

COMPILATION UNIT

Frequently Asked Questions (FAQ's) of Compilation Unit

Ques. How to deposit amount for booking of Barat Ghar/Kalyan Mandpam / Senior Staff Club / Nalanda Ground ?

Ans. After receiving the permission letter from the Estate Section (Works), the payable amount can be deposited in following modes :

- a) QR Code available in the Accounts Section, or
- b) Cheque/ Demand Draft
- c) online Bank transfer available at institute's website.
https://rti.iitd.ac.in/ACC/circulars/RTGSNEFTDETAILS_SBI.pdf

Once the payment is made, the receipt for the transaction must be obtained from the Accounts Section.

Ques. How to get statutory report/certificate?

Ans. It may be obtained from Account Section Circular page of the institute's website at the following line:

[Accounts Section Circulars | Right to Information \(iitd.ac.in\)](#)

Ques. How to obtain Form 16 of IITD ?

Ans. Step 1. First, log in to the ERP admin portal,

Step 2. Navigate to the "Staff" section and select "Employee Self Services."

Step 3. Select "Employee Accounts Related Information" section.

Step 4. Click on "Download Form 16"

For Retired Employees: E-mail shall be sent to Joint Registrar (Accounts) draccounts@admin.iitd.ac.in along with the PAN No. to obtain Form 16.

Ques. How to get the receipt ?

1. Lost of Identity Card

Payment should be made in Account Section through QR Code/Cheque/Demand Draft or through online Bank after verifying the amount from Security Office.

2. Medical Booklet

Payment should be made in Account Section through QR Code/Cheque/Demand Draft or through online Bank after verifying the amount from Hospital.

3. Verification of fees

Payment should be made in Account Section through QR Code/Cheque/Demand Draft or through online Bank after verifying the amount from Academics Section/Scholarship Section.

4. Sale of Assets (employees)

Payment should be made in Account Section through QR Code/Cheque/Demand Draft or through online Bank after verifying the amount from Store and Purchase Section.

5. Penalty

Payment should be made in Account Section through QR Code/Cheque/Demand Draft or through online Bank after verifying the amount from Store and Purchase Section.