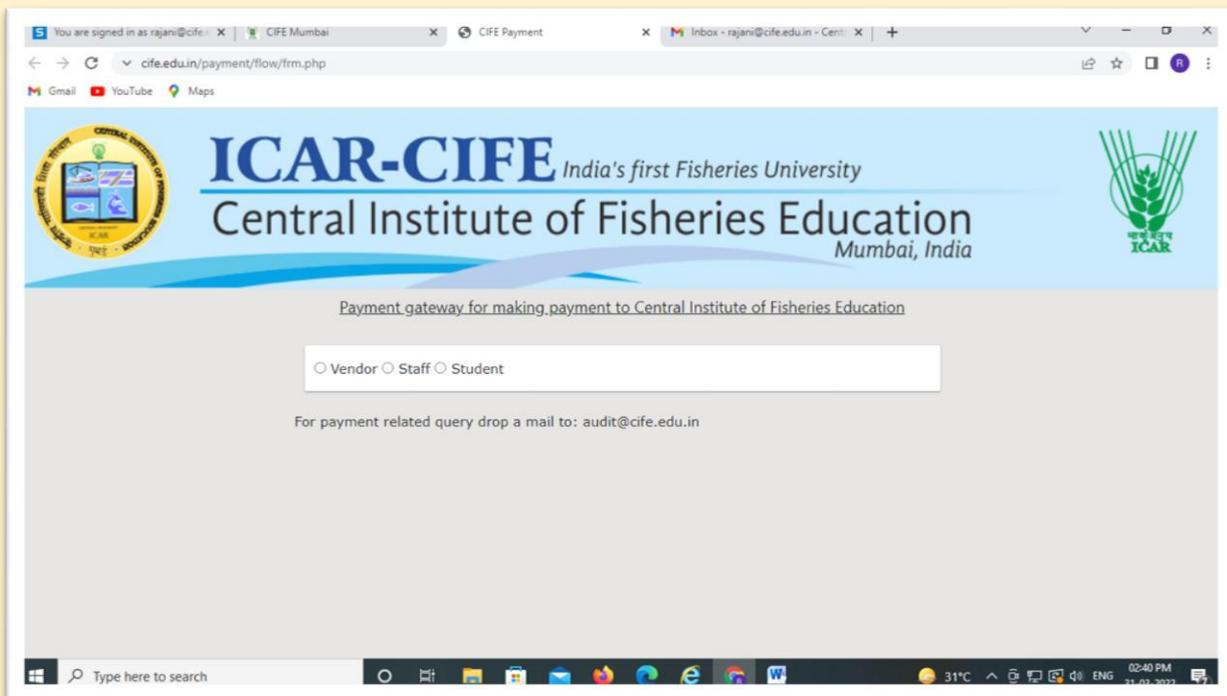


ICAR-CIFE payment gateway Instruction manual

STEP - I

- Go to the Institute website URL:
 - <https://www.cife.edu.in/index.html>
- On Home page click on:
 - **Online Payment Gateway**
- Below Screen is displayed:



- On this screen select any one option based on your roll:
 - Vendor
 - Staff
 - Student

STEP - II

- **If Vendor / Staff is selected:**
 - Payment Form for **Vendor / Staff** is displayed:

- Fields marked with (*) mark are mandatory fields
- For **Staff** – “ **Select Place of Posting**” from dropdown list
- Select suitable “**Purpose of Payment ***” from the dropdown list
- If the suitable “**Purpose of Payment**” is not found in the list - Select – “**Others / Any Other deposit by Employees**”
- **Reference Number ***: Type the Office order/PO/Tender etc. letter reference No. for payment.
- **Remarks ***: Brief description of payment
- **Amount ***: Type the amount in Rupees
- Select : “ **Submit**” button

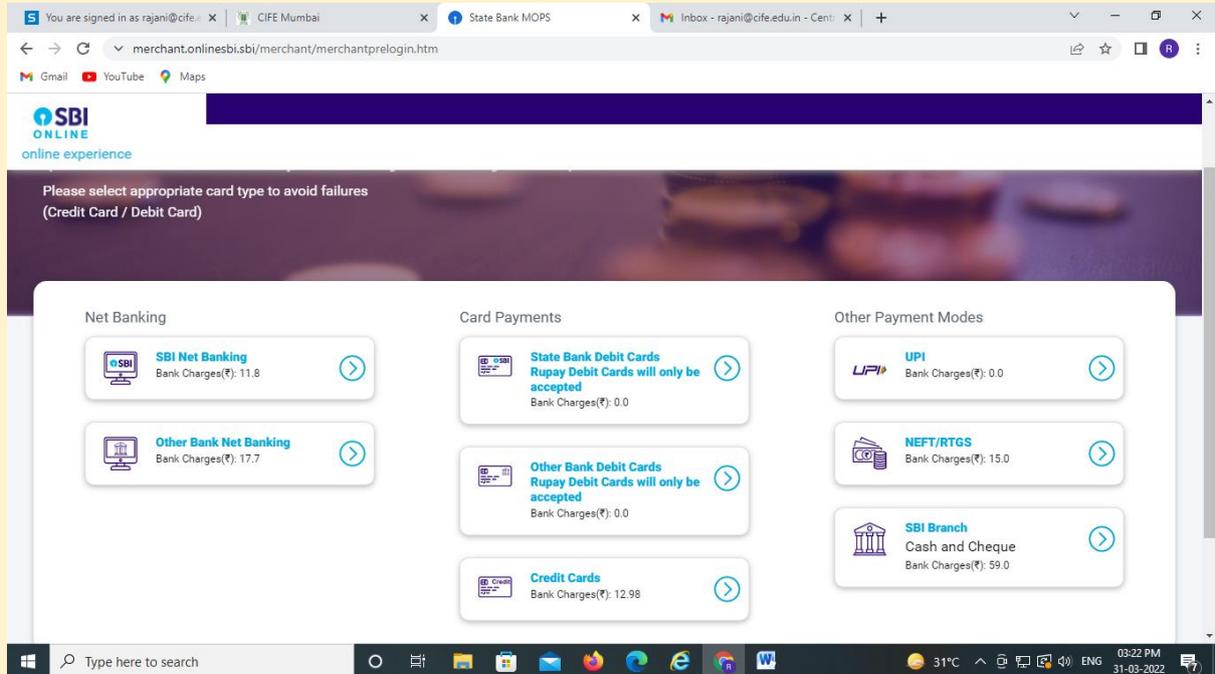
➤ **If Student is selected:**

- Enter Student Details :
 - **Full Name of Student ***
 - **Registration No. ***
 - **Email ***
 - **Mobile ***
- **From Dropdown list select:**
 - **Degree***
 - **Semester***
 - **Category***
- **Remarks ***: If the suitable option is not available in the dropdown list: Specify the details under “**Remarks**”
- **Amount ***: Type the amount in Rupees
- Select : “ **Submit**” button

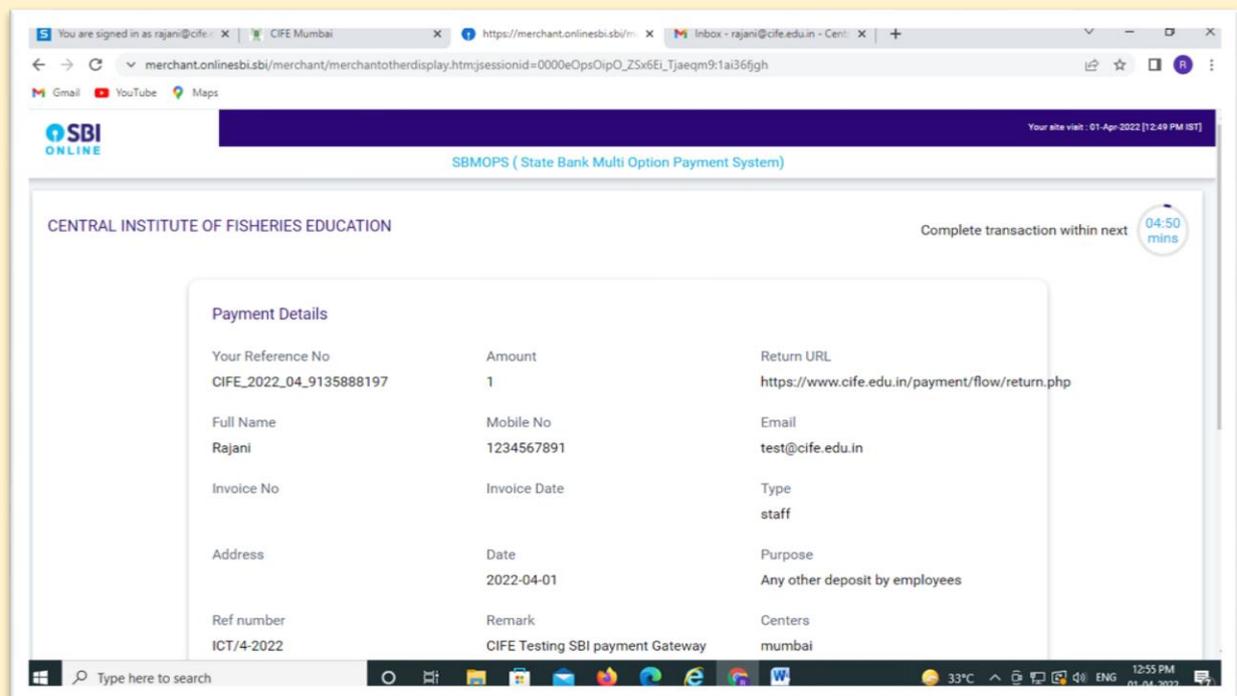
STEP – III

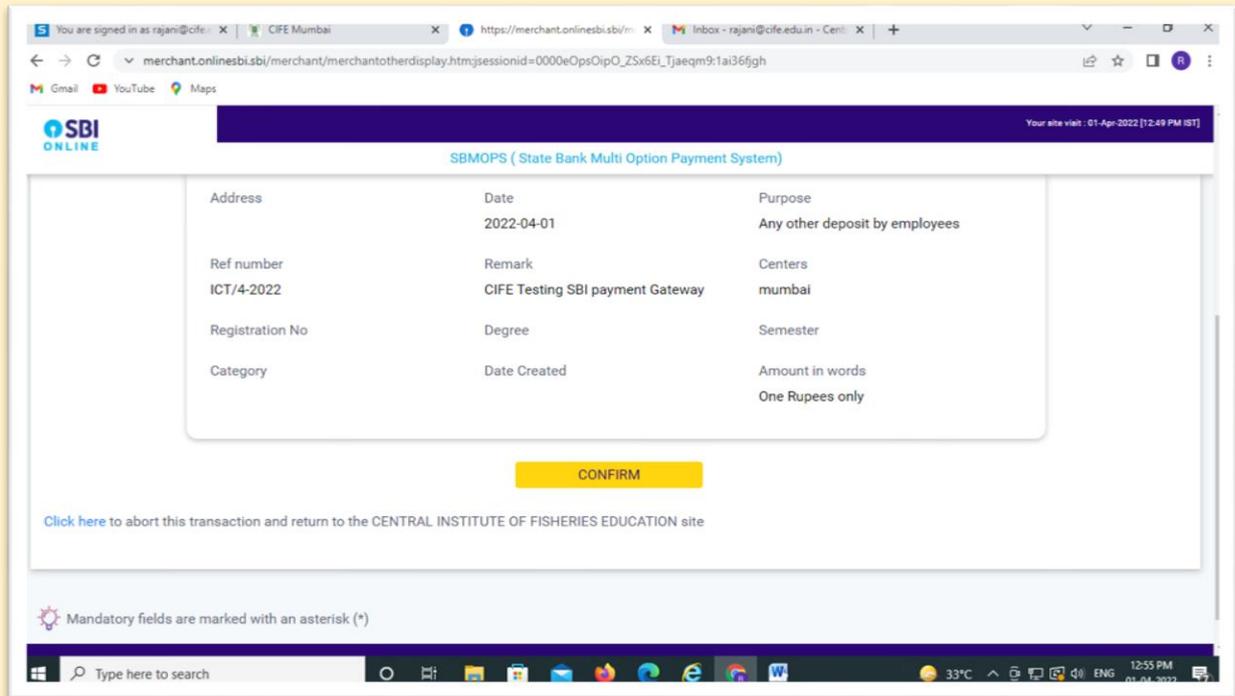
➤ **User is directed to SBI bank portal:**

- **Select the appropriate mode of payment**



➤ **Verify the details entered:**





➤ If the details are OK : select “ **CONFIRM**”

Or

➤ Click on: “**click here to abort transaction**”

- Follow the instructions on bank portal and make the payment.
- Note down “**Your Reference No.**” For future correspondence.

➤ For payment related query drop a mail to: audit@cife.edu.in
