D.A.V. PUBLIC SCHOOL, CHANDRASEKHARPUR, BHUBANESWAR-21
NOTICE

DAV(CSP)/ 9307 **/2015**   **Date** 21.09.2015

Dear Parents,

It is our pleasure to inform you that in order to save the valuable time of our parents and to make the fee payment easier, the school has implemented "online payment of school fees" through Debit Card, Credit Card, Net Banking facility of any bank w.e.f. 01.10.2015. However, the facility of challan payment in Odisha State Co-operative Bank shall continue as usual. The parents have the choice for payment either online or through challan. The parents choosing online payment are required to visit school website www.davcsp.org and click on **"online payment of school fees"**. The procedure for online payment is furnished below for your kind information.

P R I N C I P A L

Fees can be deposited using Debit Card, Credit Card, Net Banking facility of any Bank besides visiting any SBI branch to deposit cash or cheque drawn on any SBI Branch

Please read the instructions carefully before remitting fees

(a) Visit online banking website of SBI by typing https://www.onlinesbi.com in the address bar of the browser viz. internet explorer etc. Once the home page appears click on '**State Bank Collect**' tab.

(b) Click on the check box to accept disclaimer clause and again click on "**Proceed**".

(c) Select the State of Corporate/Institution as '**Odisha**'.

(d) Select type of Corporate/Institution as '**Educational Institutions**' and click on 'Go'.

(e) Now select Educational Institution Name as 'DAV Public School, Chandrasekharpur' and click on 'Submit'.

(f) Select the desired payment category from the drop down.

(g) Fill in the challan with required information as asked for or select from the drop down options wherever available. ***Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen***. This information is important to reprint the e-Receipt subsequent to any successful payment.

(h) Once required data is filled in click on 'Submit'.

(i) The system will now display the details entered, total amount to be paid and request confirmation of the payer. After verifying the details click on 'Confirm' to proceed.

(j) Now the system will request to select the desired payment mode from various options. Please note that the bank charges for respective payment mode is also displayed which is to be borne by the remitter. ***Carefully examine the charges displayed since the charges for different payment modes are different***. Select the desired payment mode.

(k) Now the system will guide the remitter through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Take a print out. This may optionally be saved for future reference. The e-Receipt can also be regenerated/ reprinted afterwards from 'Payment History' link of 'State Bank Collect'.

If '**SBI Branch' is selected as payment mode** a Pre Acknowledgement Payment (**PAP**) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and may visit **any SBI branch** for payment through *cash or cheque drawn on SBI Branch*. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now any time the payer may optionally return to 'State Bank Collect' tab in the home page of *www.onlinesbi.com* for printing the e-receipt from the 'Payment History' link.