

## Year - 2017

### How to Pay Application Fee through State Bank Collect

Application Fee: Rs.100/- (for GENERAL candidates) and Rs.50/- (for SC/ST/PWD candidates) .

#### MODE OF PAYMENT:

Two payment methods are available i.e.

- (1) online payment through Internet Banking / ATM cum Debit Card/Credit Card
- (2) by cash deposition at any State Bank Branch.

#### **A. PAYMENT BY CARD/INTERNET BANKING:**

##### **Instructions :**

The Application Fees can be paid through State Bank Collect online Banking from anywhere. Facility can be operated by student's parents also through their online banking facility. However, they should enter their ward's details correctly. The steps stated below should be strictly followed

This facility is available to students and parents having "SBI internet banking facility or SBI ATM-cum-Debit Card" or "Account Online Transaction facility". In addition to this, the students and parents having "Other Bank Debit Cards or Credit Cards" can also log on to [www.onlinesbi.com](http://www.onlinesbi.com) and make their Payments of Fees through this portal following the instructions given below. Bank Commission is Rs.10/- to Rs.15/- as applicable extra to be borne by the candidate.

Instructions for Payment of Fees through State Bank Collect from SBI Portal (Steps 1 to 27)

1. Go to <https://www.onlinesbi.com/prelogin/icollecthome.htm>
2. Read and Tick Mark ( ✓ check box) on Accept Terms & Conditions.
3. Click on Proceed.
4. Select State of Corporate/Institution: West Bengal (from drop down menu).
5. Select *Type* of Corporate/Institution: Educational Institutions (from drop down menu).
6. Click on GO.
7. Select Educational Institutions Name: Calcutta University PG ONLINE SYSTEM and press Submit.
8. Select Payment Category: M.Com. Admission-2017

11. Enter Your i) Name, ii)DOB, iii) Application(Form) No. starting with C16, iv) Email, v)Category, vi) Mobile No., vii) Fee Amount, viii) Email etc.
12. Again enter your name, DOB, Mobile Number for e-receipt.
13. Enter Remarks (If you like to add for your information).
14. Enter the Text as shown in the Image appearing on screen
15. Click on Submit.
16. Please verify the entries carefully for its correctness. Once transaction is completed cannot be reverted.
17. Click on Confirm.
18. You will see State Bank *Multiple Options Payment System* (MoPS)
19. You may choose Net Banking (SBI only) or Card payments.
20. In Card Payments, you have three options:
  1. SBI ATM-cum-Debit Card,
  2. Other Bank Debit Cards and
  3. Credit Cards (Check the Bank Charges, appearing against all these options)
21. Note that Bank Charges are minimum for SBI Net Banking and SBI ATM-cum-Debit Card.

### **B. PAYMENT BY CASH:**

- If you select payment mode in Cash, you will get option for bank as SBI. Bank Commission is extra to be borne by the candidate.
- Instructions for Payment of Fees by Cash through “State Bank Collect” from SBI Portal <https://www.onlinesbi.com/prelogin/icollecthome.htm> (follow Steps 1 to 21 as mentioned above then)
22. Click on the other payment mode option as SBI Branch.
  23. Follow the further process as per the instructions appearing on screen.
  24. Print Challan/ Pre acknowledgement Payment (PAP) for cash payment through any SBI Branch
  25. Go to any SBI Branch and make the payment on production of the Challan/PAP.
  26. After payment, print e-Receipt from State Bank Collect.
  27. Please take Photo Copy of e-Receipt.

**For any problem regarding SBI Payment, one may contact Mr. Sudip Kumar Datta, Br. Manager, SBI, Calcutta University Branch, at 033-2241-1678 (During working hours).**

**Please do not call him to inquire about the 'Payment Status'. After receiving the payment, the 'Payment Status' requires 2/3 working days to change from 'Pending' to 'Completed'.**