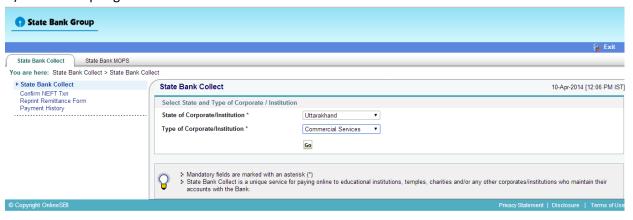
Instructions for E-Payment

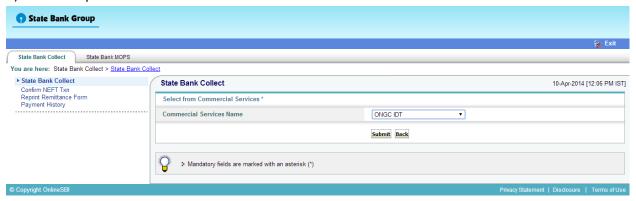
- 1. This facility is for payment of fee for Services rendered by the Institute of Drilling Technology only. <u>PLEASE DO NOT REMIT PAYMENTS MEANT FOR OTHER UNITS OF ONGC.</u>
- 2. The Online Payment facility is valid for payments in INR only. Fee denominated in foreign exchange may be routed through Demand Draft / SWIFT route only.
- 3. Please proceed to pay only after obtaining a confirmation from the respective Service Coordinator. The service Co-ordinator will assign a Sales Order No, (SO No,) for each service which has to be mandatorily quoted in the "SO no./ Billing" field of Payment page. ONGC-IDT does not undertake to refund any unauthorized remittance.
- 4. Please make separate remittance for each Nature of Service category. Fee structure is available at relevant links on this site.
- 5. The link below will take you to the "SBI Collect" service page. Please read and accept SBI's Terms and conditions page before proceeding.
- 6. In "State of Corporate/Institution *", choose 'Uttarakhand' from the drop down menu. Under "Type of Corporate/Institution*", choose 'Commercial Services' and click Go.
- 7. Under "Commercial Services name", Choose 'ONGC IDT' from drop down menu and press Submit.
- 8. Under Select Payment Category, Choose 'Service Fees'. This will take you to the IDT service fees remittance form. Fill in the relevant details carefully. Fields marked as * are mandatory. You may also refer to 'Payment Details Document' available on the form for guidance. After submitting the information you will be directed to the payment options.
- 9. You can choose to pay through
 - a. SBI's net Banking service.
 - b. Any of the other Bank's Net Banking service as available.
 - c. SBI ATM cum Debit Card d) Any other Bank's debit or credit card.

You can also pay over the counter from any of SBI's Core banking branch network. SBI charges a modest transaction fee as stipulated for each mode from the remitter.

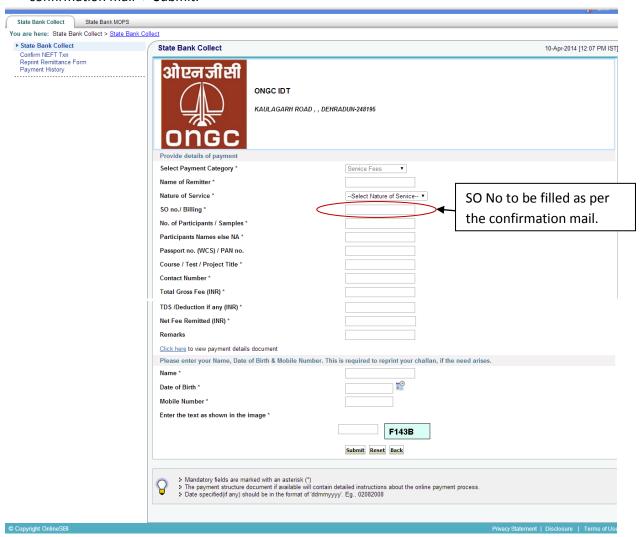
- 10. After payment is processed, an instant receipt will be generated. You are requested to keep a print of the same for any further correspondence.
- 11. Significant steps are also illustrated below for convenience. To proceed for E-Payment now click https://www.onlinesbi.com/prelogin/icollecthome.htm
 - A) After accepting -> fill state & Institution -> Go.



B) From drop down select ONGC IDT -> Submit.



C) From drop down select service fees -> fill all details along with SO No. as received in confirmation mail -> Submit.



D) From drop down select service type ->



- E) See the service charges for each type of payment mode and select accordingly and at last submit
- F) Take a print out of Remittance for future requirement.