

DAV PUBLIC SCHOOL, POKHARIPUT, BHUBANESWAR-20

Ref. No.DAV(PKT)/1112/2020

NOTICE

Dt. 02/07/2020

Dear Parents,

Greetings of the day !

With reference to this office Circular No.DAV(PKT)/Special 03/2020 dated 13/04/2020, it is to inform you that there is a minor change in the Online Fee Collection System for the session 2020-21. Parents are requested to go through the following changes and remit the School Fees by online only" through **Debit Card, Credit Card, Net Banking facility of any bank.**

STEPS TO BE FOLLOWED FOR ONLINE PAYMENT OF FEES.

1. Open school website-www.davpkt.org.in (Please use Latest version of Google Chrome)
2. Click on **ONLINE FEE PAYMENT** in menu bar. (Don't click on User Login in Home page). The mobile phone users should click on the link "**Online Fee Collection**" which is being scrolled in Notice Board.
3. Give login **User ID & Password**. By default **Login User ID & Password** is same as student's **Enrolment/School number**.
4. If you want, you can change the password after the initial login.
5. If you forgot the password then to regenerate password click on forgot password option and give-
 - Enrolment No./ School No.
 - Class
 - Registered mobile number.

Click on submit button. Your password will be sent to your registered mobile number. Otherwise you can collect new password from the Accounts Section.

6. After Parent Login the student details will be displayed on the Screen.

- (a) Click on **online fee payment** from the list of menus displayed at the left side(3rd from the top)
- (b) Online Fee Payment Form will be displayed.
- (c) Select the Quarter of School Fee you want to pay, then Click on **Pay Online**.
(The parents seeking to pay the 2nd quarter fee only select "**Quarter-2**", but those who have not paid the 1st quarter fee want to pay the same along with 2nd Quarter Fee can remit as selecting-"**Quarter-2+1**".)
- (d) Two payment gateways **UCO Bank gateway & HDFC Bank gateway** will be displayed.
The HDFC Bank gateway is open for all Bank A/C holders.
The UCO Bank A/C holders can make their payment through UCO Bank gateway/HDFC Bank Gateway.
(Non-UCO Bank A/C holders are advised not to go through UCO Bank Gate way)
- (e) There will be no online transaction charge collected for payment of School Fee.
- (f) Then Click on **Pay now** using UCO Bank gateway/HDFC Bank gateway. It will redirect to Bank's payment gateway page.
- (g) Choose the mode of payment i.e. **Credit Card/Debit Card/Net Banking** and put Card No, **Expiry date** and **CVV No** then Click on **Make payment**.
- (h) Choose your OTP destination and Click on **submit**.
- (i) Then enter the OTP sent to your registered Mobile and click on **submit**.
- (j) After making successful payment please download the receipt and save it for future reference.
- (k) In fee abstract option your payment will also be updated immediately. You can view all the payment details and can download the same if required. In case your payment isn't updated please contact in School office with the details of transaction ID.

We understand that the instructions are crystal clear for process of online fees payment. In case of any query, drop an e-mail in our ID address-davpokhariput@gmail.com or give your feedback through feedback option. You can also follow the process flow of Online Fee payment in School **web site-www.davpkt.org.in**.

"Wish you and members of your family safe and careful life"


PRINCIPAL