

INSTRUCTIONS FOR FEES PAYMENT

05-02-2021

The Residents are directed to follow these instructions regarding fees payment:

THE RESIDENTS WHO HAVE BANK ACCOUNT IN IDBI:

As Residents who have bank account in IDBI Bank pay the fee through Monthly payment list, must pay attention while paying:

1. Signature made in Monthly payment list must be matched with the bank record. If signature found mismatched, it will be sole responsibility of the concerned resident, in wake of this mismatching, a date of payment will be considered same date which will be approved by the bank, in this case, a fine of late payment may be imposed consequently by the hostel.
2. As the fee is being deducted through auto payment mode by the bank, in view of this, please maintain reasonable balance into your bank account.

THE RESIDENTS WHO HAVE BANK ACCOUNT IN OTHER THAN IDBI:

1. As residents pay their fees only when the amount is verified by the housekeeper in hostel office, once the payment is made through online mode, a screenshot of the payment must be sent to the hostel email admissionrghg2020@gmail.com without delay.
2. In the subject of the email, the concerned month, of which payment has been made should be written. For example, if the payment of February month has been made, subject of the email will be: PAYMENT OF FEBRUARY.
3. Residents must ensure that the email contains following information.
 - Name,
 - Room no.
 - Amount of payment
 - Date of payment

Sd/-
Warden