

The students will have to fill-up the **Fee Receipt/Challan Form** (available at Andhra Bank, NSIT, Dwarka Branch) which consists of four copies one each (i) Bank Copy (ii) Accounts Section Copy (iii) Students copy and (iv) Academic Section Copy for the requisite fee amount.

The Andhra Bank of NSIT Branch will accept **Fee/Dues** from the students either in the form of **CASH** or in the form of **Bank Draft/Banker's Cheque** drawn in favour of "**Director, NSIT**" between **10.30 A.M. to 4.00 P.M. from 25/08/2011 to 02/09/2011 (Except holidays) as per the schedule.**

After acknowledging the receipt of student's Fee/Dues, the Bank will retain Accounts Section's Copy and return the remaining two copies of Fee Receipt/Challan Form to the students concerned who in-turn will deposit Academic Section Copy in Academic Section, Room No. 12, during the period of one week of submission of fee in the Bank from 3.00 P.M. to 5.00 P.M. and retain Student Copy with him/her.

The **Accounts Section's Copy** will be sent **directly** by the Bank to the Accounts Section after giving due credit to the Institute Account.

After the **last date of Fee/Dues collection is over**, student's Fee/Dues will be accepted only **with late fee @ Rs. 50/- per day.**

Note : Those students who have applied for Improvement & supplementary subjects they are advised to submit the photocopy of marksheet (statement of marks) for the same subject.

(MALA SOOD)
DY. REGISTRAR (ACADEMIC)

Copy to :

1. All Deans/HODs, NSIT
2. Registrar, NSIT
3. Coordinator, INS – with a request to upload the same on Institute's website. The soft copy of the same has been mailed to you.
4. D.R. (Accounts)/(Academic) NSIT
5. All Hostel Warden (Boys & Girls), NSIT
6. DDO, NSIT
7. Manager, Andhra Bank, NSIT Branch, New Delhi-110078 with the request to please make necessary arrangements at their **NSIT Branch** for collection of Fee/Dues from the Students on the date(s) of Fee Collection **w.e.f 25/8/2011 to 02/9/2011 between 10.30 A.M. to 4.00 P.M.** All such fee realized may be credited to account No. SB/50 `Director, NSIT' Account non grant.
- 8 . P.S. to Director
9. All Notice Boards

(MALA SOOD)
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