PROCESS FOR MAKING ONLINE PAYMENT FOR PENSIONER CARD AT CGHS PUNE

WARNING: BENEFICIARIES ARE ADVISED TO EXERCISE UTMOST CAUTION WHILE MAKING PAYMENTS AND SELECTING THE CORRECT PURPOSE OF PAYMENT AND PAO/DDO CODES AS DETAILED BELOW. CGHS PUNE IS NOT RESPONSIBLE FOR ANY ERRORS COMMITTED BY BENEFICIARIES.

2. Under Login/Register - Click on: Quick payment.

3. From the dropdown in next screen select options exactly as shown below.

BE CAREFUL WHILE SELECTING THE OPTION.

Do not select any other options other than shown below, it may result in error and payment deducted if any may not be received in CGHS Pune and card making will not be possible.
**Ministry/Department:** 017-HEALTH & FAMILY WELFARE

**Purpose:** Pensioner Contribution for CGHS Card – Mumbai, Nagpur, Pune, Ahmedabad, Bhopal

The following should appear
4. PAYMENT PURPOSE

Pay & Accounts Office (PAO): **021277 – PAO (MSD), Mumbai**

Drawing & Disbursing Office (DDO): **121290 – Dy DIR, CGHS, SWASTHYA SADAN. SWASTHYA SADAN, Mukund Nagar, Pune - 411037**

Amount: Enter the amount to be paid. Make sure you have obtained correct contribution details from the office of Additional Director, CGHS Pune before entering the amount.

Payment Frequency: Cannot be changed

Select Financial Year: Select Current Financial Year. For example, 2020-2021

Month: Select current month in which payment is being made.

Remarks: Type name of proposed cad holder. For renewals type existing CGHS Card No.

For New Pensioner Card: if you applied online you may enter token number.

If application is made offline – manual submission – No need for any token number.

Click on Add and move to next screen.
5. **DEPOSITOR’S DETAILS:**

Enter the depositor’s personal details like **Name, Address, Country, State, District, City**, and other details as per screen.

* marked are mandatory details that MUST be filled. Mobile number and email ID are compulsory.

Select payment mode **Online payment or SWIFT/NEFT/RTGS** as appropriate and click on **Next**.

Credit card Debit Card and Net banking mode of payments can be made by selecting **Online Payment** option.

The next screen will show all details entered by you.

Ensure all details are correct and click on **Confirm** to proceed to payment page.

If you wish to make any changes, click on Back button to change particulars.
6. PAYMENT

A. For SWIFT/NEFT/RTGS

If already registered on Bharatkosh for NEFT/RTGS, details of user name & password can be provided and submitted for further transaction process.

If not registered on Bharatkosh for NEFT/RTGS, then provide bank account number, Bank Name, IFSC code and submit to validate the account and complete the transaction in further pages.
B. For E-payment
Select any one of the payment gateways desired.

Currently Net banking, Credit Card, and Debit Card options are available. User charges vary depending on the option selected.

Enter the captcha code, which is case sensitive. (Upper and Lower case as shown). Read other instructions on the screen and carefully follow. Click on I acknowledge check box and proceed for payment.
Complete the payment in the next page after providing details of Debit Card/Credit Card/Bank Details.

7. TRACK TRANSACTION:

After successful payment, you can track your transaction by providing your mobile number and email.
Transaction receipt can be downloaded by clicking on PDF file. The same can be submitted to CGHS Office for processing CGHS Card application.

IMPORTANT NOTE FOR BENEFICIARIES MAKING ONLINE PAYMENT

1. **PLEASE ENSURE TO ENTER CORRECT DETAILS AS DETAILED ABOVE BEFORE MAKING PAYMENT**

2. The online payment portal is for Non-Tax Receipts maintained by Controller General of Accounts, Ministry of Finance for all Non-Tax payments to various departments of Government of India. Users must acquaint themselves with the portal by referring to FAQ page and Terms & Conditions available online at [http://bharatkosh.gov.in](http://bharatkosh.gov.in)

3. Failed transactions if any are handled by the portal and queries in this regard if any should be taken up with the support team at Bharatkosh on 011-24665534 and/or ntrp-helpdesk@gov.in or as advised in the FAQ page.

4. CGHS pensioner Card can be prepared only after receipt of correct payment and reconciliation in the PFMS online system. No requests or queries in this regard are entertained at the office of Additional Director CGHS Pune.

5. Before making online payment, beneficiaries are advised to confirm the amount to be paid towards the CGHS Card from the Card Section in the Office of Additional Director, Mukund Nagar, CGHS Pune. The office shall not be responsible for any shortfall or excess payment and problems arising therefrom.
OFFICE MEMORANDUM

Subject: Payment of CGHS Contribution through Bharatkosh portal

With reference to the above mentioned subject and in compliance of the directives of Ministry of Finance that all types of Non-Tax Receipts are to be brought under NTR Portal https://bharatkosh.gov.in/ , the undersigned is directed to state that CGHS contribution by Central Government pensioners for making CGHS cards shall hereinafter be deposited through Bharatkosh Portal. The steps to be followed by Pensioners submitting CGHS contribution through Bharatkosh portal are enumerated as under for their convenience:

(Beneficiaries are also advised to peruse the “FAQs” on Bharatkosh portal before making the payment through Bharatkosh).

Before making payment online, the applicant shall confirm from the Office of Additional Director, CGHS regarding eligibility for CGHS facility and the subscription to be made.

1. Beneficiary may login using URL is https://bharatkosh.gov.in/, preferably using Internet Explorer as the web browser.
2. Beneficiary can login in 02 ways:
   a. As “Registered User” may register himself/herself by creating a user ID and password and entering his/her details including mobile number and email ID. Once user ID and password are registered, he/she can login using the same.
   b. Alternatively, the option of “Non-Registered User” may be used and accordingly may click on the relevant button.

Either way, the payment Modules shall open.
3. Under “Payment purpose” the following fields are to be filled:
   a. Depositor’s category: kindly choose - Individual
   b. Purpose: Please click on search icon to reach the “Search Purpose” window.

   In the window that opens select and click “Health and Family Welfare” from the drop down menu under “Ministry”;

   c. In the “Purpose” window please type “Pensioner” and select the relevant City from the choices seen. Then click the Blue “Search” button to display the “Purpose”, “Payment Type” and “Function Head”.

   d. Click on the link “Pensioner Contribution for CGHS Card” written in blue, to open the next window, where the beneficiary shall select the correct Drawing Disbursing Office (DDO) of the
CGHS City from drop down.

Beneficiaries are advised to carefully choose the “Purpose” and “DDO” corresponding to the city where they are to be registered as CGHS beneficiaries, to avoid inconvenience.

e. Next step is that the beneficiary will fill in the “amount” and “Payment frequency period” (if any).

f. Under “Remarks” the beneficiary should enter Pension Payment Order (PPO) number (in case of all new CGHS pensioner cards). Token number (generated in case of new card applied online), P/J/Ex MP (i.e., Pensioner/accredited Journalist/Ex MP). Then he may click on “add”.

g. In the next window, enter the name of beneficiary and other details of Individual - please remember that dot (.) or dash (-) or any special character is NOT accepted. Verify and “Save” Depositor details and then click “Confirm”.

h. In the window that opens choose the payment modality “Online”

The Internet Banking Debit and Credit Cards based on integration available from respective resource may be utilized.

The depositor can use NEFT/RTGS mode for depositing the Challan. The Challan (GAR-7)/ Deposit slip can be generated and amount can be remitted to designated bank by intra-bank transfer or using NEFT/RTGS using the format generated by NTRP system. Fill in your details and enter OTP received on your email/Mobile and click verify. At the very right side you will see a column named as “Enter UTR NO.” Click on the hyperlink and enter UTR No. provided by the Bank and wait until it gets verified.

i. After successful payment, both receipt and challan generated on-line through Bharatkosh and shall be saved by the beneficiary as proof of payment. They have to be submitted to the office of Addl. Director, CGHS along with relevant documents for issue of CGHS Card

4. The Helpline number (011-24665534) and email ID (ntrp-helpdesk@gov.in) may be accessed in case of further difficulty on the portal.

Digitally signed by SANJAY JAIN
Date:Tue Jul 21 17:05:46 IST 2020
Reason:Approved

(Dr Sanjay Jain)
Director, CGHS

To

1. Addl. Director, CGHS(HQ)/ Addl.DDG(HQ) / All the Addl. Directors of Cities /Zones
2. Nodal Officer, MCTC,(CGHS) with a request to upload on CGHS Website.
3. Sr. Technical Director, NIC for uploading on websites of other Ministries.
4. Deputy Secretary, Dept. of P&PW.

Copy to:

1. PPS to AS & DG, MoHFW NirmanBhawan, New Delhi
2. PPS to JS(AS), MoHFW, New Delhi
3. PS to Director CGHS, NirmanBhawan, New Delhi
4. Office Copy

Copy for information to
PS to Hon'ble HFM, Nirman Bhawan, New Delhi

PS to Hon'ble MOS, Nirman Bhawan, New Delhi
### Details of PAOs and DDOs of CGHS Cities

<table>
<thead>
<tr>
<th>S No</th>
<th>Name of city where contribution for CGHS card is to be made</th>
<th>Corresponding PAO Name</th>
<th>DDO Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Delhi</td>
<td>PAO (CGHS), New Delhi</td>
<td>AO, CGHS, South Zone, R K Puram, New Delhi</td>
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<tr>
<td>2</td>
<td>Jabalpur</td>
<td>PAO (LHMC &amp; Hospital), New Delhi</td>
<td>DyDir CGHS, 323, Napier Town, Jabalpur, MP</td>
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<tr>
<td>3</td>
<td>Jaipur</td>
<td>PAO (LHMC &amp; Hospital), New Delhi</td>
<td>Dy. Director CGHS, Hotel Radhey Krishna Station, Jaipur</td>
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<tr>
<td>4</td>
<td>Kanpur</td>
<td>PAO (LHMC &amp; Hospital), New Delhi</td>
<td>DyDir CGHS,117/617 Pandu Nagar, Kanpur</td>
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<tr>
<td>5</td>
<td>Lucknow</td>
<td>PAO (LHMC &amp; Hospital), New Delhi</td>
<td>Dy. Director CGHS, A Rana Pratap Marg, Lucknow</td>
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<tr>
<td>6</td>
<td>Meerut</td>
<td>PAO (LHMC &amp; Hospital), New Delhi</td>
<td>Dy. Director CGHS, 38, Bhawani Nagar, Meerut</td>
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<tr>
<td>7</td>
<td>Allahabad</td>
<td>PAO (LHMC &amp; Hospital), New Delhi</td>
<td>Dy. Director CGHS Allahabad</td>
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<td>8</td>
<td>Bangalore</td>
<td>PAO(H &amp; FW), CHENNAI</td>
<td>Dy Director CGHS, Bangalore</td>
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<tr>
<td>9</td>
<td>Chennai</td>
<td>PAO(H &amp; FW), CHENNAI</td>
<td>Dy Director CGHS, Madras</td>
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<td>Hyderabad</td>
<td>PAO(H &amp; FW), CHENNAI</td>
<td>Deputy Dir. CGHS, Hyderabad</td>
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<tr>
<td>11</td>
<td>Trivandrum</td>
<td>PAO(H &amp; FW), CHENNAI</td>
<td>Jt. Director CGHS, 3/45, Kesavadaspuram, Trivandrum</td>
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<tr>
<td>12</td>
<td>Bhubaneswar</td>
<td>PAO(H&amp;FW) KOLKATA</td>
<td>Jt. Director, CGHS New Disp, Kharavela Nagar, Bhubaneswar</td>
</tr>
<tr>
<td>13</td>
<td>Guwahati</td>
<td>PAO(H&amp;FW) KOLKATA</td>
<td>Jt. Director CGHS, Pinaki Path Zoo, NarengiTiniati, Guwahati 3</td>
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<tr>
<td>14</td>
<td>Shillong</td>
<td>PAO(H&amp;FW) KOLKATA</td>
<td>ADDL. DIRECTOR CGHS SHILLONG</td>
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<tr>
<td>15</td>
<td>Kolkata</td>
<td>PAO(H&amp;FW) KOLKATA</td>
<td>Addl. Director CGHS, 8-Esplanade East (4th Floor), Calcutta-700069</td>
</tr>
<tr>
<td>16</td>
<td>Patna</td>
<td>PAO(H&amp;FW) KOLKATA</td>
<td>Dy. Director CGHS, InduBhawan, Boring Road, Gandne Nagar, Patna-800001</td>
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<tr>
<td>17</td>
<td>Ranchi</td>
<td>PAO(H&amp;FW) KOLKATA</td>
<td>Jt Director CGHS, New CGHS Disp, New A G Colony, Doranda, Ranchi 2</td>
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<td>18</td>
<td>Ahmedabad</td>
<td>PAO(MSD), Mumbai</td>
<td>Dy. Dir CGHS, Ahmedabad-38000</td>
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<td>19</td>
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<td>DDO,O/O The Additional Director, CGHS Bhopal</td>
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<td>20</td>
<td>Mumbai</td>
<td>PAO(MSD), Mumbai</td>
<td>Office of the Additional Director, CGHS Mumbai</td>
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<tr>
<td>21</td>
<td>Nagpur</td>
<td>PAO(MSD), Mumbai</td>
<td>Chief Medical Officer, CGHS Civil Line, Nagpur</td>
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<tr>
<td>22</td>
<td>Pune</td>
<td>PAO(MSD), Mumbai</td>
<td>Dy. Dir. CGHS, Swasthyasadan, 2nd Floor, Mukund Nagar, Pune-411037</td>
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<tr>
<td>No.</td>
<td>City</td>
<td>Address</td>
<td>Contact Person</td>
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<tr>
<td>23</td>
<td>Chandigarh</td>
<td>PAO(NICD), Delhi</td>
<td>Joint Director (CGHS) Chandigarh</td>
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<tr>
<td>24</td>
<td>Dehradun</td>
<td>PAO(NICD), Delhi</td>
<td>Jt. Director CGHS, House No. 19, Lane No. 14, Mohit Nagar, Dehradun</td>
</tr>
</tbody>
</table>