

**FINANCE & ACCOUNTS OFFICE
INDIAN INSTITUTE OF TECHNOLOGY
ROORKEE**

No.F&A/Spring fee/2010-11/

Dated: Dec. 20, 2010

All (UG/PG & Ph.D) Students

Sub: Fee Deposit-Spring Semester 2010-11.

This is for the information of all students that Fee may be deposited by any of the following modes for Spring Semester (2010-11)

SCHEDULE FOR DEPOSITING INSTITUTE & MESS FEE

S. No.	Period	Amount of late fee
1.	03.01.2011 to 10.01.2011	No late fee
2.	11.01.2011 to 14.01.2011	Rs. 500/-
3.	After 14.01.2011 with the permission of competent authority	Rs.1000/- per month or part their of (after the last date with late fee)

Venue for depositing the fee up-to 10-01-2011 is Students Club and thereafter at PNB after verification from the Accounts Office.

MODE OF PAYMENT

i	By Account transfer	This is applicable only to those students who are having bank account with PNB & S.B.I. IITR Branch.
ii	By Bank draft	Bank draft shall be in favour of <u>Registrar, IIT ROORKEE, payable at Roorkee only.</u>
iii	By Local Cheque	Only local cheques of any Bank of Roorkee .

***(Please note that Fees in cash will not be accepted)**

If you are interested to Deposit the fee through cheque, you may request your bank to issue you the cheque book in advance to avoid any problem at the time of depositing the fee.

***Note:**

- 1. Account holders of SBI and PNB shall use separate fee slips available at Students' Club.***
- 2. Students have to ensure sufficient balance in their bank accounts before submitting debit slips/cheques.***
- 3. Claim for refund of excess fee deposited (due to change of status i.e. Dining- Non-Dining etc.) will be accepted upto 31.01.2011 only. Thereafter no request will be entertained.***
- 4. Students must bring their registration card for depositing the fee.***


(G.K. Rastogi)

Dy. Registrar (Accounts & Audit)

Copy to: All Heads of the Departments/Centres