

PADMA SESHADRI BALA BHAVAN SENIOR SECONDARY SCHOOL

Dear Parent,

We are happy to inform you of the online fee payment, the procedure for which is outlined below:

- 1) Log on to the school website – www.psbbschools.ac.in and click the link ‘CLICK HERE TO SCHOOL FEE ONLINE’ to enter the **City Union Bank Fee Payment Portal**.
- 2) See the payment charge for Internet Banking / Debit Card / Credit Card. Also see the demo for Net Banking.
- 3) Then type the USN in the USN Text Box and click the ‘Submit’ Button to get the details of the student for the USN Number entered. Reenter the USN to verify the same.
- 4) In the Student Details page, select the ‘Fee Payment for’ from drop down list to select the fees (**Annual fee / I Term Fee**) and click the ‘Proceed’ Button to go to the fee structure page.
- 5) Now you will get the Total Fees to be paid by the student along with the detailed Fee Structure for the requested USN.
- 6) Verify all details of the student.
- 7) Fill / Edit the mobile number and Email-id.
- 8) Click the ‘Pay’ Button to pay the fees.
- 9) You will now be directed to the Payment Gate Way Page. Here you can choose your Payment Mode (i.e., Internet Banking/Debit Card/Credit Card) to pay the fees. Once you complete the payment process successfully, you will be redirected to the **City Union Bank Fee Payment Portal** to generate the payment receipt.
- 10) Separate Receipts will be generated for
 - a) School Fees
 - b) Computer Fees
 - c) Skill Development Charges
 - d) PTA fees
- 11) Please ensure that a printout for all receipts is taken.
- 12) In case you encounter any technical difficulty in the above process, kindly contact **72992 13801**.
- 13) During the previous online fee payment processes, it was observed that some parents have transferred the money through RTGS/NEFT. As a result we were unable to trace the source of fund, hence **‘KINDLY DO NOT PAY THROUGH RTGS/NEFT’**. If payment is received through the above mode, the same will be returned to your bank account and the case would be treated as non-payment.

Kindly co-operate and pay only through City Union Bank online (link) provided in the school website (www.psbbschools.ac.in) or through Demand Draft in the school fee payment counter.
