

## Instruction for Payment through IITKGP Payment Gateway

Any fee payment made in violation of the process set out below including payment through bank pay in slip, POS machines, non-SBI demand draft, non-SBI cheques, direct transfer into any IIT account or any other mode, would not be accepted and acknowledged.

### A. Fee Payment

- 1) Click on the button "Pay Fees". You will be redirected to IIT Kharagpur Payment Gateway page.

### IIT Kharagpur Payment Gateway

PAYMENT DETAILS	
IITKGP REFERENCE NO	SEMREG-08IM7001-2014-105
TYPE	Semeter Registration Fees Payment
INITIATED BY	ABCDHFGE KSAKAK (10AB8907)
AMOUNT	1.0
CURRENCY	INR























OTHER DETAILS	
SESSION	2014-2015
DEPARTMENT	Electrical Engineering
SEMESTER	AUTUMN

**PROCEED** INR 1.0 **CANCEL** PAYMENT

- 2) Check the details shown and click on Proceed. You will be redirected to State Bank of India MOPS facility (SBIMOPS).

**State Bank MOPS**  
Multi Option Payment System

State Bank Collect

NET BANKING	CARD PAYMENTS
 <b>State Bank of India</b> <i>With you - all the way</i> Bank Charges: Nil 	 <b>State Bank ATM-cum-Debit Card</b> Bank Charges: 11.0 
 <b>State Bank of Bikaner and Jaipur</b> <i>The Bank with a vision</i> Bank Charges: Nil 	 <b>Other Banks Debit Cards</b> Bank Charges: 11.0 
 <b>State Bank of Hyderabad</b> <i>You Can Always Bank on Us</i> Bank Charges: Nil 	 <b>Credit Cards</b> Bank Charges: 0.02 
 <b>State Bank of Mysore</b> <i>Banking for a Better tomorrow</i> Bank Charges: Nil 	<b>OTHER PAYMENT MODES</b>
 <b>State Bank of Patiala</b> <i>With Us Everyone Every Link of The Way</i> Bank Charges: Nil 	 <b>SBI BRANCH</b> Bank Charges: 50.0 
 <b>State Bank of Travancore</b> <i>A Long Tradition of Trust</i> Bank Charges: Nil 	 <b>Other Banks Internet Banking</b> Bank Charges: 15.0 

[Click here to abort this transaction and return to the IIT Kharagpur semester fee site.](#)

- 3) Choose the mode of payment and proceed as follows:
  - a. SBI Online Banking: Log on to SBI online banking portal and make payment

- b. Other Bank Online Banking: Log on to respective bank's site and make payment
- c. SBI Debit Card: Pay with your SBI ATM cum debit card
- d. Other Bank Debit Card: Pay with non-SBI bank's debit card
- e. Credit Card: Pay with any credit card
- f. SBI Branch: This is a walk-in facility by which payment can be made in cash/cheque. Download the 3 parts (with bank, depositor, institute copy) challan (Pre Acknowledgement Payment Form) from the link given as "Click Here to Download in PDF". This will be accepted for payment at any SBI branch anywhere in India. However, for those unable to download the challan in PDF format, they can go to **onlinesbi.com home page › State Bank Collect › Accept and Proceed › State Bank MOPS › Reprint remittance form**. Details to be entered: select merchant name (**IITKGP e-transaction**), Bank reference no or Merchant reference no (available from payment initiation page), mobile number or date of birth and fill in image text when the link [<https://www.onlinesbi.com/prelogin/mopsremittanceform.htm>] opens.  
**Please Note:** The three part challan has to be printed from ERP before going to SBI branch for payment at counter. **Challan of another transaction can not be used as each challan carries distinct identification number. Any other bank forms are not acceptable for branch payment.** Any violation will lead to rejection of payment.

Remittance Information Form	
SBI Reference number	CP06574398
Merchant Reference No	SEMREG-08IM7001-2014-118
Amount to be Remitted	Rs 1.0/-
Please note that this is only a remittance information form not an acknowledgement of remittance	

[Click here to Download in pdf](#)



 Payment done successfully on 14-May-2014 09:30 IST

**Payment Details:**

<b>INB Reference Number</b>	CP06665515
<b>Merchant Reference Number</b>	SEMREG-12ME10001-2014-123
<b>Amount</b>	INR 16.00
<b>Amount in Words</b>	<b>Sixteen Rupees only</b>
<b>Status</b>	Completed Successfully
<b>Date - Time</b>	14-May-2014 09:30 IST

[Click here](#) to return to the IIT Kharagpur semester fee site. Else, you will be automatically redirected to the IIT Kharagpur semester fee site in 60 seconds.

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- 4) After successful payment through SBI MOPS click on "Click here to return to IIT Kharagpur e-Transaction". This ensures redirection to the page from where payment has been initiated, and subsequently updating payment status. In some cases successful payment status may not be updated immediately due to some technical reasons. The status would be updated within two hours (from the time of realization of payment in IITKGP account) in such cases. The status of branch payment will be updated within two hours of payment.

**If transaction fails due to some technical reason and amount debited from your account, please do not pay again. Please wait for the last transaction to be settled. It can be refunded to you or credited to IITKGP account.**

PLEASE NOTE

*Payment with new reference number can be processed only when earlier transactions are marked as failure at SBI.*

*Other Bank's net banking: Incomplete transaction for which status not received by SBI MOPS would be marked as failure during reconciliation at T+1 night. For example, incomplete transaction on 23rd would be marked as failure on 24th late night.*

*For card related transactions: Incomplete transaction for which status not received by SBI MOPS would be marked as failure during reconciliation at T+1 on weekday and T+2 on weekends. For example, incomplete transaction on Monday would be marked as failure on Tuesday late night and incomplete transaction on Saturday would be marked as failure on Monday late night.*

*For SBI Branch mode: Incomplete transaction for which status not received by SBI MOPS would be marked as failure in SBI during reconciliation at T+3. For example, challan generated on Friday would be marked as failure on Monday late night.*

*All other mode of payment: It would be reconciled within two hours.*

**5) Existing/new student paying their fees through education loan**

**(a) Education Loan taken from a bank other than SBI**

Step 1:

Students should instruct their bank/agency to transmit the amount, using NEFT mode, to SBI, IIT Kharagpur, IFSC code SBIN0000202, Branch code 00202, Account No. **33885503489** stating the (i) Name of the student, (ii) Roll No. (mandatory in Payment Description field) and (iii) Date of birth (dd/mm/yyyy format). NEFT charges are to be paid by the student at the bank branch from where loan amount is being sent

Step 2:

On return to IIT KGP well before classes start, generate the three part challan from SBI branch option (refer 3.f). Visit SBI, IIT Kharagpur branch with the three part challan duly filled in stating on 3 parts

- (i) Name
- (ii) Roll No.
- (iii) **Correct UTR or NEFT no.** (a particular bank gives receipt showing PUNBHXXXX in print but the correct UTR no. is SDxxxxxx which is always written by hand by the passing official before issuing the counterfoil of NEFT application)
- (iv) Copy of NEFT receipt showing correct UTR no.
- (v) IFSC code of bank from where NEFT was done
- (vi) Date of NEFT

and submit it along with the original NEFT payment receipt and Rs 50 plus applicable service tax for bank processing charges. SBI Kharagpur (Branch code 00202) would transfer the money paid through NEFT to IITKGP account through SBIMOPS. The status would be updated in ERP within two hours.

### **Alternatively**

The student should scan in 1 single document as pdf file (png or jpg files are not allowed):

- (i) The downloaded challan (refer to 3f above) with name, roll number, DOB filled in and signed by the student.
- (ii) Copy of the NEFT receipt indicating transmission of loan to account no. **33885503489** amount plus Rs. 50 as bank charge + service charge as applicable. Bank charges are to be separately recovered from customer's account by that bank while remitting NEFT. **Please ensure bank has entered the correct UTR number on the NEFT receipt (vide step 2 item "iii" above.**
- (iii) The student should write a letter to Assistant General Manager, SBI, Kharagpur 721302 (Branch code 00202) The letter should bear the Name, address, phone no, roll no. of the student and signed by the student

**The single pdf file with copies of (i), (ii) and (iii) should be sent by e-mail to Mr. M. Pandab, Assistant General Manager, SBI, Kharagpur at mgrpbd.00202@sbi.co.in (contact no. +918373053650)**

Status of payment can be checked after 4 working days from ERP portal.

#### **(b) Education loan taken from SBI branches other than SBI, Kharagpur**

Student should generate the three part challan from SBI branch option (refer 3.f) and pay using that challan at any SBI branch in India. **Bank should make the payment through proper menu in SBI system (Fee Collection > State Bank Collect), screen no 008765.**

**In case of any difficulty, any SBI branch official or any student can consult with Mr. S. K. Sarkar, SBI LHO Kolkata over phone (Contact No: 8001123434) or through e-mail at [acnp.lhokol@sbi.co.in](mailto:acnp.lhokol@sbi.co.in) or [sukanta.sarkar@sbi.co.in](mailto:sukanta.sarkar@sbi.co.in) and Mr. M. Pandab, Assistant General Manager, SBI, Kharagpur at [mgrpbd.00202@sbi.co.in](mailto:mgrpbd.00202@sbi.co.in) (contact no. +918373053650)**

The status would be updated in ERP within two hours.

**(c) Education loan taken from SBI, Kharagpur**

- (i) The student can download the 3 part challan from SBI branch option (refer 3.f). Fill in payment details, write in name, roll no. date of birth in dd/mm/yyyy format, sign and scan the document in pdf format (png or jpg formats are not acceptable)
- (ii) Write a letter addressing Assistant General Manager, SBI, IIT Kharagpur (Branch code 00202) requesting disbursement of loan to honor the challan. The letter should bear the Name, address, phone no, roll no. of the student and signed by the student.
- (iii) The two documents mentioned in (i) and (ii) above should be scanned in pdf format (**png and jpg formats are not acceptable**) in 1 (one) pdf file and mailed to **Mr. M. Pandab, Assistant General Manager, SBI, Kharagpur at [mgrpbd.00202@sbi.co.in](mailto:mgrpbd.00202@sbi.co.in) (contact no. +918373053650)**

Payment status can be checked after 4 working days at ERP site

**PLEASE NOTE**

Payment status would be updated in ERP only after amount gets credited in IITKGP account through SBIMPOS.

Non-SBI cheque, non-SBI DD etc will not be accepted under any circumstances.

**Payment through bank pay in slip, POS machines, non-SBI demand draft, non-SBI cheques, direct transfer into any IIT account or by any other mode which is not in accordance with directions given in 5a and 5b above, above would not be accepted and acknowledged.**

**Settlement of payment done through Bill Desk takes significant time for actual receipt at IIT Kharagpur account**

If all of your effort at resolution of **payment related problem** has failed even after 48 hours please write a mail directly to Prof. D. Bhattacharya, Chairman ERP and Head ACSCC, Materials Science Centre at [chairman.erp@adm.iitkgp.ernet.in](mailto:chairman.erp@adm.iitkgp.ernet.in) with a copy to Mr Anupam Khan, Project Manager at [anupamkh@iitkgp.ac.in](mailto:anupamkh@iitkgp.ac.in)