

Guidelines for FEE Payment (Tuition & Hostel) Through SBI ATMs Located Anywhere

NOTE: It is advisable for students depositing fees through ATM THAT THEY DEPOSIT THE FEE 2 DAYS AHEAD OF REGISTRATION DATE.

Step -1 (Card Registration)

This is One-Time Requirement. Once registration is done, any number of subsequent operations of similar nature in future can be made by the same card without any further registration.

WHENEVER REQUIRED, DE-REGISTRATION IS POSSIBLE THROUGH THE SAME SCREEN OPTION.

- I) Insert your **ATM Card** and take it out.
- II) Select **"SERVICES"** Option.
- III) Enter your **PIN**.
- IV) Choose **Inst Fees**.
- V) Choose **"Customer Registration"**.
- VI) Press **"6" (MORE)** on the ATM keyboard and choose **"Yes"** till **IIT-KHARAGPUR** Option appears on the screen, then select **"IIT-KHARAGPUR"** and then choose **"Yes"** to confirm.
- VII) Select **"Press if correct"**.
- VIII) **"Your transaction is being processed, please wait"** message will displayed.
- IX) The message will disappear and transaction slip will be printed giving the message **"86YOU HAVE REGISTERED WITH IITKHARAGPUR"**

Now, your registration is complete.

In the same way, you can de-register yourself with IIT, Kharagpur selecting the option **"Customer De-Registration"** at step no. "V" above. After De-Registration, transaction slip will be printed giving the message **"86YOU HAVE DE-REGISTERED WITH IITKHARAGPUR"**.

Step -2 (Fee Payment)

The GUID of each student is shown in their home page at ERP, fee-receipt and also in their Profile.

- I) Follow steps from **I to IV** above.
- II) Choose option **Fee-Payment**.
- III) Press **"1"** to select **"IIT-KHARAGPUR"** then choose **"Yes"** to confirm.
- IV) Please enter your **GUID (9 Digit)** and select **"Yes"** to proceed.
- V) Press **"Yes"** to confirm.
- VI) Touch **"Tuition Fee"** to confirm the type of fee.
- VII) Press **"1" for PG Students, "2" for RS Students** or **"3" for UG Students** and select **"Press if correct"** to proceed.
- VIII) Select account type i.e **"Current Account"** or **"Savings Account"** as the case may be.
- IX) Enter **"Amount"** and select **"Press if yes"** to proceed.
- X) **"Your transaction is successfully completed"** message will be displayed and transaction slip will be printed.

Collect your slip, which you present at the Registration Counter of IIT, Kharagpur at the time of registration.

PRESERVE THE SLIP CAREFULLY