



Sahoday Sr. Sec. School

Hauz Khas, New Delhi 110016

Dear Parents/Guardians

In compliance to the order dated 18th April 2020 by the Directorate of Education, Govt. of NCT of Delhi, schools are directed to charge only the Tuition Fee from the parents on monthly basis during the lockdown period, whereas Development and Annual fee will be charged on monthly basis after the completion of lockdown period.

We truly understand that some parents may have financial difficulties due to ongoing lockdown situation and we hope that you too understand that our teachers are putting up their great efforts in teaching our students online so that they don't miss their studies and the collection of fee from the parents will certainly help the school to pay them salaries.

As the school office is closed due to the outbreak of pandemic Covid-19, we most humbly request you to pay online fee of your ward through PAY FEE link which is given in the school website (www.sahodayschool.in) .

The school further request you to kindly pay the online fee :

- For the month of April by 10th May 2020 ,
- For the month of May by 20th May 2020, and
- For the month of June by 15th June 2020 .

The steps for the payment of online fee is available in the below pages.

The School Management is grateful to all the parents for being so supportive throughout this period and we seek your cooperation in future endeavours.

Stay Home. Stay Safe. Stay Healthy.

God Bless

Management
Sahoday School

NB : If any query regarding the payment of School fee, Kindly contact on the phone number) as given below.

Query timing : 11:30 AM to 1:30 PM noon

For classes 1st to 5th :

+91 8588911995

For classes 6th to 8th :

+91 9717513249

For classes 9th to 12th :

+91 8851930206

Steps to make online payment of school Fees

instructions



• Step 1: Click to Pay

In the website please click “Online Fee Payment”.



Next Screen - Enter Captcha

Once page is opened Please Enter shown Captcha and proceed.

CSB Bank
New Payment
SELECT ORGANIZATION
Institution/Organization Name* Sahoday Senior Secondary School, New Delhi
Enter Captcha
View Terms and Conditions
RESET
PROCEED
Mandatory fields are marked with an asterisk ()

• Step 2 : *Fill Details*, **Student ID** is your ward **Admission number** and then fetch details, you get a display of installment wise fee records whether the installment is paid or unpaid ;

CSB Bank
New Payment
Sahoday Senior Secondary School, New Delhi
C-1, Safdarjung Development Area, Hauz Khas, New Delhi - 110016
FILL DETAILS
Payment Purpose* Fees
Student ID*
FETCH DETAILS
STUDENT DETAILS
STUDENT NAME ABEL ABEY JOSEPH
CLASS III

Kindly select the month for which the fee to be paid and fill OTHER DETAILS I.e Your **Mobile Number** and Your **Email ID** and then proceed ,

• Step 3: Confirm Details, after confirming the filled details kindly proceed to Pay.

CSB Bank
New Payment
FILL DETAILS
Payment Purpose* Fees
Student ID*
FETCH DETAILS
RESET
STUDENT DETAILS
STUDENT NAME ABEL ABEY JOSEPH
CLASS III
DIVISION C
FEE DETAILS
Select Fee Head Due Date Fee Amount Late Fees Fee Paid Total Fee Due
Tuition Fees - April 10-05-2020 4610 0 0 4610
Tuition Fees - May 20-05-2020 4610 0 0 4610
Tuition Fees - June 15-06-2020 4610 0 0 4610
Total
OTHER DETAILS
YOUR MOBILE NUMBER* YOUR EMAIL ID*
Field Cannot be empty. Activate Wt Go to Settings

Step 4 : Pay Online, you will be re-directed to payment gateway; Where you will be asked to choose the mode of payment will be Authenticated over the Gateway, Payments can be made from any bank account via *NetBanking, Credit/Debit Cards, Wallets/BHIM-UPI*.

Parents may choose any option as per their convenience and applicable charges details mentioned in Confirm Details page.

First option is of Card (*Visa, MasterCard, Rupay & More*) :
Parents are required to select their card type and proceed for payment.

Second option is of NetBanking (*All Indian Banks*) :
NetBanking websites of respective Bank will open and follow the regular mode.

Third option is Wallet : Payment can be made from selected Wallets mentioned in the screen only.

Fourth option is UPI/QR : Parents are required to fill their virtual UPI Id on the screen and instantly they will receive message for payment of School fees at their respective Payment App.

QR code scan payment screen can also be obtained for payment of fees without any charges.

Step 5 : E-receipt is sent to parents Email ID entered at **Step 2**.
Parents can also download it from the portal as and when required.