



Fee Portal

Directives for "Applicants" to Access and Navigate through Lucknow University's GST and Miscellaneous Fee Management Module

Step 1 -Login on the Portal

- To login on **GST and Miscellaneous Fee Management Portal**, navigate to the URL : <https://fee.lkouniv.ac.in/apps/GST/Account/index>
- You can access the portal using your mobile number. Please ensure your mobile number is available during login for OTP verification.
- Input your Mobile Number and Captcha into their designated fields, and then proceed by clicking on the **Proceed to Mobile Verification** button.
- Following a successful login, you will be seamlessly redirected to the Application Dashboard.

Step 2 -Filling the Application Form

To Complete the form, Users will have to submit the below details:

Basic Details

- a) Mobile Number
- b) Depositor's Name*
- c) Email ID*

Fees Type

- GST Applicable Fees
- Miscellaneous Fee

Follow these steps for GST Applicable Fees

Other Details

In other details column, choose either of the 2 options – College or Individual

1. Fill the following details for College option:

- a) City/District *
- b) College *
- c) College/Individual GSTIN *
- d) College/Individual PAN *
- e) Select Head *
- f) Amount *
- g) State GST @
- h) Central GST @
- i) Total Tax
- j) Final Amount Payable
- k) Class/Remark

After filling in all the fields, click on the **Proceed to Payment** Button.

The details will be submitted thereafter.

2. Fill the details below for Individual option:

- a) District *
- b) Individual Address *
- c) College/Individual GSTIN
- d) College/Individual PAN *
- e) Select Head *
- f) Amount *
- g) State GST @
- h) Central GST @
- i) Total Tax
- j) Final Amount Payable
- k) Class/Remark

After filling in all the fields, click on the **Proceed to Payment** Button.

The details will be submitted thereafter.

Follow these steps for Miscellaneous Fee

Other Details

In other details column, choose either of the 2 options – College or Individual

3. Fill the following details for College option:

- a. City/District *
- b. College *
- c. College/Individual GSTIN *
- d. College/Individual PAN *
- e. Select Head *
- f. Amount *
- g. Class/Remark

After filling in all the fields, click on the **Proceed to Payment** Button.

The details will be submitted thereafter.

4. Fill the details below for Individual option:

- a. District *
- b. Individual Address *
- c. College/Individual GSTIN
- d. College/Individual PAN *
- e. Select Head *
- f. Amount *
- g. Class/Remark

After filling in all the fields, click on the **Proceed to Payment** Button.

The details will be submitted thereafter.

Step 3- View Payment History

- After submitting the details, you will click on the **Payment History** Button.
- Subsequently you will be redirected to the Payment History Page.
- The transaction details will be displayed in the following order:

- ❖ S.NO.
- ❖ PAYMENT HEAD
- ❖ CHALLAN NO.
- ❖ CHALLAN DATE
- ❖ AMOUNT
- ❖ BANK TRANSACTION NO.
- ❖ TRANSACTION DATE & TIME
- ❖ PAYMENT STATUS

Click on the **Pay Now** button under the **Payment Status** Heading.

- After clicking on the **Pay Now** button, you will be redirected to the Payment Gateway where you will be able to make the payment after choosing your Bank.
- Payment will be done and the application will be forwarded to the Concerned Authority for further processing.