

GOVERNMENT OF TELANGANA

OFFICE OF THE  
DIRECTOR OF TECHNICAL EDUCATION  
TELANGANA: HYDERABAD.

**Memo No. B/9748/2016**

**Dated: 06-12-2016**

Sub: Technical Education-Remittance of Tuition Fee and Special Fee  
- Certain information - Called for -Regarding.

It has come to the notice that the tuition and Special fee dues are being collected from the students by way of cash and keeping the cash on hand by the concerned authorities in Govt. Polytechnics and huge accumulation of cash on hand resulting in temporary misappropriation / misuse of NGF. It is also observed that while issuing of TCs to the students no steps are being taken by the Principal on collection of above dues before issue such certificates.

Therefore, the Principals of Govt. Polytechnics are requested to see that the fees prescribed by the Govt. from time to time shall be collected from the students and remit the same immediately into the Bank Account / Treasury as the case may be. The tuition are ( Govt.) and (Non-Govt.), fee shall be collected by adopting mode of cashless transaction to avoid cash transactions in the Institutions.

Further, the Principals are directed to submit the information regarding collection / remittance fee in respect of all students who joined through regular/spot admissions for the last six years i.e. from the A.Y. 2010-11 onwards in the prescribed proforma appended to this memo on or before 20-12-2016 as the A.G and Departmental audit are going to be scheduled before the end of calendar year and also to keep all the Cash Books updated.

Sd/- U.V.S.N. Murthy  
DIRECTOR (I/c)

To

✓ All the Principals of Govt. Polytechnics / Institutions in the State  
Copy to the Regional Joint Director (TE), Hyderabad for necessary action  
Copy to the Secretary, SBTET, TS, Hyderabad

*Litijayaramada*  
For Director  
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## Proforma

Name of the Institution  
 Year: ( information to be submitted year-wise, 2010-2011 onwards)

Sl No.	Academic Year	Total number of regular / spot Admissions made into I, II & III year including vocational				Number on rolls year wise	Total tuition fee to be collected year wise	Total Fee collected year wise	Total Spl. Fee to be collected	Total Spl. Fee collected	Dues of fee			Remarks
		Regular		Spot							To be received from the students	To be reimbursed by the welfare Depts.		
		I	II	III	I	II					13	14	15	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Principal