

GOVERNMENT OF INDIA  
MINISTRY OF INFORMATION & BROADCASTING  
CENTRAL BUREAU OF COMMUNICATION  
SOOCHNA BHAWAN, C.G.O COMPLEX, NEW DELHI-110003

F.N. 21/01/HDG(Tender Rate)/2425

Date: 15.05.2026

**ADVISORY**

**Subject: Submission of Tender Fee for Category B- Tender Hoardings**

In continuation of the tender floated vide F.N. 21/01/HDG(Tender Rate)/2425 dated 07.11.2025 for empanelment of outdoor advertisement agencies for display of Hoardings under Category –B, it is hereby informed that due to change in the accounting system, all tender fee has to deposited online. All the agencies which have applied for the tender shall remit the Tender Fee of Rs. 10,000/- through online transfer via Bharatkosh within **21 days** of issuance of this advisory, i.e., upto 05.06.2026. User Guidelines for payment through Bharatkosh is attached herewith.

2. Submission of proof of online payment within the stipulated time shall be mandatory, failing which the bid shall be liable to be treated as non-responsive and liable to be rejected. Online fee receipt shall be sent to ddtenderoutdoor@gmail.com, cbcoutdoor1@gmail.com and cbc.outdoor-moib@gov.in without fail.

3. The Demand Drafts already submitted (including those placed within financial bid envelopes), shall be returned to the respective bidders in due course.



(P.Selvan)  
Director (OP)

पोन्नियिन सेलवन एम / M. Ponnein Selvan  
निदेशक / Director  
केन्द्रीय संचार ब्यूरो / Central Bureau of Communication  
सूचना एवं प्रसारण मंत्रालय / Ministry of Information & Broadcasting  
भारत सरकार / Government of India  
नई दिल्ली-110003 / New Delhi-110003

OFFICIAL STEP-BY-STEP MANUAL

# Bharatkosh Portal Payment Guide

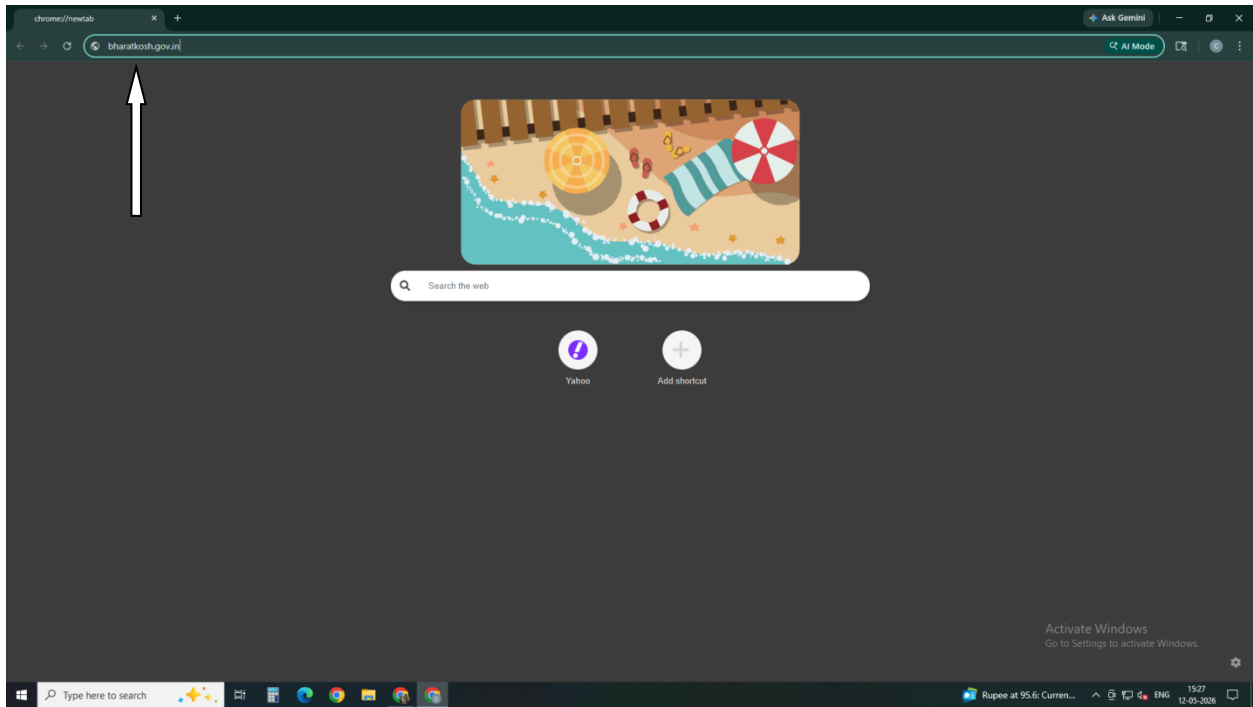
Government of India Non-Tax Receipt Portal (NTRP) Walkthrough

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# STEP 1

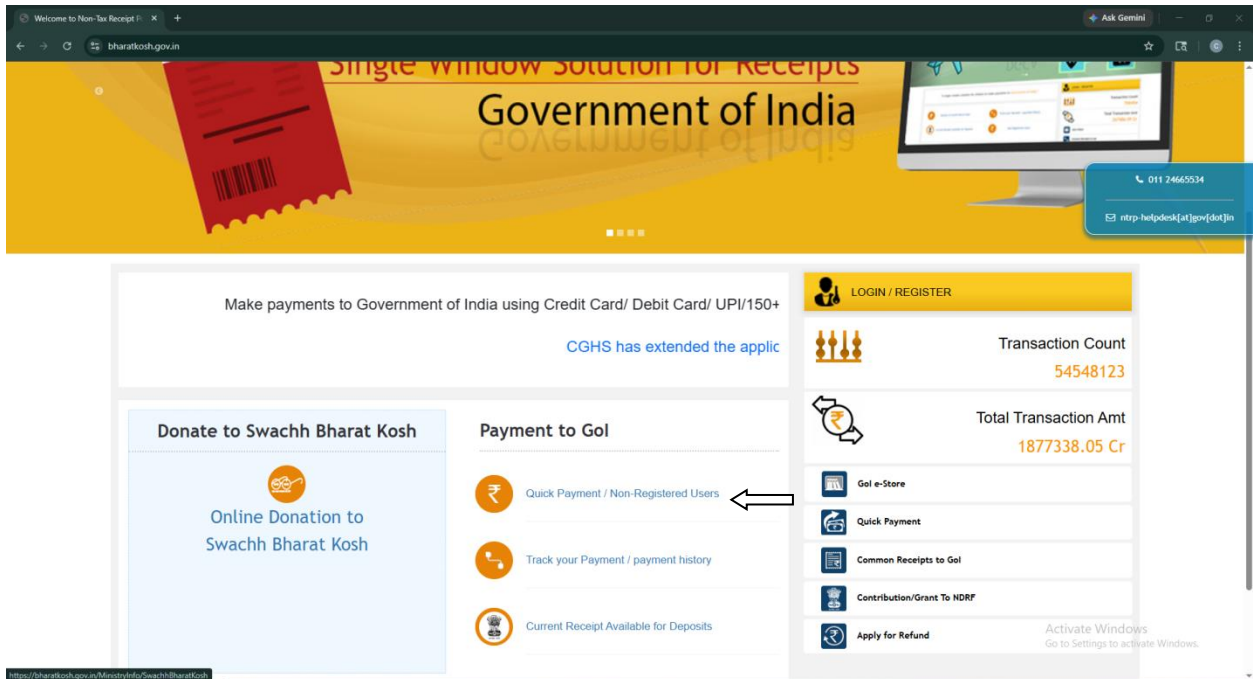
Open your preferred web browser and navigate to the official website to begin the payment process.

<https://bharatkosh.gov.in>



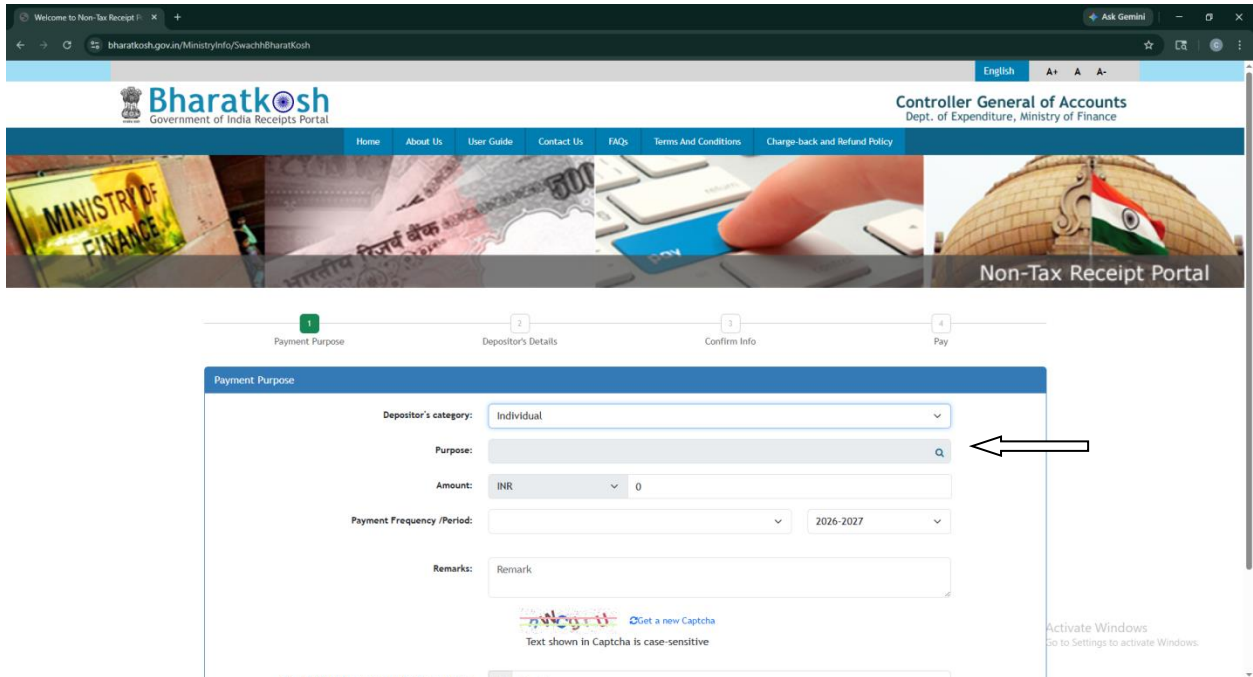
# STEP 2

Click on Quick Payment / Non-Registered Users under the Payment to Gol section.



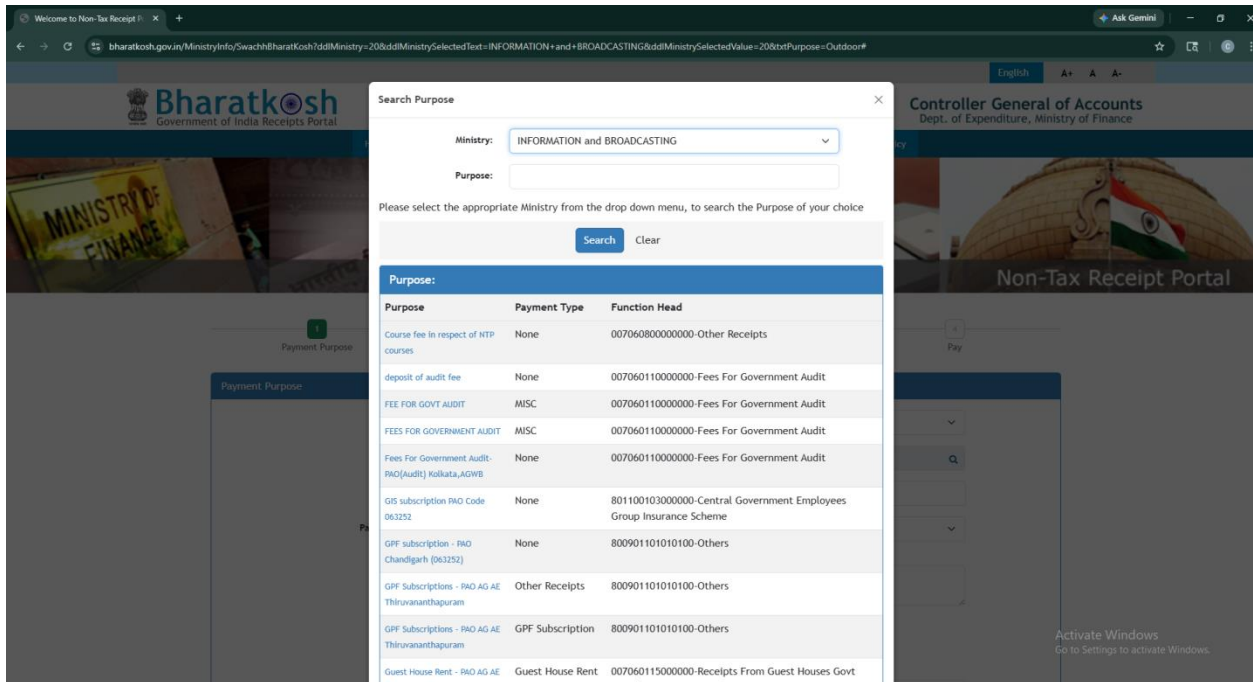
### STEP 3

On the form page, select "Individual" as the Depositor's Category and click on magnifying glass under dropdown for Purpose.



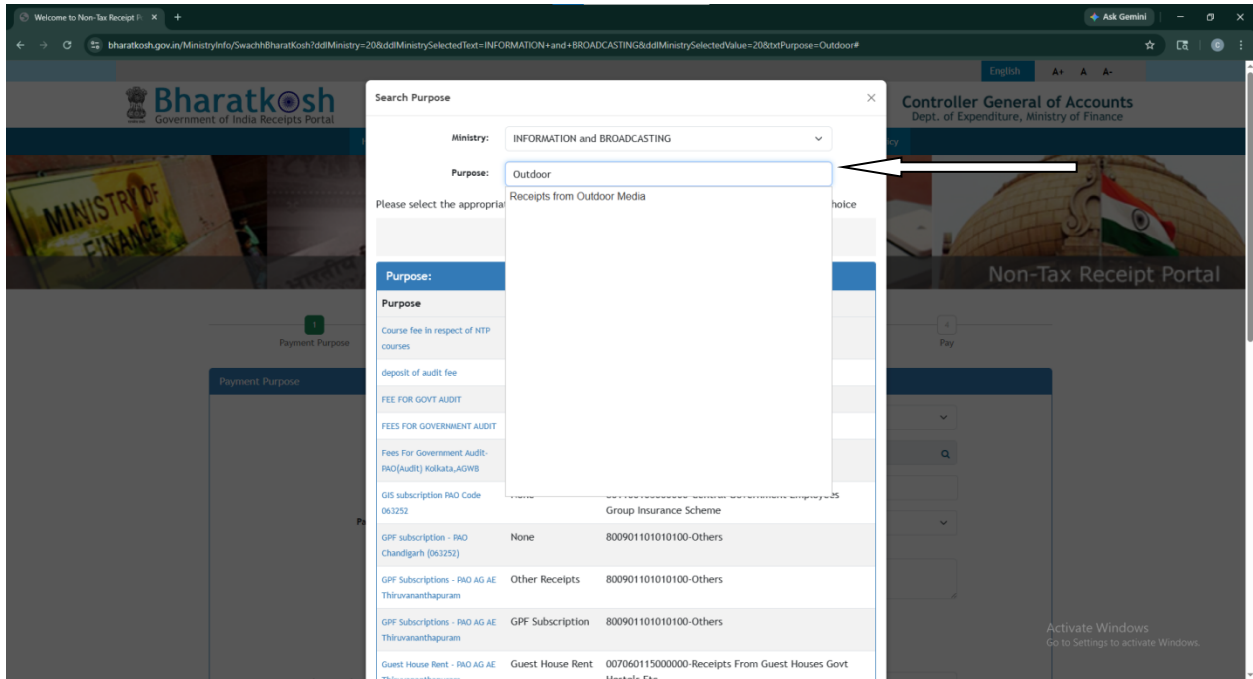
### STEP 4

Open the full lookup panel for ministry selection and select "Information and Broadcasting".



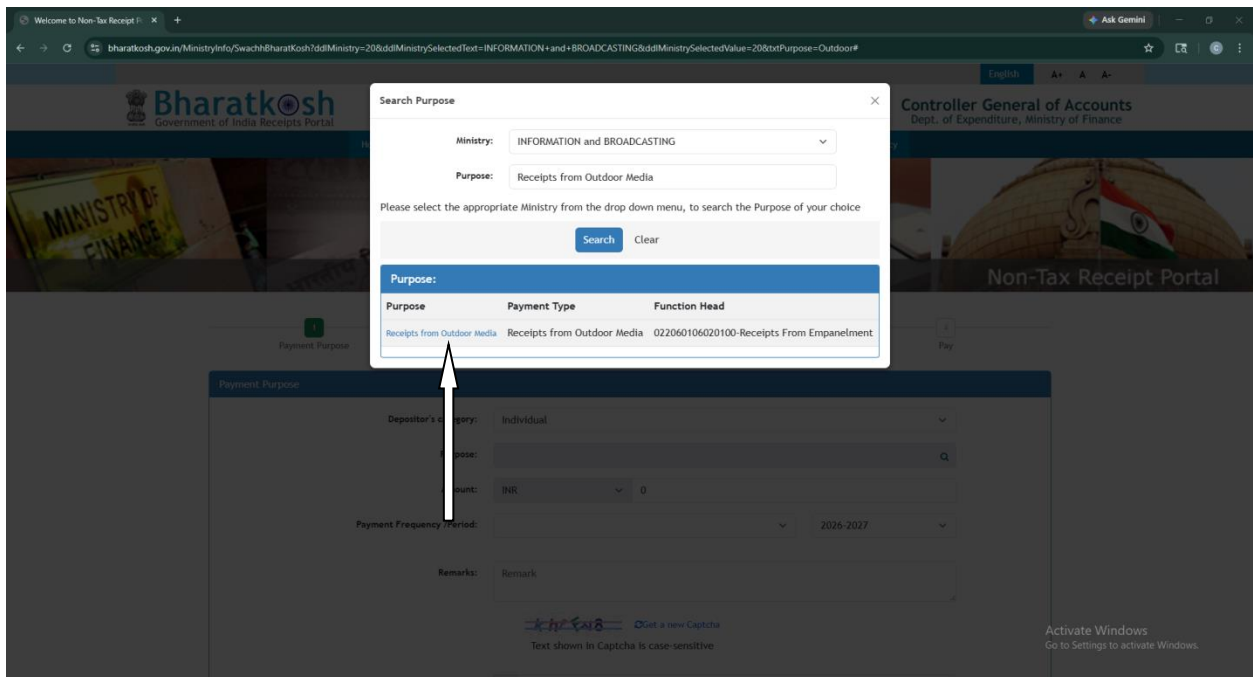
## STEP 5

Filter down Purpose by entering specific text ("Outdoor Media") to target Information and Broadcasting receipts.



## STEP 6

Click on the matching blue hyperlink purpose line to select and map the verified Function Head code.



## STEP 7

Define the precise payment value (e.g., Rs. 10,000), fill the description with "Processing Fee- Category B Tender(Hoarding) with the **AGENCY NAME**" and complete the Captcha, and click "Add".

Payment Purpose

Depositor's category: Individual

Purpose: Receipts from Outdoor Media

Payment Type: Receipts from Outdoor Media

Ministry: INFORMATION and BROADCASTING

Pay & Account Office (PAO): 027973 - PAO Central Bureau of Communication(CBC), New Delhi

Drawing & Disbursing Office(DDO): 227974 - CBC- Establishment New Delhi

Amount: INR 10000  
RUPEES TEN THOUSAND ONLY

Payment Frequency /Period: No Restriction

Remarks: Processing fee- Category 'B' Tender (Hoarding) & Agency Name  
0 Character Left

Type the text shown as per the image above: Captcha

Activate Windows  
Go to Settings to activate Windows.

## STEP 8

Review your verified row items added successfully into the active payment allocation table at the footer.

Payment Purpose

Depositor's category: Individual

Purpose: Receipts from Outdoor Media

Amount: INR 0

Remarks: Remark

Type the text shown as per the image above: Captcha

Add

Ministry	Purpose	PAO	DDO	Amount	Payment Period / Frequency	Delete
INFORMATION and BROADCASTING	Receipts from Outdoor Media (Receipts from Outdoor Media)	027973 - PAO Central Bureau of Communication(CBC), New Delhi	227974 - CBC- Establishment New Delhi	10000.00	No Restriction	

Next

Activate Windows  
Go to Settings to activate Windows.

## STEP 9

Navigate to section 2 to provide identity particulars, address information, contact phone, and active email address.

The screenshot shows the 'Depositor's Details' form in the Non-Tax Receipt Portal. The form is part of a four-step process: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The form fields include:

- Name: Mr. (dropdown), followed by a text input field.
- Address Line 1: Text input field.
- Address Line 2: Text input field.
- Country: INDIA (dropdown).
- State: --Select-- (dropdown).
- District: --Select-- (dropdown).
- City: Text input field.
- Pincode/ Zipcode: Text input field.
- TAN: Text input field.
- TIN: Text input field.
- Mobile Number: INDIA(+91) (dropdown), followed by a text input field.
- Email: Text input field.

At the bottom of the form, there are two radio buttons for payment mode: 'Online payment' (selected) and 'SWIFT/NEFT/RTGS'. Navigation buttons 'Back' and 'Next' are also present.

## STEP 10

Review the Depositor information, Purpose allocations, and the specific Payment Gateways before initiating final transit.

The screenshot shows the 'Confirm Info' screen in the Non-Tax Receipt Portal. The form is part of a four-step process: 1. Payment Purpose, 2. Depositor's Details, 3. Confirm Info, and 4. Pay. The screen displays the following information:

**Payment Mode Online**

**Depositor's Details**

Name	Mr. XYZ		
Address 1	Soochna Bhanan	Address 2	
City	New Delhi	District	SOUTH
State	DELHI	Country	INDIA
Pincode/Zipcode		Email	XYZ123@GMAIL.COM
Mobile No. (+91)	7678608562		
TAN		TIN	

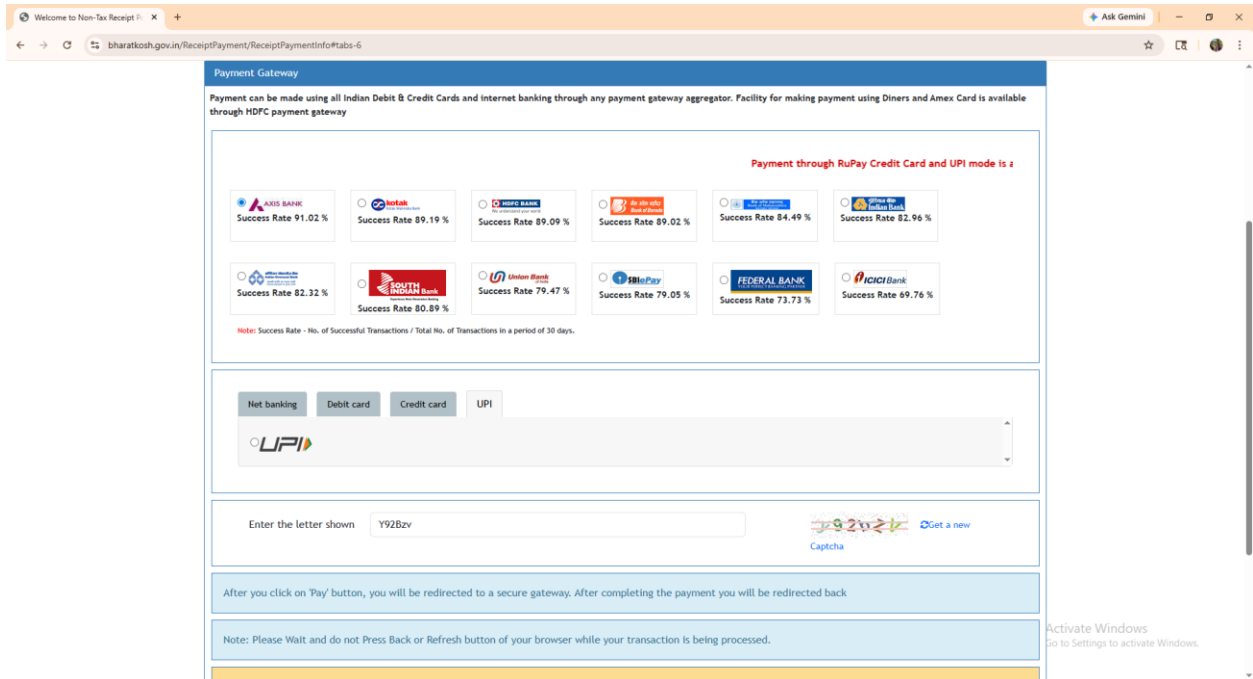
**Purpose Details**

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	INFORMATION and BROADCASTING	PAO Central Bureau of Communication(CBC), New Delhi(027973)	CBC- Establishment New Delhi(227974)	Receipts from Outdoor Media,Receipts from Outdoor Media	No Restriction	<input type="text"/>
				INR <input type="text"/>		Total <input type="text"/>

Navigation buttons 'Back', 'Save', and 'Confirm' are visible at the bottom of the form.

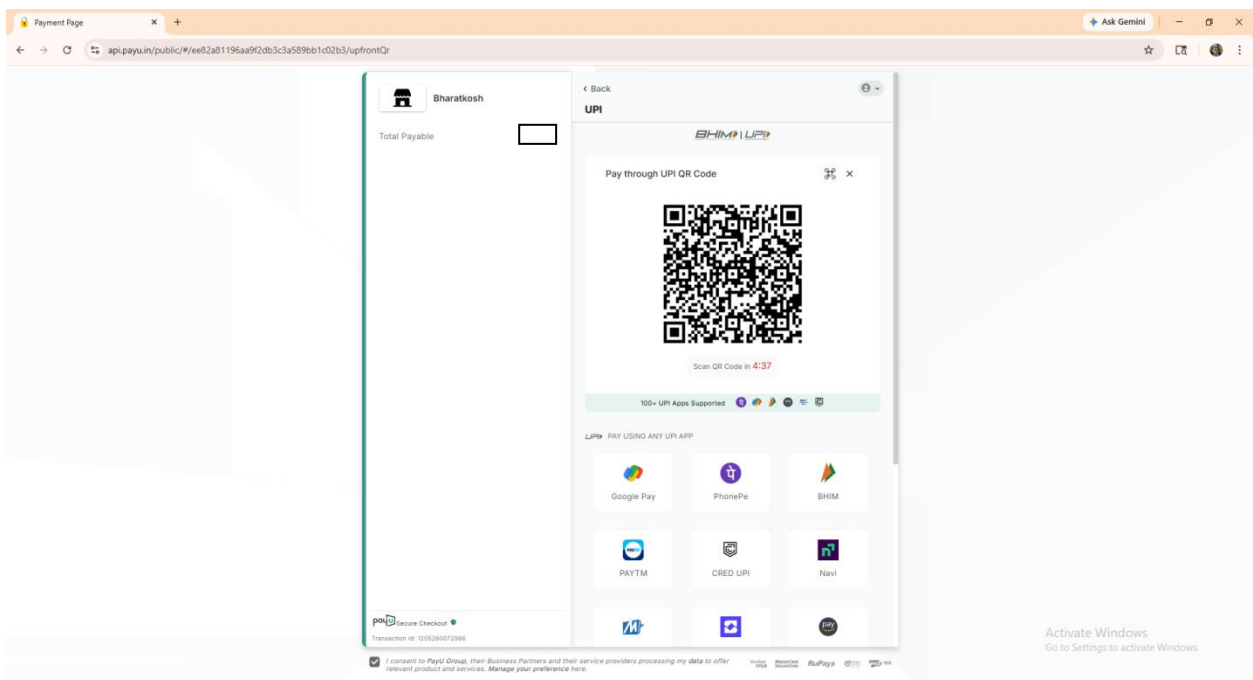
## STEP 11

Review the terms, tick the consent box, and click Pay.



## STEP 12

The bank payment page will open, where you can safely enter your bank details or scan the QR code to complete the money transfer.



## STEP 13

After completion of the payment, the system shows a transaction confirmation screen with the successful authorization codes.

Payment Info

Payment Info

Transaction ref. No. :  
1205260072986  
Bank Ref. No:  
28566688846  
Status  
SUCCESS  
Amount:  
  
Other Details:  
2279741205260073007 35267005143 1  
Reason:

Track Your Payment

Purpose Transaction Details

Purpose	Remarks	Amount	Ministry	DDO Name	PAO Name	Payment Frequency / Period
Receipts from Outdoor Media - Receipts from Outdoor Media	Test Case 1	<input type="text"/>	INFORMATION and BROADCASTING	CBC - Establishment New Delhi	PAO Central Bureau of Communication(CBC), New Delhi	No Restriction, 1-0


Document List:  
Transaction Receipt

Disclaimer:  
Please check your account for any debited Amount to avoid duplicate payment. In case of any duplicate payment made, the concerned Ministry/Department against which the payment has to be realized, shall have to be directly contacted by the depositor and the Non Tax Receipt Portal shall not bear the onus for the same.

Activate Windows  
Go to Settings to activate Windows.

## STEP 14

The system creates the official Bharatkosh Non-Tax Receipt confirmation document. You can download or print it for your records.



**bharatkosh.gov.in**  
Government of India Receipt Portal

**RECEIPT**

Transaction Ref.No. 1205260072986 Dated: May 12 2026 7:12PM

Received from MR. XYZ with Transaction Ref.No. 1205260072986

Dated May 12 2026 7:12PM the sum of  through Internet based Online payment in the account of Receipts from Outdoor Media, , Test Case 1.

**Note - Chargeback is not allowed for transactions done while making payments to Government of India. Please refer to Reserve Bank of India Communication no. "CO.DPSS.POLC. No. S-363/02-14-003/2024-25" dated 11th July, 2024 issued to all Banks.**

Courtesy :- Controller General of Accounts

**Disclaimer:-** This is a system generated electronic receipt, hence no physical signature is required for the purpose of authentication

Printed On: 12-05-2026 07:13:56