



NOTICE

Ref No: LRDAV/CTC/2017-18/005

Dt. 15.04.2017

Dear Parent,

It is to inform you that pursuant to the Ref. No. LRDAV/GEN.NOTICE/2016-17/31 Dated. 09.03.2017 you are requested to pay the school fee of your ward(s) online by Debit Card/ Credit Card/ Net Banking facility of any bank visiting the school **website: www.lrdavctc.org** and click on **"ONLINE PAYMENT OF SCHOOL FEE"**. The process for online payment is furnished below for your kind information.


PRINCIPAL

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LR DAY PUBLIC SCHOOL
AFFILIATION No.- 1530131
SCHOOL CODE- 53072
GANDARPUR, CUTTACK

Please read the instructions carefully before remitting fees

- (i) Visit School website by typing www.lrdavctc.org in the address bar of the browser viz. Internet explorer, Google Chrome etc. Once the page appears click on **"ONLINE PAYMENT OF SCHOOL FEE"** Tab. State Bank collect screen will appear.
- (ii) Click on the **Check Box** to accept disclaimer clause and again click on **"PROCEED"**.
- (iii) In the next screen select the desired **Payment Category** from the drop down.
- (iv) The system will ask to input the **"ADMISSION/ SCHOOL NO"** (Both are same no). After keying in it the details of the student will appear on screen. Please verify. **Take adequate care while filling in (a) Name (b) Date of Birth and (c) Mobile No as asked for in the lower part of the screen.** This information is important to reprint the **E-Receipt** subsequent to any successful payment.
- (v) Once required data is filled in click on **"Submit"**.
- (vi) 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.
- (vii) 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.
- (viii) 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. Then take a print out. This may optionally be saved for future reference. The E-Receipt can also be regenerated/ reprinted afterwards come from **'Payment History'** link of **'State Bank Collect'**

If **'SBI Branch'** is selected as **payment mode** a Pre-Acknowledgment Payment (PAP) Form is generated which contains the relevant details payment at branch. The payer takes the print out of the PAP Form and may visit any branch of SBI for payment through **Cash or Cheque drawn on SBI Branch**. After the payment is successfully proceed by the branch, the branch will give an acknowledgement of payment on the **PAP Form**. Now any time the payer may optionally return to **"State Bank Collect"** tab in the homepage of www.onlinesbi.com for printing the **E-Receipt** from the payment history link.

N.B:

Copy to:

The Notice Board / School website for information of all concerned.

The Supervisors concerned for issue to the students.