



HELP MANUAL FOR ONLINE FEE PAYMENT

❖ STEPS FOR ONLINE PAYMENT PROCESS

- Go to the website <https://utkaluniversity.ac.in/> or Scan the QR Code for directly go to payment link.
- Then click on Online Payment Tab in the Home Page.
- Select the Payment Category:
 - Select Examination Fee for Colleges/ Departments for Examinations Fee Deposit. (You may put the Total Fees i.e CNR generated final rupees in the Examination Fee (All Courses) or fill the respective heads in this Tab)
 - Select Fees for Original/ Duplicate Certificates for Original/ Duplicate Certificates of different Pass Out Year.
 - i. Please select a particular year with rupees and select rest as 0. You can select for multiple year with rupees if required for taking different Pass Out year certificates. (Before selecting year with rupees please enquiry about rupees to pay for certificates at the EX-IV(OC) section)
- Select Miscellaneous Fees then click Particulars of Remittance for Provisional Certificate, Date of Publication, Transcript, Verification, Merit Certificate, Mark Sheet, College Transfer Certificate, Photocopy of Answer Copy, Re addition of Mark Sheet, Duplicate Registration, Ph.D Fees, etc.
- Fill the details correctly and click on Next. In the next page check the details for payment and proceed.
- Now pay through different payment mode i.e Net Banking, Debit/ Credit Card, Branch Mode or by QR Scanner.
- Once paid, a payment receipt will be generated. Save/ Print it for future reference.
- Different forms are available in the Examinations Tab of the Utkal University website. Print the required form and submit it at the General Diary section after filling all the details with the required documents and money receipt. Candidates should approach for the certificates after 24 hours of successful completion of payment process.



For SBI Payment



For Forms

UTKAL UNIVERSITY
VANIVIHAR, BHUBANESWAR-751004

OFFICE ORDER

Comp. misc-01.
No. CoF/ 9050 /2023

Dated: 25.9.23

It is for information of all concerned that online payment facility has been provided in the University website for benefit of all students and affiliated colleges. Hence, all are requested to deposit different University fees through online mode only following a few simple steps without visiting the bank or University counter time and again.

Steps to Make University Fee Payment Online :

1. Go to www.utkaluniversity.ac.in
2. Click Online payment.
3. Select the payment category from the drop down list.
4. Enter payment details and details of the depositor.
5. Tick Terms & Conditions, enter captcha and click on the next button.
6. Verify the details and click on the next button.
7. Select the mode of payment (Net Banking/ Debit Card/Credit Card/UPI etc.).
8. Enter the details as required and click on the Login button.
9. Verify the payment details & confirm.
10. Enter One Time Password and confirm.
11. Download the challan/payment receipt.


Comptroller of Finance

Comp. misc-01.
Memo No. CoF/ 9051 /2023

Dated 25.9.23

Copy forwarded to the Private Secretary to the Vice Chancellor for kind information of the Vice Chancellor/ PA to Registrar for information of Registrar/ Chairman, Post-Graduation Council/All Affiliated Colleges/ Director College Development Council/ Controller of Examination/ All Heads of Department/ Section Officer,(Payment/ Compilation/Cash) & Notice Board for information & necessary Action.


Comptroller of Finance

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