

## **SAMARTH EXAMINATION FEE FORM/ PAYMENT PORTAL QUERIES**

Query 1: I have paid the examination fee, but fee receipt is not generated on Samarth Portal.

Query 2: I have paid the examination fee on Samarth Portal two times. Kindly refund the excess payment.

Students can follow the following steps: -

### **Query 1 Steps to Follow:**

1. Students will login with their respective credentials on the Samarth Exam Portal.
2. After Login, Students will get the "**Fee**" link on the left side of the screen.
3. He/ She may click on the "**Fee**" link.
4. After clicking on the "**Fee**" link, he/ she will get the "**All Transactions**" button on the right side of the screen.
5. He/ She may click on the "**All Transactions**" link.
6. After clicking on the above mentioned "**All Transactions**" link, Students will get all transaction details, which he/she has done earlier.
7. Now, Students will click on the "**Check Payment Status**" button against each and every required examination fee payment status rows.
8. After completing the above status, Students will get their examination fee payment status with fee receipt.

### **Query 2 Steps to Follow:**

1. Students will login with their respective credentials on the Samarth Exam Portal.
2. After Login, Students will get the "**Fee**" link on the left side of the screen.
3. He/ She may click on the "**Fee**" link.
4. After clicking on the "**Fee**" link, he/ she will get the "**All Transactions**" button on the right side of the screen.
5. He/ She may click on the "**All Transactions**" link.
6. After clicking on the above mentioned "**All Transactions**" link, Students will get all transaction details, which he/she has done earlier.
7. Now, Students will click on the "**Check Payment Status**" button against each and every required examination fee payment status rows.
8. After completing the above status, Students will get their examination fee payment status with fee receipt.
9. Students will take print out of both successful payment receipts.
10. Students may contact the Finance VII (University of Delhi - North Campus) for filling the refund form and attached payment receipts for the same.
11. Delhi University may process the refund.