



**INSTITUTE OF HUMAN RESOURCES DEVELOPMENT**  
**(ESTABLISHED BY GOVERNMENT OF KERALA)**  
**PRAJEO' TOWERS, VAZHUTHACAUD, THYCAUD PO, THIRUVANANTHAPURAM – 695 014.**

*No. Fin A2/417/2017/IHRD*

*Date: 06.07.2017*

**CIRCULAR**

*Sub: IHRD – Online fees payment through 'State Bank Collect' – Instructions - reg*

*Ref:- 1. Government letter no. 172/K3/2016/H.Edn dated. 25.12.2016.*

*2. Meeting of the Principals of the Engineering colleges held on 29.4.2017*

As per letter cited above, Government of Kerala had instructed to strictly comply with the Government of the India's campaign for cash less transactions. Moreover after the merger of SBT with SBI, service charges are being levied @ Rs. 57.50/- per remittance when such transaction exceeds four numbers in a month, which is causing extra burden to IHRD. As per reference 2<sup>nd</sup> cited, the Principals of Colleges of Engineering, Karunagappally and Kottarakkara had forwarded a report on the feasibility of fees collection in the Engineering colleges by way of e-payment. In the above circumstances, the heads of institutions under IHRD are hereby authorized to open a current accounts with their banks through "SBI - Collect" system for the purpose of collection of fees from students as recommended by the Principals of Colleges of Engineering, Karunagappally and Kottarakkara in their report. As per the system, the bank collects the amount in the current account through net banking facility and the amount collected in a day upto 7.00 P.M will be transferred to the existing SB account of respective institutions. The Principals/ HOIs will watch the correctness of the amount transferred and issue receipts to the persons concerned as per the statements of remittance received from the bank, on the same day if the amount is transferred before 3.30 P.M and on the next day if the amount is transferred after 3.30 P.M. The following conditions are also to be followed by the Heads of the institutions while implementing the scheme:

1. The Principals should ensure that the amount in the current a/c is transferred to the SB a/c daily.
2. The Principal should maintain detailed report of receipts, dates of receipt of the amount, details of the student who had remitted the amount and the purpose for which remitted.
3. The Principals should ascertain the correctness of remittances on daily basis.
4. Proper records for collection of fees (Term fee register) including DCB statement should be maintained by the heads of the institutions.

The Principals are therefore directed to contact the respective branches of banks in order to start SBI – Collect and to avoid payment of bank charges. More over the Heads of the institutions should' avoid cash transactions to the maximum extent in line with Government policies.

*Yours faithfully,*  
*Sd/-*  
**DIRECTOR**

To,

*The head of all associate institutions under IHRD*

*Approved for issue*

*K. Chandrasekhar*

*Junior Superintendent*

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