

## **Procedure for Payment of Application Fee and Annual Certification Fee (ACF)**

1. W.e.f. April 1, 2022, payment of Application Fee and ACF shall only be done through Bharatkosh (<https://bharatkosh.gov.in/>). There is no need to make any payment to QCI except reimbursement for logistic arrangements made by QCI during GLP inspections.
2. Since the payment directly remitted into the Consolidated Fund of India through Bharatkosh, there is **no need to add taxes (GST)** over Application Fee and ACF. Moreover, **TDS shall not be deducted** from the respective Fee.
3. After payment and generation of receipt of payment made, kindly share the receipt with NGCMA through e-mail ([vs.dhayal@nic.in](mailto:vs.dhayal@nic.in)) to facilitate integration of remittance with NGCMA portal.
4. For more details on the procedure to be followed for payment of Application Fee and ACF, please refer to the following:
  - i. Procedure for Payment of Application Fee and ACF ( [https://ngcma.dst.gov.in/BharatkoshPayment/Bharatkosh\\_Steps\\_for\\_Certification\\_Fee\\_payment.pdf](https://ngcma.dst.gov.in/BharatkoshPayment/Bharatkosh_Steps_for_Certification_Fee_payment.pdf) )
  - ii. General User Guide ( [https://ngcma.dst.gov.in/BharatkoshPayment/General\\_User\\_Guide.pdf](https://ngcma.dst.gov.in/BharatkoshPayment/General_User_Guide.pdf) )
  - iii. User Guide for offline (NEFT/ RTGS based) payments ( [https://ngcma.dst.gov.in/BharatkoshPayment/OffLine\\_NEFT\\_RTGS\\_based\\_payments\\_at\\_NTRP.pdf](https://ngcma.dst.gov.in/BharatkoshPayment/OffLine_NEFT_RTGS_based_payments_at_NTRP.pdf) )

### **Important instructions to be followed for payment:**

- a) The purpose shall be selected carefully as per the details mentioned below:

<b>Sl. No.</b>	<b>Type of Payment</b>	<b>Purpose to be selected on Bharatkosh</b>
1.	Application Fee	Application Fee GLP
2.	Annual Certification Fee (ACF)	Annual Certification Fee GLP

Kindly note that NGCMA will not be able to receive the payments made for some other purposes available on Bharatkosh.

- b) The payment shall be made in the name of Test Facility instead of the person making the payment. This is required for re-conciliation of accounts at NGCMA.
- c) After successful payment, the receipt generated by Bharatkosh shall be mandatorily shared with NGCMA. In case of non-sharing of the receipt, NGCMA will not be able to integrate the payment with NGCMA portal.
- d) NGCMA will not issue any tax invoice or separate receipt of payment for Application Fee or ACF.