

Fees payment procedure for “Misc Collection”

- ☐ Visit online banking website of State Bank of India by typing <https://www.onlinesbi.com/> in the address bar of the web-browser. Once the home page appears click on “**SB Collect**” tab.
- ☐ Accept the disclaimer clause and click on “**Proceed**”.
- ☐ Select the State of Corporate/Institution as “**Odisha**”.
- ☐ Select type of Corporate/Institution as “**Educational Institutions**” and click on “**Go**”
- ☐ Now select Educational Institution Name as “**National Law University Odisha**” and click on “**Submit**”
- ☐ Select the desired payment category as per requirement from the drop down.

“Misc Collection”

- ☐ Now a blank challan form appears, carefully fill in the details. Select/key in, as the case may be, the appropriate fee to be paid. This information is important to reprint the e-Receipt subsequent to any successful payment.
- ☐ Once required data is filled in click on “**Submit**”
- ☐ The system will ask the students to verify details entered and confirm the transaction in the next page. Verify the details and if found in order click on “**Confirm**”.
- ☐ The system will request the students to select the desired payment mode, for payment of fee from various options. Please note that the bank charges for various payment modes are also displayed which is to be borne by the student. *Carefully examine the charges displayed since the charges for different payment modes are different.* Select the desired payment mode.
- ☐ **Option-1: By Internet Banking**
- ☐ **Option-2: By ATM-cum-Debit card**

☐ **Option-3: By Credit Card**

☐ **Option-4: By Cash/Cheque**

☐ Now the system will guide the student through the payment process. Once the payment is completed successfully one e-Receipt is generated containing a **Reference Number** in PDF format. Print two copies of this e-Receipt.

☐ The student may also save this optionally for future reference. The e-Receipt can also be regenerated/reprinted afterwards from “**Payment History**” link of “**SB Collect**”.

If “**SBI Branch**” [cash/cheque option (Option-4)] is selected as payment mode a Pre Acknowledgement Payment (PAP) form is generated which contains the relevant details for payment at **any SBI 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 SBI branch, the SBI branch will give an acknowledgment of payment on the relevant portion of the PAP Form. Now any time the payer may return to “**State Bank Collect**” link in the home page of www.onlinesbi.com for printing the e-receipt from the “**Payment History**” link.

NB : While paying fees online, if the account is debited but e-Receipt is not generated please wait till next working day afternoon before trying once again. This may happen due to failure in connectivity while paying. In all such cases where the debit is successful the e-Receipt will be made available from “**Payment History**” link of “**SB Collect**”.

Important: Print two copies of the e-Receipt. Submit a copy to Accounts Department of National Law University Odisha, Cuttack as proof of payment and keep the second copy for your record.