



**FOR CLASS PG I to CLASS XII**

**Sub: Online Fee Payment Facility**

Ref: DPSG/Gen/17-18/Admn: 03

Date: 27.03.2017

Dear Parent,  
Greetings!

You will be glad to learn that we've partnered with **PAYTM** to collect school fee online. Now you can make the payments using **credit card, debit card, net banking** and **Paytm wallet**. The payment process flow is mentioned below for your reference. You're requested to read & follow the instructions for smooth transaction.

How to pay fee on Paytm.com (On Website)

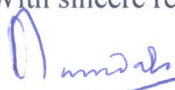
- 1) Log in to <https://paytm.com/education>
- 2) Under the **Fees Payment** option, click on 'Institute'.
- 3) Select "Delhi Public School Guwahati".
- 4) Enter your enrolment number (i.e Student Id) and other required details (if any).
- 5) Confirm the fee details & proceed.
- 6) Pick your payment option. 'Pay Now' with your Paytm Wallet or Debit Card/ Credit card/ Net Banking. **No convenience fee is charged when you pay your fee with Paytm.**
- 7) You'll receive a payment confirmation from Paytm on your registered mobile number and email id.

How to pay fee on Paytm App (Through Mobile App)

- 1) Open Paytm app and click on 'Fees' under 'Recharge or Pay Bills'.
- 8) Under the **Fee Payment** option, click on 'Institute'.
- 2) Select "Delhi Public School Guwahati".
- 3) Enter your enrollment number(i.e. Student Id) and other required details (if any).
- 4) Confirm the fee details & proceed.
- 5) Pick your payment option. 'Pay Now' with your Paytm Wallet or Debit Card/ Credit card/ Net Banking. **No convenience fee is charged when you pay your fee with Paytm.**
- 6) You'll receive a payment confirmation from Paytm on your registered mobile number and email ID.

**FEE PAYMENT:** To avoid extra burden of late fine it is expected that parents pay the fee on time as per the fee payment schedule printed in the fee book 2017-18 provided along with ROA during result declaration. Fee reminders may not be possible and any request for exemption of late fine on the ground of non-receipt of reminders will not be considered. Kindly read carefully the fee rules printed in the fee book and be guided accordingly.

With sincere regards,

  
Principal

