Instructions for E-Payment

1. This facility is for payment of fee for Services rendered by the Institute of Drilling Technology only. **PLEASE DO NOT REMIT PAYMENTS MEANT FOR OTHER UNITS OF ONGC.**
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 Co-ordinator.** 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.
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/collecthome.htm](https://www.onlinesbi.com/prelogin/collecthome.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.

SO No to be filled as per the confirmation mail.
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.