



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

Ref. No: IITG/F&A/E-pay/Lib/16-17/1/03
Date: 23/06/2016

NOTICE

Sub: Payment of Library Late Fee.

This is to bring to the notice of all students that payment of Library Late Fee can be made online. The online payment facility will be available from **27th June, 2016** onward. This facility will be available throughout the year.

All students are strongly requested to use this facility for the payment of library late fee. The offline payment mode is also available.

Guidelines for online and offline payment of Library Late Fee is attached here with and also available on the e-payment portal.


23/6/16
Registrar

Copy to :

1. Director's Office / Dy. Director's Office / Registrar's Office / All Dean's Office
: For information please
2. Chairman, Library Advisory Committee.
3. Librarian.
4. All HoDs / HoSs / HoCs : For circulation amongst all concerned.
5. Notice Board.

GUIDELINE FOR ONLINE PAYMENT OF LIBRARY LATE FEE

1. Students are strongly requested to pay Library Late Fee, through online mode.
 2. Online payment of Library Late Fee can be made, by using either of the following options:
 - a. Net Banking
 - b. Debit Card (Visa, Master, Maestro)
 - c. Credit Card.
 3. For making online payment of Library Late Fee, please login at the e-payment portal (<https://auto.iitg.ernet.in/epay>) using IITG webmail ID and password.
 4. This guideline for online payment of Library Late Fee is also available on the e-payment portal. Students are advised to go through the online payment guidelines before making the payment of Library Late Fee.
 5. On successful payment of online Library Late Fee, receipt will be generated and sent to the respective student's iitg webmail.
 6. No bank charges will be levied for online payment of Library Late Fees by any of the options mentioned above.
 7. The online payment facility will be available throughout the year.
 8. While making the payment of Library Late Fee using online mode, if the amount has been debited from your account but receipt is not generated, please lodge complain following the link Contact Us on e-payment portal (<https://auto.iitg.ernet.in/epay/ComplaintLogin.jsp>).
 9. Please do not pay for second time in case your account is debited at the time of Fee payment and receipt is not generated.
 10. Please contact to Finance & Accounts Section, IIT Guwahati for any payment related queries.
 11. Cash payment of Library Late Fee is not acceptable to Lakshminath Bezbaroa Central Library and Finance & Accounts Section.
 12. In case a student does not have any means to pay the Library Late Fee online, they may opt for OFFLINE payment mode available on the e-payment portal.
 13. For OFFLINE payment, please login at the e-payment portal (<https://auto.iitg.ernet.in/epay>) using IITG webmail ID and password and download the system generated CHALLAN and deposit same along with the payable amount in the Canara Bank, IIT Guwahati.
 14. Upon completion of payment to the Canara Bank, IIT Guwahati, submit the Library copy of Challan in the Circulation Counter, Lakshminath Bezbaroa Central Library for updating the record.
 15. Student can verify the Library Late Fee status by checking their Account in the webOPAC (<http://bidya.iitg.ernet.in>).
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