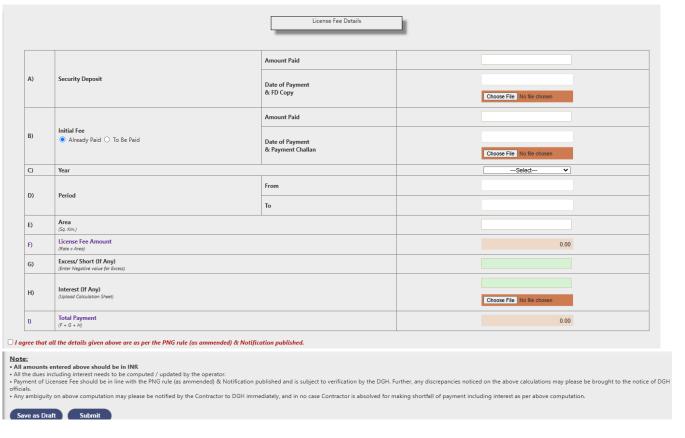
## (i) Payment of License Fee- (For Nomination/ PSC/ RSC/ CBM contracts)

### a) Selection of Block



Select the relevant block from the drop-down list of blocks/fields in which Contractor holding participating interest.

### b) Input data for calculation of License Fee



For offshore block, Details of Security Deposit, Initial Fee paid/payable required to be provided. By inputting the Year, Period for license fee and Area, the system auto calculates the amount of license fee with applicable rates as per the PNG rules.

Excess/ Short payment & Interest, if any, required to be input with uploading of relevant details/calculations and Total amount payable will be auto computed.

For the Existing block, details of Security deposit, Initial Fee required to be entered by the contractor and upload the copy of FD and payment challan of Initial fee for record purpose.

The Fields marked in edit mode are mandatory to be filled by the Operator. Uploading relevant files and documents is mandatory wherever applicable.

Contractor can save the details in draft mode for further review and correction/modification if any, however once submitted, data will be frozen, and user would not be able to change the data. Post submission, next page will come which will have License fee details for payment. If block has more than one party, then License fee amount will split as per the PI%.

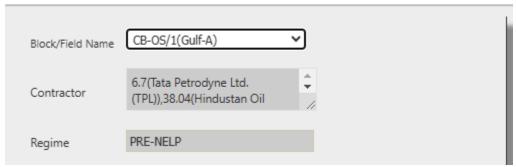
For onshore block, amount paid to the State authorities required to be entered for the record purpose.

c)

| In the    | back ground                                       |
|-----------|---|
| Rate of   | License Fee as per the PNG Rule 2003 (as amended) |
| Initia Fe | e Rs. 100,000.                                    |
| Secrity I | Deposit Rs. 400,000.                              |
| Yearly a  | dvance License Fee-                               |
| Year      | Rate/Sq Km (Rs.)                                  |
| 1         | 200   |
| 2         | 400   |
| 3         | 2000  |
| 4         | 2800  |
| 5th &     |   |
| Onward    | 4000  |

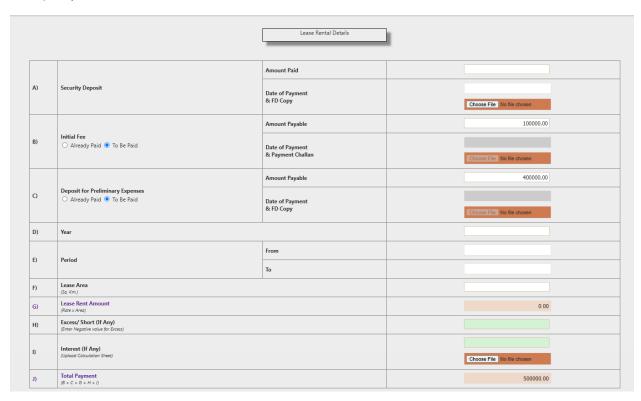
# (ii) Payment of Mining Lease Rental-(For Nomination/ PSC/ DSF/RSC contracts)

### a) Selection of Block



Select the relevant block from the drop-down list of blocks/fields in which Contractor holding participating interest.

## b) Input data for calculation of Lease Rental





For offshore block, Details of Security Deposit, Initial fee paid/payable, Preliminary fee paid/payable required to be provided. By inputting the Period for license fee and Lease Area, the system auto calculates the amount of Lease Rent with applicable rates as per the PNG rules.

Excess/ Short payment & Interest, if any, required to be input with uploading of relevant details/calculations and Total amount payable will be auto computed.

For the Existing block, details of Security deposit, Initial Fee, Preliminary Fee required to be entered by the contractor and upload the copy of FD and payment challan of Initial fee for record purpose.

The Fields marked in edit mode are mandatory to be filled by the Operator. Uploading relevant files and documents is mandatory wherever applicable.

Contractor can save the details in draft mode for further review and correction/modification if any, however once submitted, data will be frozen, and user would not be able to change the data. Post submission, next page will come which will have License fee details for payment.

For onshore block, amount paid to the State authorities required to be entered for the record purpose.

c)

#### In the back ground

Rate of Lease Rent as per the PNG Rule 2003 (as amended)

Initia Fee Rs. 100,000.

Secrity Deposit Rs. 400,000.

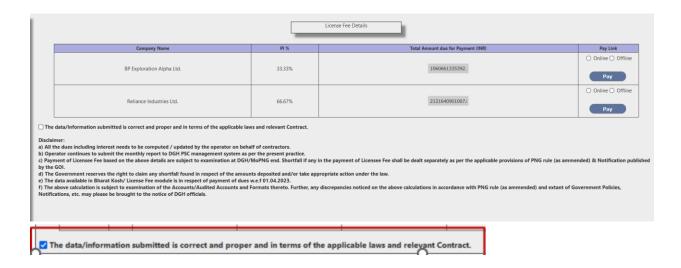
Security depsot for the Preliminary expenses Rs. 1,20,000.

Yearly advance Lease /Dead Rent-

\*Rs.100 per hectare or part thereof for the first 100 sq km

\*Rs.200 per hectare or part thereof for the area exceeding 100 sq km 1 sq km = 100 hectare (standard unit of conversion)

## 6. Payment of License Fee and Mining Lease Rental



If block has more than one party, then License fee amount will split as per the PI%.

User has both "Offline" and "Online" options for GoI Share of Revenue payment "Offline" and "Online". Select the applicable payment option. Users will click the "Pay" button, to save and submit this data. Post this user would not be able to change the amount details on subsequent payment attempts.

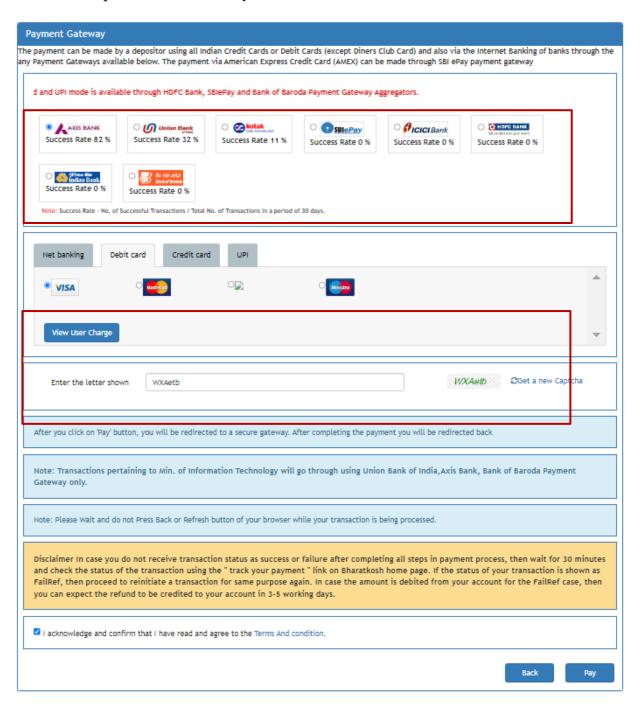
User must click on the check box at the bottom and then click on the "Pay" button to do the payment via Bharat Kosh.

#### a) Payment via Online Mode

- After click on 'Pay' button, page will be redirected to Bharatkosh payment gateway.
- Username, Address, Mobile Number, Email, Payment Type and Amount (in INR) will be automatically displayed. Click on 'Confirm' button, page will redirect to pay

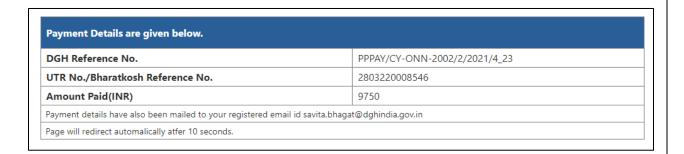


 Then select any bank, mode of payment (net banking/ debit card, credit card, UPI), enter captcha and click on 'Pay' Button.





After successful payment, payment details (DGH reference number, UTR number, Amount paid (INR))
 will be auto generated.

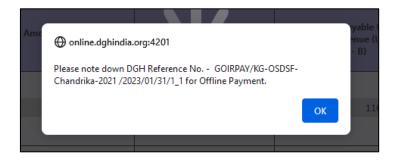


 After successful GoI Share of Revenue payment via Bharatkosh, payment details will be displayed and after 10 seconds, page will be redirected to RMS. Record will be updated with the payment details.

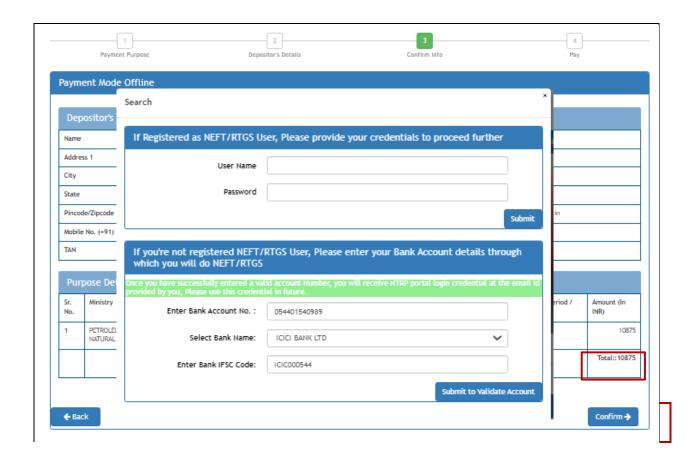


### b) Payment via Offline Mode

After click on 'Pay' button, a DGH refence number will be generated



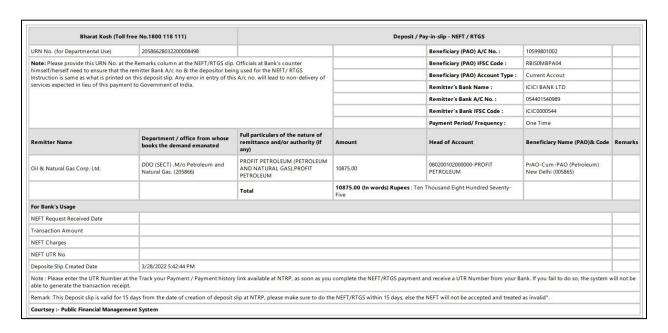
- Page will be redirected to BharatKosh payment gateway.
- Username, Address, Mobile Number, Email, Payment Type and Amount (in INR) will be automatically displayed. Click on 'Confirm button and page will redirect to payment screen.



 On successful validation, payment response status page will come. User can download the depositor slip.

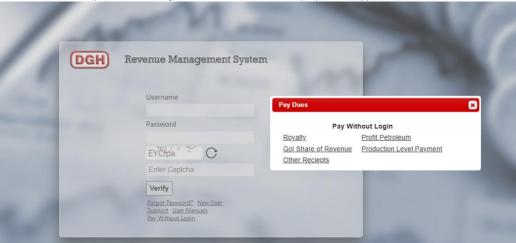


Below is the example of a generated depositor slip.



## 7. Payment by Other than the Operator of the block (JV Partners)

a) Click on "Pay without Login" link and select the payment type.



**b)** Fill the required details in the below form:

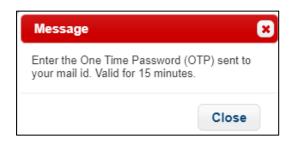
Name, Designation, Email Id, Mobile No., select the Company Name for GoI Share of Revenue payment, Address, Captcha.



c) Post filling all the details, click on "Get OTP" button



**d)** Below message will come and an OTP will be sent to the provided Email Id.





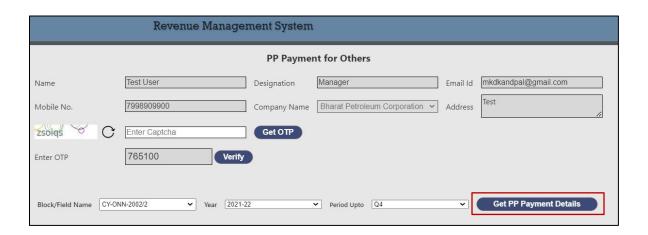
e) Provide received OTP and then click on "Verify" button.



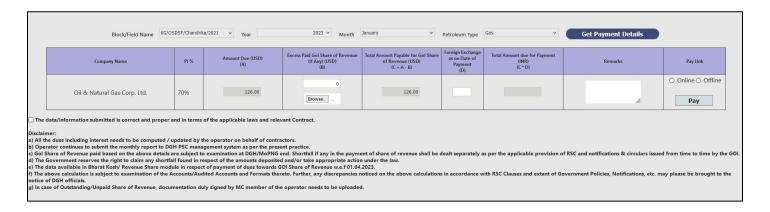
f) Post successful verification, below fields will open.



g) Select Block/Field, Year, Month and Petroleum Type, click on "Get Payment Details".



**h)** Payment details will be opened, please insert the excess paid amount (if any) along with supporting document, Foreign Exchange rate and select the payment mode for Gol Share of Revenue payment as applicable.



7.1 For Onshore blocks, details to be entered post payment to state authorities for record purposes-

### **State Payment Data Entry Screen**



### 8. Disclaimers:

- All the dues including interest needs to be computed / updated by the operator on behalf of contractors.
- Operator continues to submit the monthly report to DGH PSC management system as per the present practice.
- License Fee & Lease Rental payment made based on the above details are subject to
  examination at DGH/MoPNG end. Shortfall if any in the payment of share of revenue
  shall be dealt separately as per the applicable provision of RSC and notifications &
  circulars issued from time to time by the GOI.
- The Government reserves the right to claim any shortfall found in respect of the amounts deposited and/or take appropriate action under the law.
- The data available in Bharat Kosh/ Revenue Share module in respect of payment of dues towards GOI Share of Revenue from the date of implementation of the online module and not past data.
- The above calculation is subject to examination of the Accounts/Audited Accounts
  and Formats thereto. Further, any discrepancies noticed on the above calculations
  in accordance with PSC/RSC/CBM Clauses and extant of Government Policies,
  Notifications, etc. may please be brought to the notice of DGH officials.
- In case of Outstanding/Unpaid Share of Revenue, documentation duly signed by MC member of the operator needs to be uploaded.