



राष्ट्रीय प्रौद्योगिकी संस्थान मेघालय  
NATIONAL INSTITUTE OF TECHNOLOGY MEGHALAYA

शिक्षा मंत्रालय, भारत सरकार के अधीन एक राष्ट्रीय महत्व का संस्थान  
An Institute of National Importance under Ministry of Education (Shiksha Mantralaya), Govt. of India

NTTMGH/SW/Fee Remittance/2025-26/37

Dated: 15/09/2025

**Notification**  
**on**  
**Fee Remittance for Autumn of B.Tech Students based on Annual Family Income**

This is to inform that the B. Tech students enrolled from 2022 onwards (**whose annual family income is lesser than Rs. 5,00,000/- per annum**), can apply for Tuition Fee Remittance for Autumn Semester 2025.

The Annexure enclosed below should be read carefully before filling up the online form. Depending on which income category a student falls into, exact document as mentioned in the annexure should be submitted along with the application form latest by **1<sup>st</sup> October 2025** to:

Fee Counter, Ground Floor,  
Administrative Block

**Procedure for Application of Fee Remittance:**

- 1) Students are directed to apply through the link which will be activated from **12<sup>th</sup> to 22<sup>nd</sup> September, 2025**. Once filled, the application form should be printed. Only online filled application forms will be considered.
- 2) Hard copy of the documents along with the Printed online application form must reach the Students' Welfare Office latest by **1<sup>st</sup> October, 2025**.
- 3) Annual Family Income from all sources should be the **Gross Annual Income** for the **Financial Year 2025-26** and amount entered should not vary in the documents submitted.
- 4) No applications will be entertained after the last date.

**Link below may be followed for filling up the application form for Fee Remittance**

<https://forms.gle/MYeNMScRHgYDGrhY9>

This is issued with the approval of the Competent Authority.

Dean (SW)

E-Copy to:

1. Director's Office, for kind information of the Director.
2. Chairman, Fee Remittance Committee, for kind information.
3. Nodal Officer cum Chairperson, for kind information.
4. All Members, Fee Remittance committee, for kind information.
5. E-Notice

**LIST OF DOCUMENTS TO BE SUBMITTED**

**Following documents have to be submitted for verification**

**1) For the Salaried Class (Parents/Guardians who are in Service either in the Govt. Or Private Sector:**

- a) Latest Salary Certificate in prescribed Form 'A' given in Annexure II duly sealed/stamped by the Salary Disbursing Officer along with a copy of latest salary slip.
- b) Latest Copy of ITR Processed form for the Assessment Year 2025-26.

Note: SUBMISSION OF **THESE DOCUMENTS ARE MANDATORY** Please note that Low income group of salaried class people, who need not submit Latest copy of ITR Processed form, they have to submit an attested copy of Income Certificate from Local District Authorities like S.D.O./B.D.O./M.R.O./TAHSILDAR/Chairman/Executive Officer of Municipal Corporation etc. instead of Latest Copy of ITR Processed form.

**2) For Non-Salaried Class (Guardians who are not in Service such as Businessman, Agriculture/Legal or Medical Practitioners, Consultants, Private Tutors, Retired without Pension/Agent/Self-employed persons, etc)**

- a) An **Annual Income Affidavit** for the financial year 2025-26 in a Non-Judicial Stamp for Rs.20/- sworn in before preferably a First Class Magistrate / Notary Public as per the format given in **Form "B" Annexure III**.
- b) Attested Copy of Income Certificate from local District Authorities like S.D.O./B.D.O./M.R.O./TAHSILDAR/Chairman/Executive Officer of Municipal Corporation, etc in addition to Income Affidavit and other documents as stated above and below.

Note: SUBMISSION OF **THESE TWO DOCUMENTS as stated in 2 (a & b) above, ARE MANDATORY** FOR ANY CLASS OF OCCUPATION IN CASE OF NON-SALARIED GUARDIANS.(such as Agriculture, Business class, self-employed, Legal/Medical Practitioners/Retired without Pension/Private Tutors/Contractors/Consultants etc.)

- c) Latest Copy of ITR Processed form for the Assessment Year 2025-26  
Copy of Registration Certificate must be submitted in case of Medical Practitioner and Legal Practitioner. Those who retired without pension has to submit Retirement/Termination/Superannuating letter/documents/papers, etc, in addition to Income Affidavit, Income and non employment Certificate from Local District Authorities like SDO/BDO/MRO/ TAHSILDAR, Local Municipal Corporation, etc and also Income Tax Documents, if applicable, as stated in item 2) a & b above.

**3) For Pensioners/Family Pensioners:**

- a) Latest Annual Pension Payment Certificate in prescribed Form 'C' given in Annexure IV to be issued by the Pension Disbursing Officer along with a copy of latest pension received. Pass book photocopy or Pension Slip issued by State Bank of India showing latest Pension

received details.

- b) An Income Certificate from Local District Authorities like S.D.O. / B.D.O. /M.R.O./ TAHSILDAR, Chairman/ Executive Officer of Municipal Corporation etc. for the year 2024-25 also to be submitted or else a NON-Employment Certificate.

**N.B.: SUBMISSION THESE TWO DOCUMENTS as stated in 3 (a & b) above, ARE MANDATORY FOR THE GUARDIANS WHO ARE EITHER PENSIONER OR FAMILY PENSIONER.**

- c) Copy of PPO, Superannuating/Retirement/Termination letter and Latest Copy of ITR Processed form for the Assessment Year 2025-26.