भारतीय प्रौद्योगिकी संस्थान गुवाहाटी
INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI
Finance & Accounts Section

Ref. No: IITG/F&A/E-PAYMENT/20-21/ 136
Date: 21 DEC 2020

NOTICE

Sub: Payment of Registration Fee for continuing students (Jan – May, 2021 Semester).

This is to bring to the notice of all students that the online payment facility of Registration Fee for Jan-May, 2021 semester will be available with immediate effect and will be closed at **5 PM on 30th Dec 2020**. Existing student borrowing education loan from bank can also use e-payment portal and pay their fee through NEFT. Process and guidelines for payment of fee through online and NEFT mode are attached herewith and also available on ePayment portal.

Please note that payment through NEFT is available only for the students borrowing education loan. Other mode of payment like IMPS, direct deposit into institute bank A/c will not accepted.

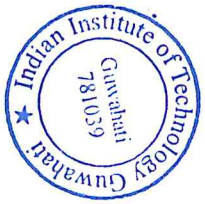
Those students who failed to pay the registration fee as per above mentioned deadline, will not be allowed for registration.

21/12/2020
Registrar

Copy to:
1. Director's Office / Dy. Director's Office / Registrar's Office / All Dean's Office : For information please
2. All HoDs / HoSs / HoCs : For circulation amongst all concerned.
3. Notice Board.

GUIDELINES FOR ONLINE PAYMENT OF REGISTRATION FEE

1. Students are advised to pay registration fee online.
2. Online payment of Registration Fee can be made, using the following modes:
   a. Net Banking
   b. UPI (BHIM)
   c. Debit Card
   d. Credit Card
   e. E-wallet
3. For making online payment of Registration fee, please login at the e-payment portal (https://online.iitg.ac.in/epay) using IITG web-mail id and password.
4. Guidelines for online payment of Registration Fee are available on the e-payment portal.
5. On successful payment of online registration fee, receipt will be generated and sent to the student's registered email.
6. No fee will be charged from the students for online payment of fees by any of the modes mentioned above.
7. Students are required to pay the fee online before the last date specified.
8. Students are advised to go through the online payment guidelines before making the payment of registration fee.
9. Please do not pay for second time in case of non-generation of payment receipt instantly or error page. Students are requested to wait at least for one more working day from the date of transaction and log in to https://online.iitg.ac.in/epay/selfdownload.jsp to download fee receipt. If still the problem exists, please lodge a complaint on the link (https://online.iitg.ac.in/epay/ComplaintLogin.jsp) and proceed with a fresh transaction. Your earlier payment, if received by the IIT Guwahati after two working days of your first transaction, will be refunded back to your bank through the same mode.
10. Facility for lodging complaint in connection with the online payment is available on the e-payment portal.
11. Please contact to Finance and Accounts Section, IIT Guwahati for any payment related queries and **gsupport@billdesk.com** for any online transaction related issues.
12. Registration fee by way of cash will not be accepted by the Finance & Accounts Section.

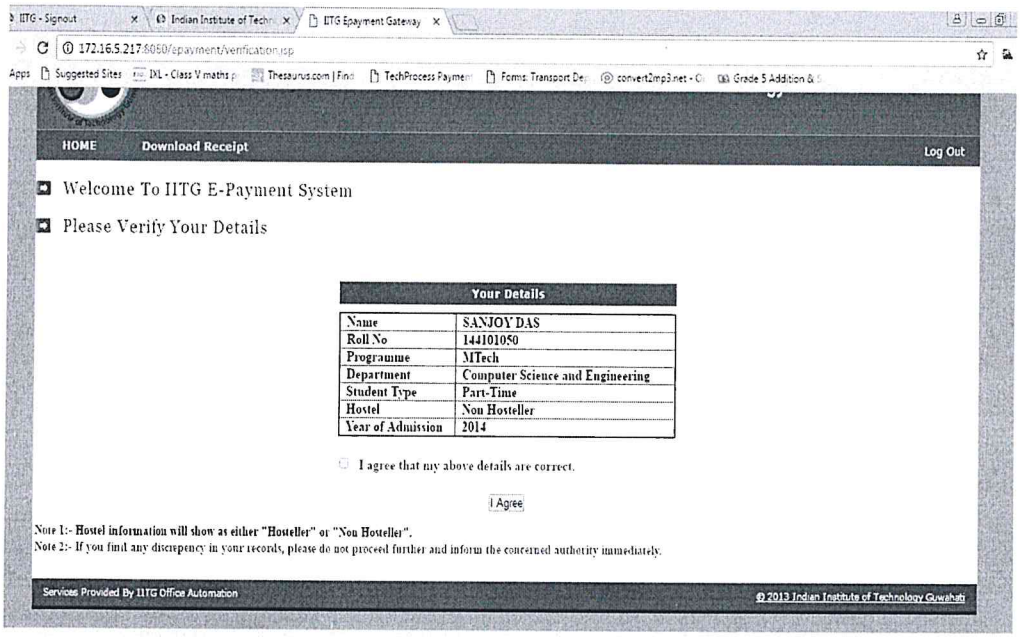


Process for Payment through NEFT

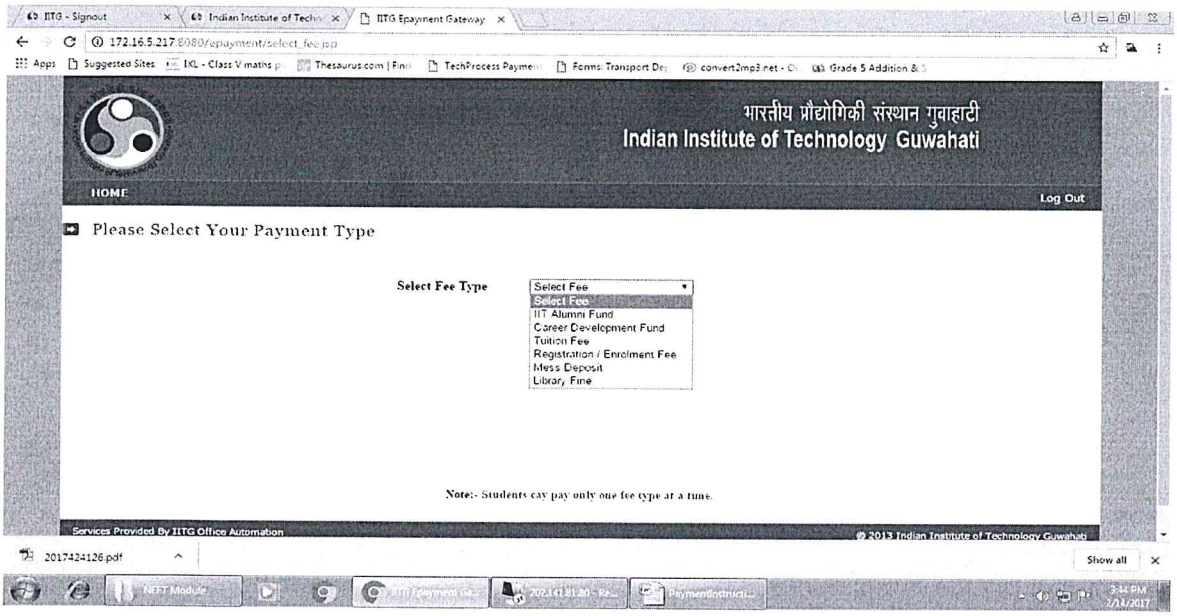
Existing student borrowing education loan from bank can pay their fee through NEFT.

Step 1:

- Student log in to the IITG E-payment portal (https://online.iitg.ac.in/epay) using their web mail id and password. After login, verify your detail and ensure that the same is correct. In case of any discrepancy follow the instructions by clicking on the tab 'CONTACT US'. If the details are correct, click the check box and I Agree button to know your fee amount and bank detail for NEFT.



- Select the fee type from drop down menu to know your fee amount.



Indian Institute of Technology Guwahati
Guwahati
781039

Step 2:

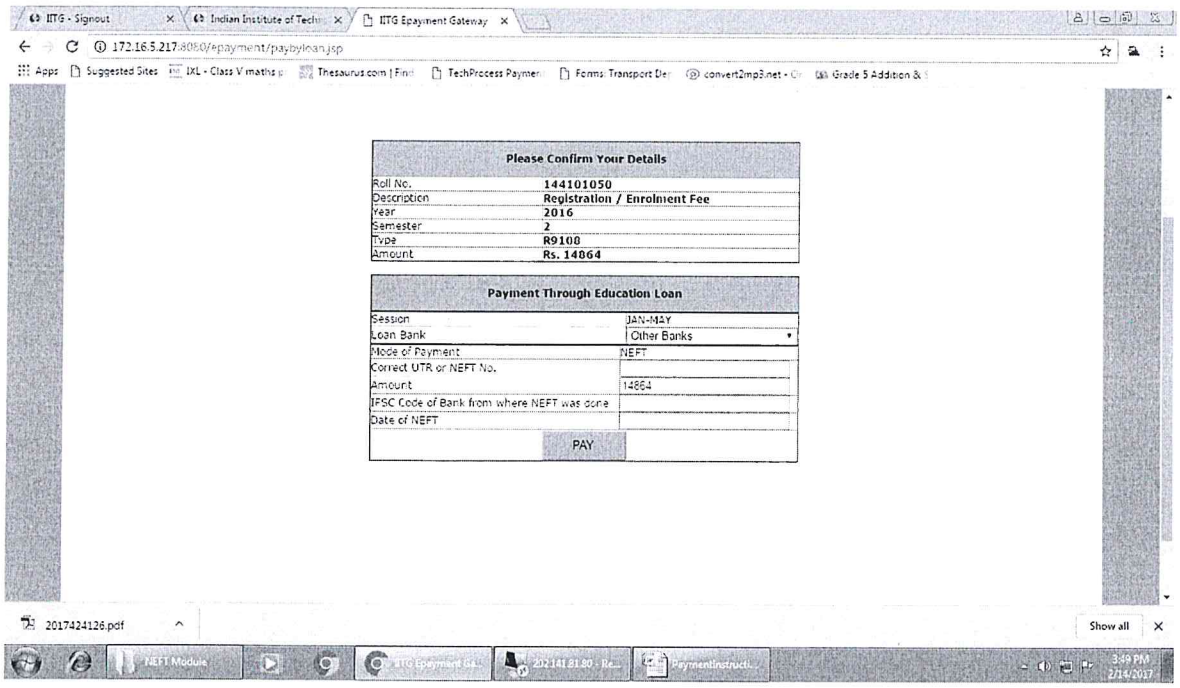
Students should provide Institute bank detail and exact amount of fee to his bank for transfer the fee amount to Institute Bank A/c through NEFT/BT as per detail below:

Account Name	IIT Guwahati – Students Fee
Account No.	8652101028709
IFS Code	CNRB0008652

While paying the fee through bank, please request the bank official to write your ROLL NUMBER and NAME in the narration field. Collect UTR No./Reference No (that reflect into Institute bank A/c) and IFS Code from Bank for providing payment information in the e-payment portal. In case of bank transfer ask for reference number that reflect into Institute bank account.

Step 3:

- Log in to the IITG E-Payment portal (https://online.iitg.ac.in/epay)
- Verify and confirm your details.
- Select "Registration/Enrolment fee" in the fee selection page.
- Select payment mode as "Pay through NEFT" and provide the following information in the payment option page.
  - I. **Complete UTR No./Reference No.** (After transferring fee amount request the bank official to provide the UTR No./Reference No. that reflect into IIT Guwahati Bank a/c)
  - II. IFSC of the bank transferring fee amount.
  - III. Date of NEFT.



The status would be updated in the e-payment portal within two working days and payment receipt would be available for download. Status of payment can also be checked after 2 working days from e-payment portal. If the payment status remains unpaid, please check the payment detail provided in the e-payment portal and resubmit again.