

Procedure for paying admission/re-admission fee in correspondence course

Dateline :

• Admission into 1 st year Course without fine	– 16 th June 2015 to 17 th August 2015
• Admission into 1 st year Course with fine of Rs.100/-	-18 th August 2015 to 31 st August 2015
• Re-admission into 2 nd year Course without Fine	– 1 st August 2015 to 30 th September 2015
• Re-admission into 2 nd Year Course with Fine of Rs.100/-	-1 st October 2015 to 31 st October 2015

Important Steps:

1. Visit <https://www.onlinesbi.com/prelogin/icollethome.htm?corpID=371225> accept disclaimer clause and proceed direct from step (f) of "detailed steps".
2. Select the desired payment category.
3. Fill in the details sought for.
4. Pay the correct amount as applicable for the course. The applicants are advised to be careful for this.
5. On successful payment print the e-Receipt (mandatory). Further, a copy of the same will be required to be submitted along with the application form.
6. In case of need quote your SB Collect Reference Number (DU number) available in the e-Receipt for any future correspondence with CHSE(Odisha).

Detailed steps

Fees can be deposited using SBI ATM-cum-Debit Card, Net Banking facility of any Bank besides visiting any SBI branch to deposit cash or cheque drawn on any SBI Branch

Please read the instructions carefully before remitting fees

- (a) Visit online banking website of SBI by typing <https://www.onlinesbi.com> in the address bar of the browser viz. internet explorer. Once the home page appears click on 'State Bank Collect' tab.
- (b) Accept the disclaimer clause and click on "Proceed".
- (c) Select the State of Corporate/Institution as 'Odisha'.
- (d) Select type of Corporate/Institution as 'Educational Institutions' and click on 'Go'.
- (e) Now select Educational Institution Name as 'Council of Higher Secondary Education, Odisha' and click on 'Submit'.
- (f) Select 'Admission in Correspondence Course – 1st yr. Arts', 'Admission in Correspon. Course – 1st yr. Commerce', 'Re-admission in Correspondence Course – 2nd year' as the case may be.
- (g) Fill in the challan with required information as asked for or select from the drop down options wherever available. **Take adequate care while filling in (a) Name (b) Date of Birth & (c) Mobile Number as asked for in the lower part of the screen.** This information is important to reprint the e-Receipt subsequent to any successful payment.
- (h) Once required data is filled in click on 'Submit'.
- (i) The system will ask you to verify the details entered and confirm the transaction in the next page. Verify the details and click on 'Confirm'.
- (j) The system will request you to select the desired payment mode from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the remitter. **Carefully examine the charges displayed since the charges for different payment mode are different.** Select the desired payment mode.
- (k) 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. Take a print out. You may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from 'Payment History' link of 'State Bank Collect'.

If 'SBI Branch' is selected as payment mode a Pre Acknowledgement Payment (PAP) form is generated which contains the relevant details for payment at Branch. The payer takes the print out of the PAP Form and visits any SBI branch for payment through **cash or cheque drawn on SBI Branch**. After the payment is successfully processed by the branch, the branch will give an acknowledgment of payment on the PAP Form. Now any time the payer may optionally return to 'State Bank Collect' link in the home page of www.onlinesbi.com for printing the e-receipt from the 'Payment History' link.