

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

No. F & A/Spring Fee/2011-12/379

Dated: December 19, 2011
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All (UG/PG&Ph.D.) Students'

Sub: Fee Deposit Spring Semester 2011-12

This is for the information of all students that fee may be deposited by any of the following modes for Spring Semester 2011-12.

SCHEDULE FOR DEPOSITING INSTITUTE & MESS FEE.

Sl. No.	Date/Period	Amount of late fee
1.	26.12.2011 to 03.01.2012	No late fee
2.	After 03.01.2012 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 03.01.2012 is Students' Club and thereafter at Finance & Accounts Office.

MODE OF PAYMENT

1.	By Account transfer (direct transfer from Bank A/c at IIT Roorkee through fee challans)	This is applicable only to those students who are having Bank Account with PNB & SBI IITR Branch.
2.	By Bank draft	Bank draft shall be in favour of Registrar, IIT ROORKEE, payable at Roorkee only.
3.	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 up-to 25.01.2012 only.
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