

Dear Parents,

**Greetings of the day !**

It is our pleasure to inform you that to save the valuable time of our parents and to make the fee payment in non-cash mode as per the direction of the CBSE, the school has implemented "**On line Payment of School Fees**" through **Debit Card, Credit Card, Net Banking facility of any bank.**

Parents are requested to pay School fee through online only.

**STEPS TO BE FOLLOWED FOR ONLINE PAYMENT OF FEES.**

1. Open school website-[www.davpkt.org.in](http://www.davpkt.org.in) ( Please use Latest version of Google Chrome)
2. Click on **Parent Login** 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. For Online Fee Payment after Parent Login-**

- (a) Click on **online fee payment**.
- (b) Fee details will be displayed in the form. If it is correct then click **pay online**.
- (c) 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)**
- (d) There will be no online transaction charge collected for payment of School Fee.
- (e) Then Click on **pay now** using UCO Bank gateway/HDFC Bank gateway. It will redirect to Bank's payment gateway page.
- (f) 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**.
- (g) Choose your OTP destination and Click on **submit**.
- (h) Then enter the OTP sent to your registered Mobile and click on **submit**.
- (i) After making successful payment please download the receipt and save it for future reference.
- (j) 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.
- (k) If amount has already been deducted from the Bank Account, but fee receipt is not generated, don't make further transaction without verifying the status in School office.

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](mailto: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](http://www.davpkt.org.in)**.

  
**PRINCIPAL**