

INDIAN INSTITUTE OF TECHNOLOGY DELHI
HAUZ KHAS: NEW DELHI - 110 016.

Coordination Section

No.IITD/ICDN/2011/1798

Dated: November 16 2011

Sub:- Payment to Institute by Banker's Cheque / Demand Draft.

It has been noticed that, in some cases, QIP / CEP fees are received from the participants of the programmes through their personal cheques. On presentation to the banks, some of the cheques have been returned unpaid by the bankers with the remarks that "payment stopped by drawer" or "funds insufficient".

It has therefore been decided that henceforth all such dues to the Institute will be accepted only through Banker's Cheque to Demand Draft drawn in favor of "REGISTRAR, IIT DELHI" and personal cheques will not be accepted in any case other than employees of the Institute for payment towards fees or any other dues.

All Head of Departments / Centres / Sections / Units / Cells are requested to kindly bring the above instruction to the notice of all concerned for strict compliance with immediate effect.

This has approval of the Competent Authority.

Kalyan Kr. Bhattacharjee
(Kalyan Kr. Bhattacharjee)
Asstt. Registrar(CDN)

Distribution

Dy. Directors / Deans / Head of Deptts. / Centres / Sections / Units / Cells
Head, QIP / CEP
Deputy Registrar (Accounts)
Deputy Registrar (Audit)
MD, FITT
Prof. Incharge, Publication Cell / Head , Hindi Cell – For publication
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