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SU/2012/FIN-02/MS2012/RE-R/2094/1184

Dated: 05.01.2021

## 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)

Enclo: 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
- 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.

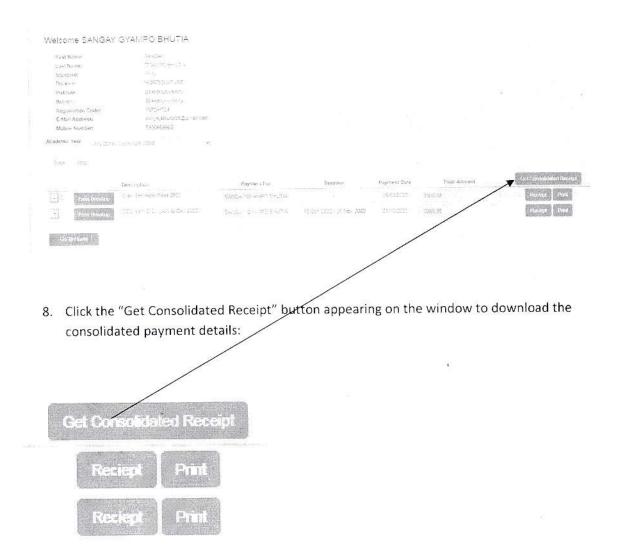
Pay Fees Download Receipt

Select Institute

Select Branch
Seam University Sikken

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:



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.