

NIELIT IMPHAL CENTRE

OFFICE MEMORANDUM


Date 13th January, 2021

NIELIT(I)/ACA/CM-LT/53/17: It is hereby informed to all the concerned that due to COVID-19 pandemic, Caution Money deposited by students for the academic session 2020-21 in NIELIT Imphal and its Extension Centres at Churachandpur & Senapati will be adjusted with the amount due during the next semester fees or refunded, whichever is applicable and to be completed on or before 12th February, 2021.

The following are the responsibilities and procedure for adjustment/refund of caution money.

1. Preparation of students' list and to obtain caution money deposit slip/receipt along with the following bank account details from student(s) by Course Coordinator/Assistant Coordinator and be submitted the list & relevant documents to Academic Section (Kh. Memeta Chanu):
 - i. Account Name
 - ii. Account Number
 - iii. Type of Account
 - iv. IFSC Code
 - v. MICR Code
 - vi. Bank Name
 - vii. Branch Address
 - viii. A cancelled cheque.
2. Verification for caution money deposited/refund/adjustment by Academic Section & Accounts Section.

This is issued with the approval of the Executive Director, NIELIT Imphal.


(H. Premananda Singh)
Dy. Director (Fin),

Copy to:

1. The Course Coordinators/Assistant Coordinators/Academic Section/Accounts Section
2. In Charge, Website for kind updation of centre's website.

Copy for kind information:

1. The Sr. PS to ED for kind information of the ED, NIELIT Imphal Centre.
2. OICs, NIELIT Extension Centres at Churachandpur & Senapati.
3. Academic Head, NIELIT Imphal Centre.
4. File.