



GOVERNMENT OF MAHARASHTRA

STATE COMMON ENTRANCE TEST CELL, MAHARASHTRA, MUMBAI

Head Office : 305, Government Polytechnic Building, Kherwadi, Ali Yawar Jung Marg, Bandra (E) Mumbai - 400 051.
Regional Office: CET Cell, Directorate of Technical Education, 3, Mahapalika Marg, Mumbai 400 001.

NO. STATE CET CELL / ARC / SOP / Fees / 594 / 2017

Circular

Date : 29th June, 2017

Subject : Standard Operating Procedure (SOP)

Collection of Seat Acceptance Fee Demand Draft/ Pay Order for Academic Year 2017-18 (ARC & Bank Representative)

The Seat Acceptance Fee is to be paid by the Candidate through the Net Banking/ Credit Card/ Debit Card. However, as alternative facility of payment to cope up with Online Payment failure, if any. The State CET Cell has decided to accept Seat Acceptance Fees from the candidate by Demand Draft/ Pay order. Hence CET Cell has decided to avail services from Axis Bank Ltd for collection of Demand Draft / Pay Order. The SOP regarding collections shall be as follows -

- The CET Cell shall share the contact details of the Axis Bank Officer or their authorised representatives to ARCs and Regional Office as well as CET Cell Officer designated for coordination.
- Candidate will make a payment by Demand Draft / Pay Order of seat acceptance fees at designated ARC.
- Demand Draft (DD) / Pay Order (PO) of only *Nationalised / Scheduled Banks* shall be in favour of 'Commissioner, State CET Cell, Maharashtra, Mumbai' payable at 'At Par'.
- The Candidate or ARC officer should fill all details of DDs/POs.
- The System shall generate the report of all the DD/PO Collected at ARC.
- The ARC officer will verify and print the report of payments through DD/PO on daily basis for each admission.
- Axis Bank representative will visit the designated ARC to collect the Demand Draft /Pay Order on stipulated day once in a week.
- ARC officer should handover all the DDs/POs along with the report for each admission to Authorised Axis Bank Representative and get the acknowledgement. The identity of the Authorised Axis Bank Representative need to be verified.
- ARC officer shall send the copy of report of receipt of DD/PO handed over to Authorised Axis Bank Representative along with Demand Draft details for various admissions to CET Cell for information.

(Chandrashekhar V. Oak) I.A.S.
Commissioner, State CET Cell, M.S., Mumbai