

**// OFFICE OF THE PRINCIPAL//
BSF SENIOR SECONDARY SCHOOL
SHILLONG- 793006**

NO.BSF/SSS/FEES/CORRS/2023-24/ 220640

23 February ,2023

CIRCULAR

It is hereby notified that the following fine structure will be impose for First, Second, Third and Fourth Quarter fees, if the students/guardian's fail to pay their fees within the stipulated time. Class Teacher's are to inform the student's/guardian before the start of the respective Quarter's accordingly.

Fine will be imposed as given below:

FIRST QUARTER (APRIL 2023 TO JUNE 2023)

| | |
|---|----------|
| Upto 10 th May 2023 | No fine |
| 11 th to 20 th May 2023 | Rs.100/- |
| 21 st to 31 st May 2023 | Rs.200/- |
| Per month delay | Rs.500/- |

SECOND QUARTER(JULY 2023 TO SEPTEMBER 2023)

| | |
|--|----------|
| Upto 10 th July 2023 | No fine |
| 11 th to 20 th July 2023 | Rs.100/- |
| 21 st to 31 st July 2023 | Rs.200/- |
| Per month delay | Rs.500/- |

THIRD QUARTER(OCTOBER 2023 TO DECEMBER 2023)

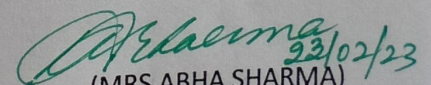
| | |
|---|----------|
| Upto 10 th October 2023 | No fine |
| 11 th to 20 th October 2023 | Rs.100/- |
| 21 st to 31 st October 2023 | Rs.200/- |
| Per month delay | Rs.500/- |

FOURTH QUARTER (JANUARY 2024 TO FEBRUARY 2024)

| | |
|---|----------|
| Upto 10 th January 2024 | No fine |
| 11 th to 20 th January 2024 | Rs.100/- |
| 21 st to 31 st January 2024 | Rs.200/- |
| Per month delay | Rs.500/- |

Note :

- Online Payment of School fees and Bus fees will be done only via SBI Collect. **Other mode of Online payment will not be entertained.** Class Teachers are to inform the students accordingly.
- Students must carefully select the Payment Category according to the class and ward/category they belong. Make sure the Total amount to be paid is correct as per category wise selected.
- It is mandatory for the students to download and take a print out of the Receipt after payment of fees and submit the same to their respective class teacher.
- Class Teacher's are requested to share the procedure for payment of school fees via SBI Collect to the students of their respective classes.
- Fees paid by other mode apart from SBI Collect will not refunded or adjusted under any circumstances.


(MRS ABHA SHARMA)
PRINCIPAL

PROCEDURE FOR PAYMENT OF FEES USING SBI COLLECT

1. Visit the link: <https://www.onlinesbi.sbi/sbicollect/> OR visit the School's website <https://bsfshshillong.org.in/>

2. Select the category "**Educational Institution**".

3. You can search for Educational institution simply by typing "**BSF**" or you can filter by State.

3. Select your Institute from the list appeared ie., "**BSF SECONDARY SCHOOL, SHILLONG**"

5. A page showing '**Payment Category**' will be displayed and from the drop down menu, select your class and category/ward you belong properly.

❖ FOR NEW ADMISSION, TYPE '**NEW**'

❖ FOR 1ST QTR OLD STD, TYPE '**1**'

❖ FOR 2ND QTR, TYPE '**2**'

❖ FOR 3RD QTR, TYPE '**3**'

❖ FOR 4TH QTR, TYPE '**4**'

❖ FOR BUS FEE, TYPE '**BUS**'

6. Fill in your Name, Class, Stream (for XI & XII), Section, Roll No, Admission No, Father's name and Phone number.

7. Click on the '**Submit**' button. Verify all the details on the next page and click on '**Confirm**'.

8. The page will display following options for payments.

a) Net Banking State Bank of India and associate Banks. Other Banks.

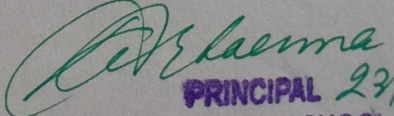
b) Card Payments State Bank ATM-cum- Debit (Rupay) Card, other Banks Debit(Rupay) Cards. All Credit Cards.

c) Other Payment Modes - SBI Branch. (i,e generate a pre-printed challan and pay at any SBI branch)

9. Choose the desired option and makes the payment.

10. It is mandatory for the students to **download** and take a **print out** of the Receipt after payment of fees and **submit** the same to their respective class teacher.

11. For any queries related to SBI Collect you can contact Computer teachers or you can approach the School's Account Section.


PRINCIPAL 23/2/23
BSF SR SEC SCHOOL
UMPLING SHILLONG - 06