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सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

SU/FIN/F-3/108/2018/ 139

Date: 28.04.2022

CIRCULAR 12/2022

**Subject: Payment of Even Semester – 2022 fee
(February 2022 to June 2022)**

The payment of Semester Fee by the students for **Even semesters** starting from February 2022 has become due. Accordingly, it has been decided to collect the fee through online mode only. The total fees payable by the concerned student will appear after entering their **Registration No. as ID** for which the detailed instructions are given below:

A payment link will be activated from **02.05.2022** and the student shall be able to pay fees without late fee till **20.05.2022**. Fees paid after **20.05.2022** till **31.05.2022** shall attract a late fee of **Rs. 25/-** per day. The online payment link shall be deactivated at midnight of **31.05.2022**.

Instructions for Online Fee Payment via Samarth Module:

To pay online, the students shall have to logon to the University **website** www.cus.ac.in and go to **Student Corner Tab** → **Online Fee payment** → click on **Even Semester Fee Payment 2022**.

After clicking the Even Semester Fee Payment 2022 the link will take you to the landing page "cus.samarth.edu.in". Please follow the steps given below to pay the fees thereafter:

Note:

- All those students who have already registered last time need not register again and may follow the process prescribed in Sl.No. vii below for payment of Even Semester Fee 2022.



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- b) For the students who have not registered themselves in SAMARTH before may follow the steps from Sl. No. I to vii below:
- Click on the New Registration button to register in the Student Portal
 - Fill up the registration form with the valid details
 - Enter the OTP received in your email in the OTP filed below and complete the registration process.
 - Enter your desired password and select the submit button.
 - After successfully registering the portal, log in using the registered Registration Number and Password.
 - In case to reset the password, click on the Reset Password button.
 - After login – Click on **Student** button – Under Student button click on **Fee** – then click on “**CLICK HERE**” button which says “**fee active for session 2022 February**” – Verify the Fee details and click on HDFC Gateway – Select the relevant “**Pay With**” option from the dropdown button and pay the fee.

Note: For any queries/Issues regarding payment of Tuition Fee please contact Arun Thapa, Student Affairs, Finance Section via **Email ID:** studentfinance@cus.ac.in & **Phone Number:** 9064196991 (M)

[Pratap Keshari Dash]
Finance Officer

Copy to:

- PS to the Vice-Chancellor
- PS to the Registrar
- PS to the Finance Officer
- Librarian
- PS to Controller of Examinations
- All Deans of Schools
- Dean Students' Welfare
- Head/ In-Charge(s) of Department
- President, SUSA
- Mr. Arun K. Thapa, UDC (F)
- All Notice Boards
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