**CBIT Attendance condonation Fee payment step by step process**

**Students can make fee payment in the following 2 modes.**

* By making the payment ONLINE through RTGS/ NEFT **(IMPS will not WORK)** by adding Payee details as per process given below through any BANK TRANSFER MODE –
* Payment through the student Bank branch by filling up the NEFT/ RTGS Challan From (Manual)

1. **ONLINE TRANSFER MODE:**

Payment of fees from account with ICICI Bank or other Bank through Net banking- **NEFT or RTGS only (IMPS will not WORK):** -

**Login into your Internet banking: -**

Go to the Make payment mode (some Banks require you register the Beneficiary details one time - please complete the process before effecting the payment).

**To Add beneficiary**:

* Select Manage Payee
* Add other Bank Payee (Note**: Don’t select - ICICI Bank payee even if you are a ICICI bank user)**
* Mention the Bank Name as **ICICI Bank Ltd.**,
* Fill Account Name **CBIT EXAMINATION FEE ACCOUNT**
* Fill Nick Name
* Payee Account Number (**Alpha code** (**6 letters**) followed by **12-digit HALL TICKET Number** without space and without hyphens)
* **FOR Example**: if your Hall Ticket Number is **123456789123,** your payee account number will **– CBITEX123456789123**
* Confirm Payee Account Number
* IFSC code is ICIC0000106 **(NOTE: The account name that will appear will be of ICICI Bank Mumbai or Delhi as it is a Centralized Payment Solution)**
* Click on Next page
* Confirm Payee details and you will receive an URN number to your Registered Mobile and submit, Payee will be added successfully
* Transfer the amount after 30 minutes to the added payee by NEFT or RTGS

The students can make payment through the Virtual account number (Alpha code) followed by **Enrolment number and IFSC details** as mentioned: -

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| --- | --- | --- |
| **Beneficiary Account Name** | **Beneficiary Account Number** | **IFSC Code- 11 digits** |
| CBIT EXAMINATION FEE ACCOUNT | **CBITEX** followed by HALL TICKET NUMBER (Without space and without hyphens) | ICIC0000106 |

1. **Pay through RTGS/ NEFT Manual Mode:**

* Walk in to your Bank where you hold your account
* Request for a NEFT / RTGS Form
* Mention the Bank Name as **ICICI Bank Ltd**
* Mention the Beneficiary Account Name as

|  |
| --- |
| * CBIT EXAMINATION FEE ACCOUNT (for Exam and Other Payments) |

* Mention your Hall ticket no. **For Ex** Student having HALL TICKET NUMBER **123456789123** will mention the Account No. as **CBITEX123456789123**
* IFSC code of the ICICI Bank as mentioned below(**NOTE: The account name that will appear will be of ICICI Bank Delhi as it is a Centralized fee collection account)**

|  |  |  |
| --- | --- | --- |
| **Beneficiary Account Name** | **Beneficiary Account Number** | **IFSC Code- 11 digits** |
| CBIT EXAMINATION FEE ACCOUNT | **CBITEX** followed by HALL TICKET NUMBER (Without space and without hyphens) | ICIC0000106 |

* Fill the amount to be paid / transferred
* Hand over the signed forms to the Bank to make the payment