



CIRCULAR- 01/2021

Subject: Simplified procedure for obtaining Non-Dues/Clearance Certificate by MPhil/PhD and UG/PG Students from the Finance Department - Regarding

In continuation to earlier Circular No. 420 dated 19.06.2019, this is for information to all students and concerned HoD(s)/In-Charge(s)/ Supervisor(s) of all Academic Departments that the Finance Department to ensure swift issue of NoC/CC requests for System Generated Fee Receipt.

Therefore, all UG, PG, M. Phil, Ph.D and Certificate Courses students intending to collect No-Dues/Clearance Certificate from the Finance Department are requested to submit System Generated Fee Receipt alongwith NoC/CC Form. Detailed steps to print the System Generated Fee Receipt is attached with this Circular.

[This Circular is issued with the approval of Hon'ble Vice-Chancellor, Dated 05.01.2021]

**(Prof. N.K. Paswan)
Finance Officer (I/c)**

Encl: Procedure to Print System Generated Fee Receipt

Copy to:

1. PS to the Vice-Chancellor
2. PS to the Registrar
3. PS to the Finance Officer (I/c)
4. Librarian
5. PS to Controller of Examinations
6. All Deans of School(s)
7. Dr. Laxuman Sharma, Dean, Students' Welfare
8. Head/In-charge(s) of Departments to inform concerned UG, PG, M. Phil, Ph.D and Certificate Courses Students in the Department
9. Provost Office
10. President, SUSA
11. System Analyst for uploading this Circular in University website
12. Mr. Arun K. Thapa, UDC (F)
13. All Notice Boards
14. Guard File

GUIDE TO DOWNLOAD CONSOLIDATED FEE RECEIPT

1. Visit our website : cus.ac.in
2. Go to the section : STUDENTS' CORNER
3. Click on : Online Fee Payment
4. Select the link :

ODD / EVEN SEMESTER FEE PAYMENT 2020-21 [CLICK HERE TO PAY]

5. Payment window to appear is given below, Fill up the necessary details.

Pay Fees Download Receipt

Select Institute

Select Branch

Registration Number

Search

6. After filling up the details click "Search" button on payment window

7. Student Details along with the Fee Payment Details will be reflected as shown below:

Welcome **SANGAY GYAMPO BHUTIA**

First Name: Sangay
Last Name: Gyampo Bhutia
Student ID: 1001
Institute: ICET, Bangalore
Branch: BBA
Registration Code: 1000001
E-Mail Address: sangay.gyampo@icet.ac.in
Mobile Number: 9845678901

Academic Year: July 2019 - December 2020

Date	Part	Destination	Payment For	Duration	Payment Date	Total Amount	Get Consolidated Receipt
	Fee	ICET, Bangalore	SANGAY GYAMPO BHUTIA		05/01/2020	350.00	Receipt Print
	Fee	ICET, Bangalore	SANGAY GYAMPO BHUTIA	10/01/2020 - 31/03/2020	24/01/2020	200.00	Receipt Print

Get Consolidated Receipt

8. Click the "Get Consolidated Receipt" button appearing on the window to download the consolidated payment details:

Get Consolidated Receipt

Receipt Print

Receipt Print

9. Print the receipt and enclose with the "NO DUE CERTIFICATE" form for its submission to Finance Section for quick issuance of No Due Certificate.