

All India Council for Technical Education,
New Delhi

Instruction for Money Deposit for Applications Under Chapter – I of Approval
Process Handbook

Applicants, whose applications are approved under Chapter I based on Approval Process Hand Book 2011-12 wherever applicable shall deposit the prescribed amount of Money in AICTE's ICICI bank account No.034301002765 for an amount as applicable to the category of Institutions as indicated along with an affidavit² page no. 171-172 of the Approval Process Handbook 2011-12 as per the format given.

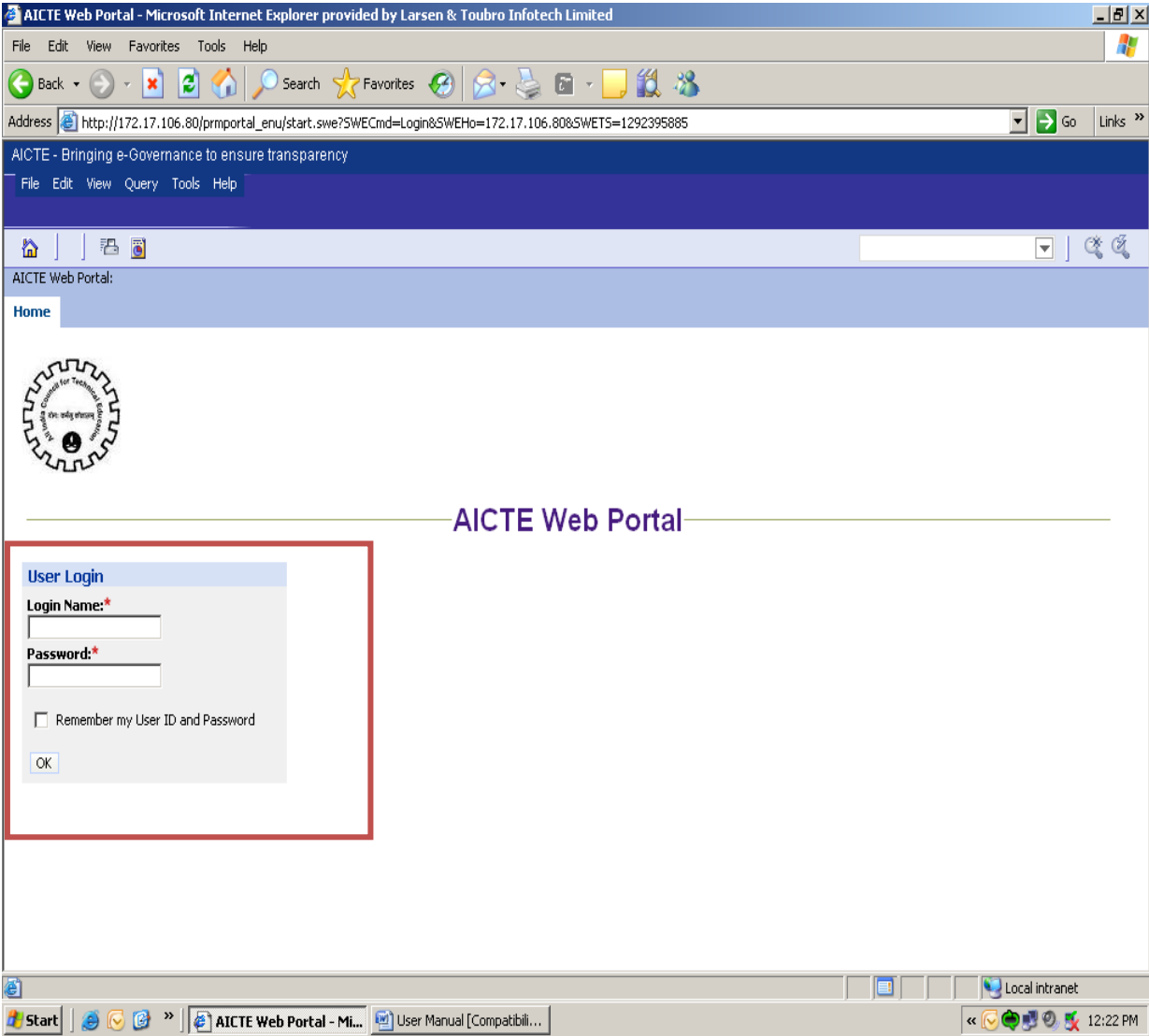
The Money Deposit shall be made as per the procedure in the Security_Deposit_guidelines_documents at www.aicte-india.org>[Approvals - New and Existing Institutions 2011-2012](#)>

Dr. K.P. Issac

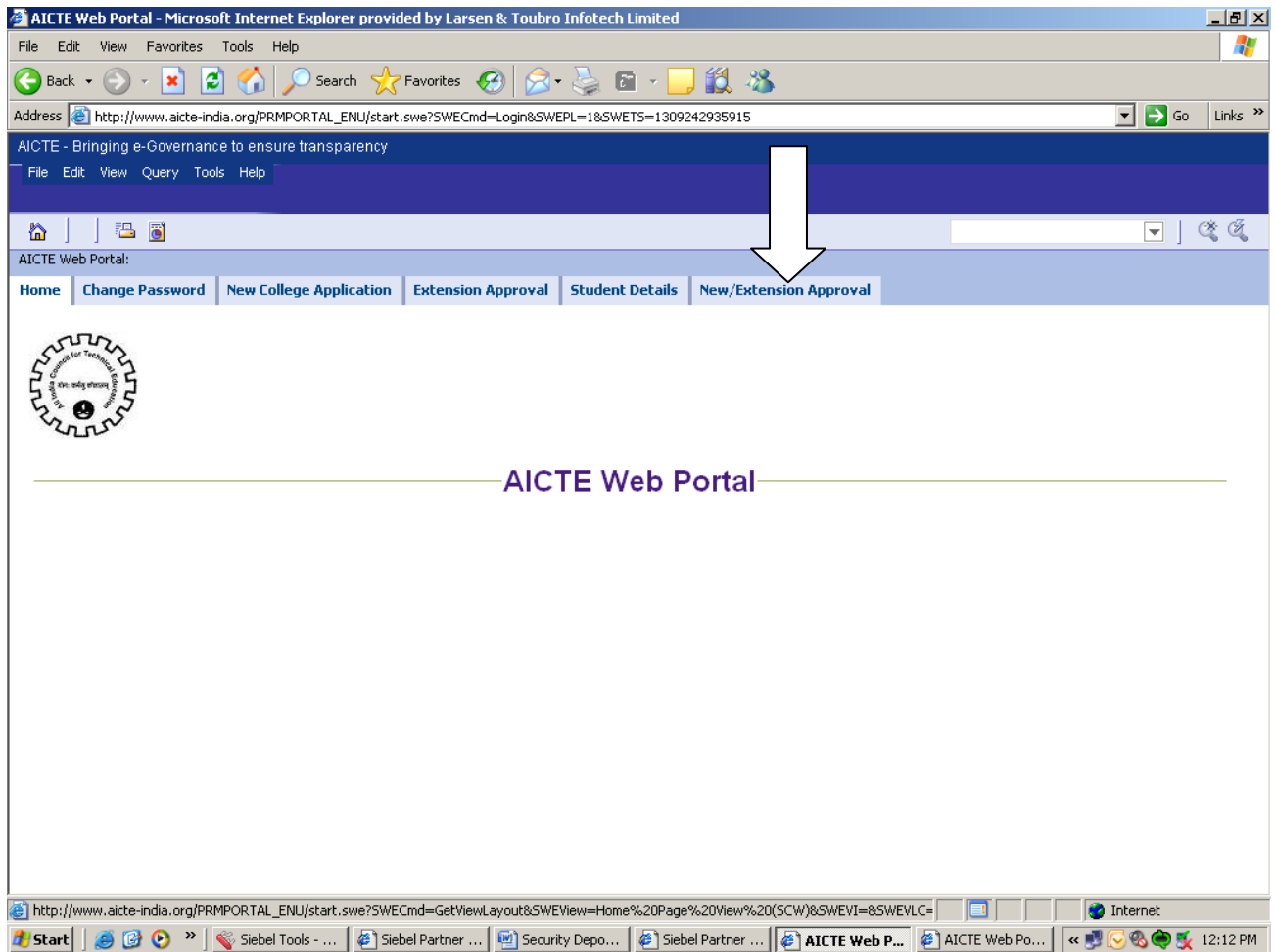
Member Secretary

Security Deposit Payment

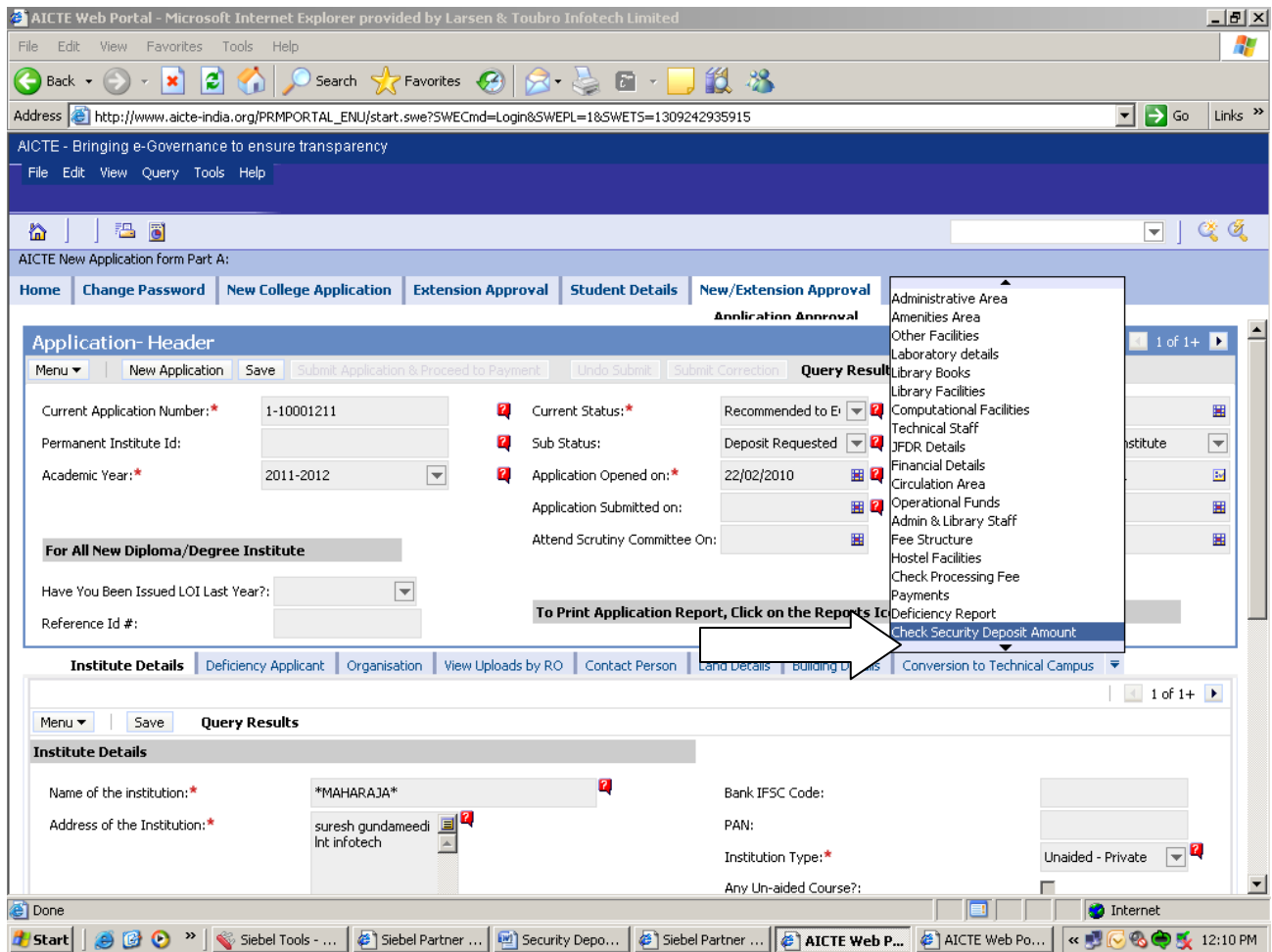
Login into AICTE web portal.



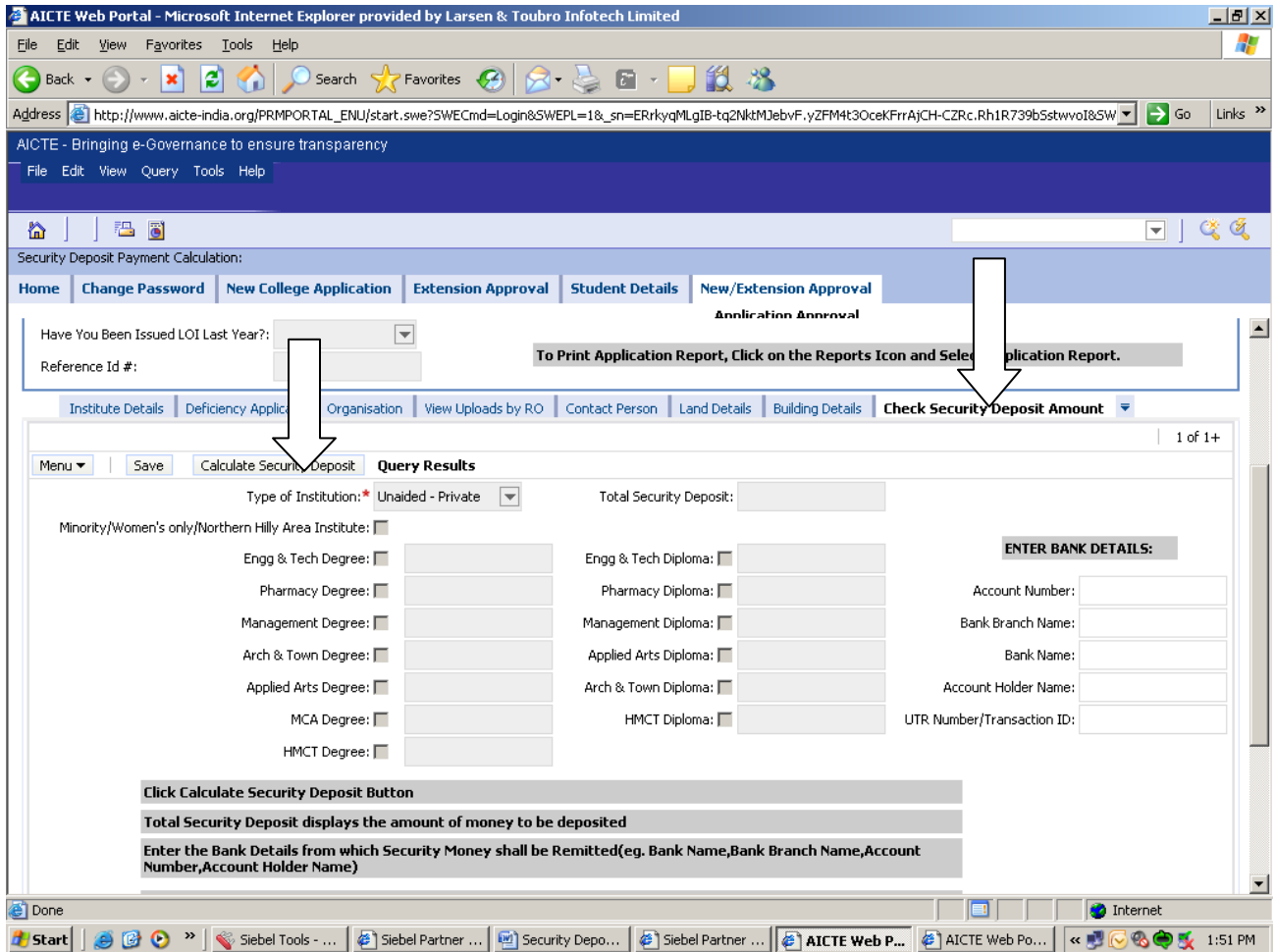
Click on **New/Extension Approval**



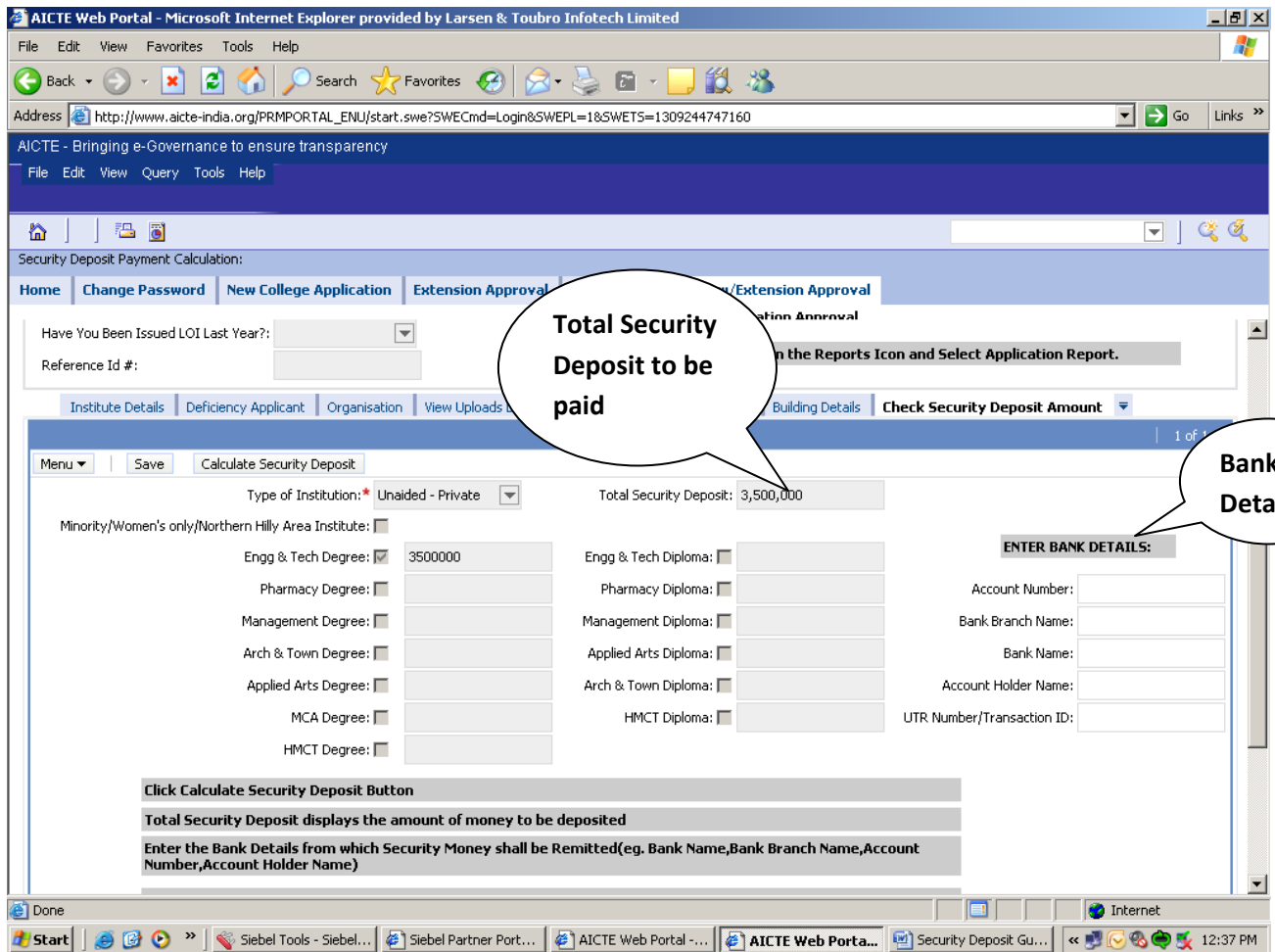
Click on 'Check Security Deposit Amount' Tab.



Click on 'Calculate Security Deposit' button for Deposit amount.



After click on the Calculate Security Deposit button Total Security Deposit amount should be calculated.



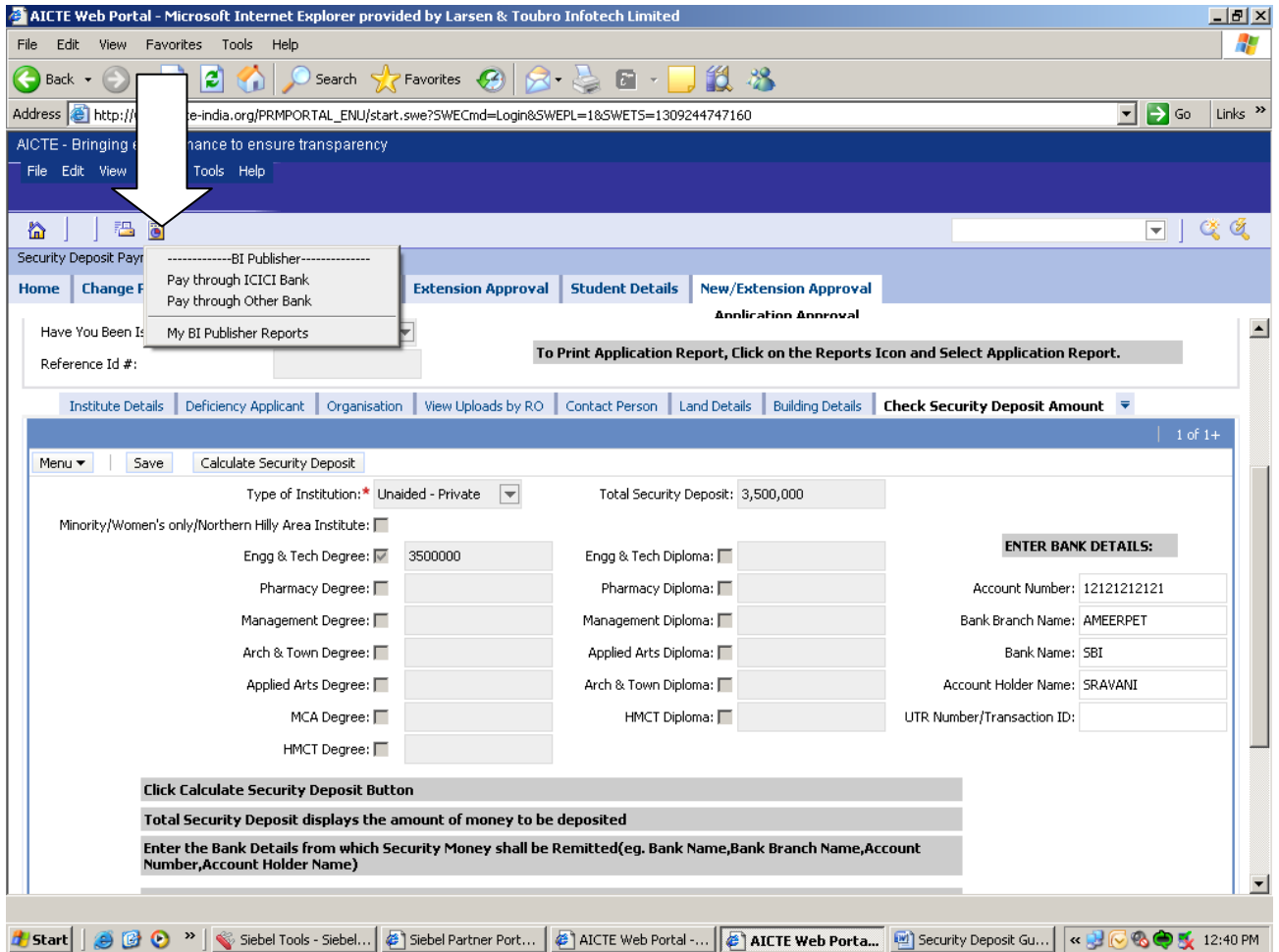
Enter the details of the bank from which you wish to pay the security deposit amount in the “Enter Bank Details” column.

Fill in the bank details like Bank Name, Branch Name, Account Number, and Account holder name.

Next, you need to print a letter (generated from this website) addressed to the branch manager of the Bank you wish to pay from. The letter instructs the Bank Manager to transfer the specific amount to AICTE bank account through Internal fund transfer (if you pay through an ICICI Bank account) or through RTGS (if you pay through other bank account).

To Print this Letter : follow the below mentioned instructions:

1. Click on Reports icon.

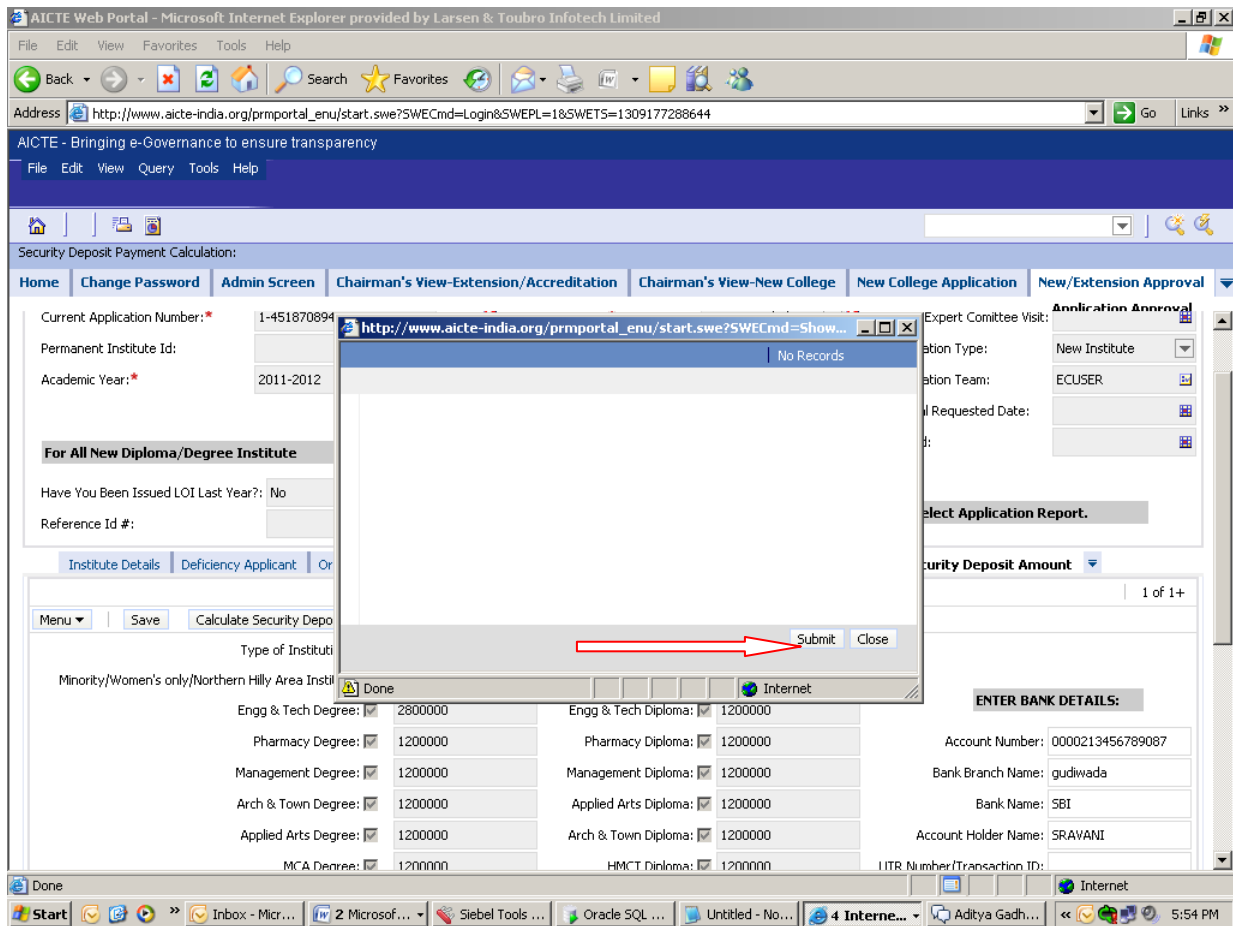


2. Select "Pay through ICICI" in case, payment is made through ICICI account.

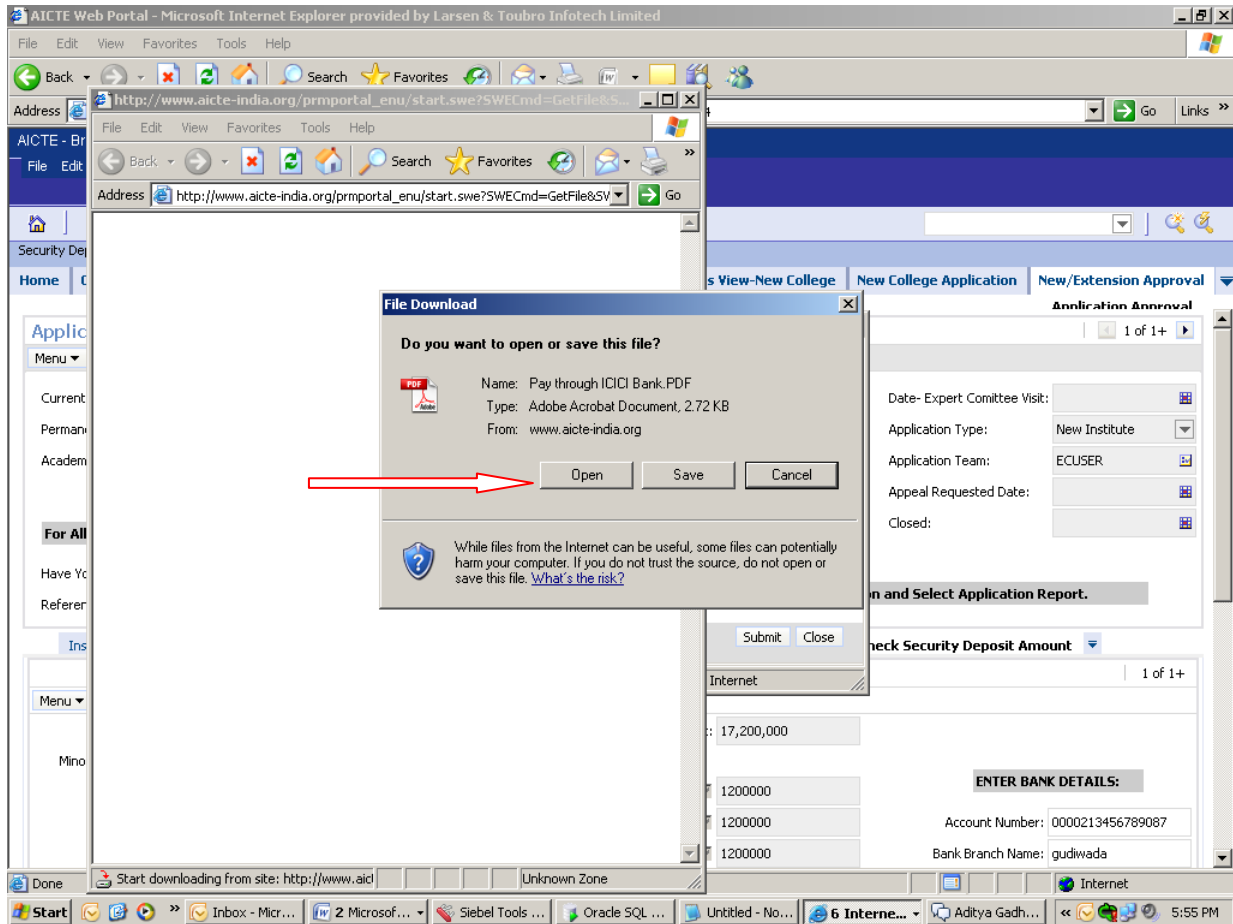
3. Or Select "Pay through other Banks" in case, payment is made through other Bank.

4. A Small Pop-up window will appear.

5. Click on 'Submit' button. (Note: Sometimes, the popup does not display the submit button. In that case expand pop-up window until the submit button is visible).

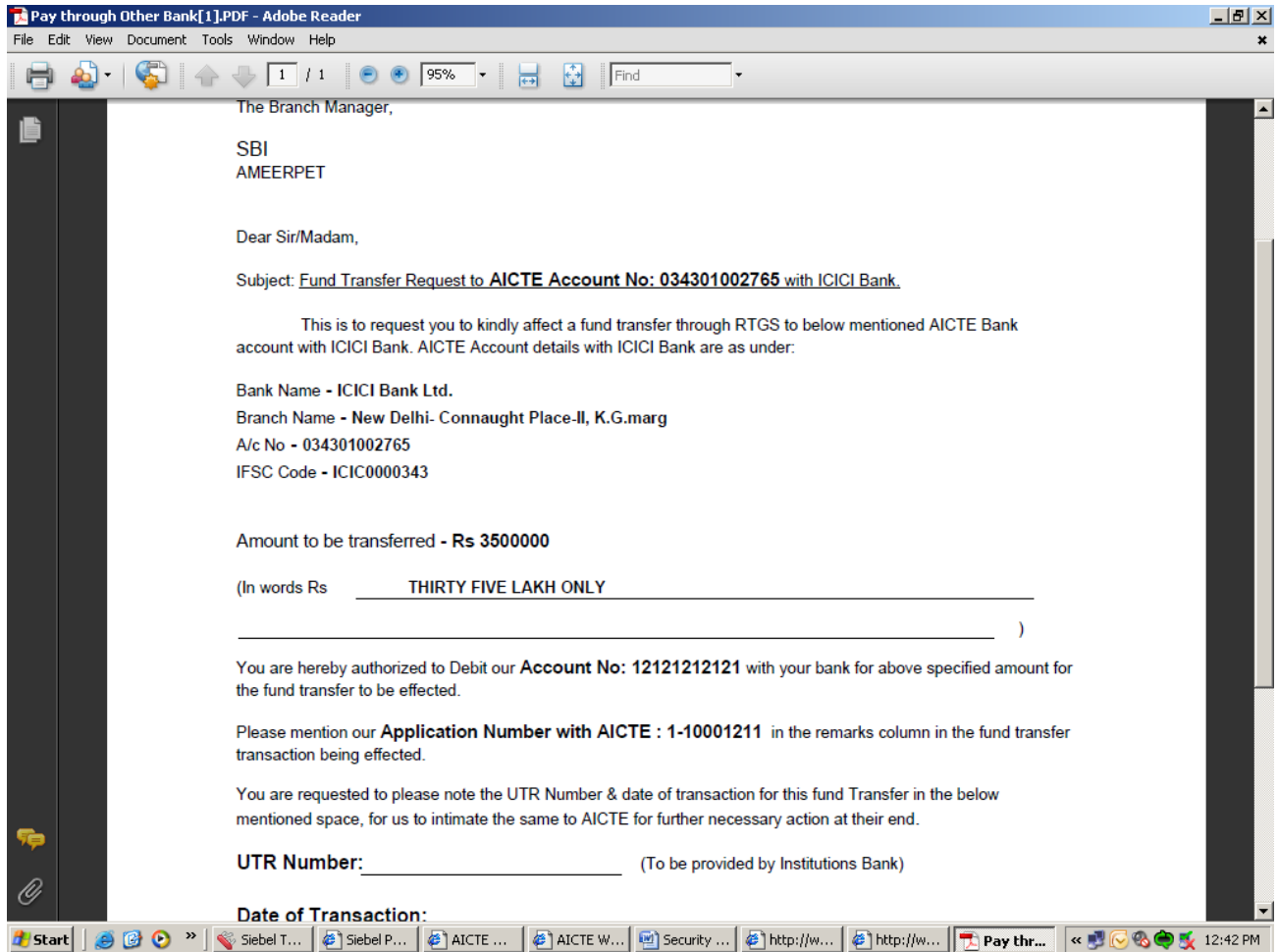


6. A file download window appears, asking you to 'Open / save on download'. Click on 'Open', this is where Letter opens up.



7. A new screen will open and the Letter as displayed below will appear.

8. Print this Letter on the Institute Letter head in duplicate, and get it signed from the authorised signatories/ account holder. Kindly check with your banker for any further documentation required as per that bank's procedures to affect this fund transfer/ RTGS. Some banks may ask for a cheque of the requisite amount to accompany this letter request. Submit the letter along with any other required document to your bank manager and get the transaction done.

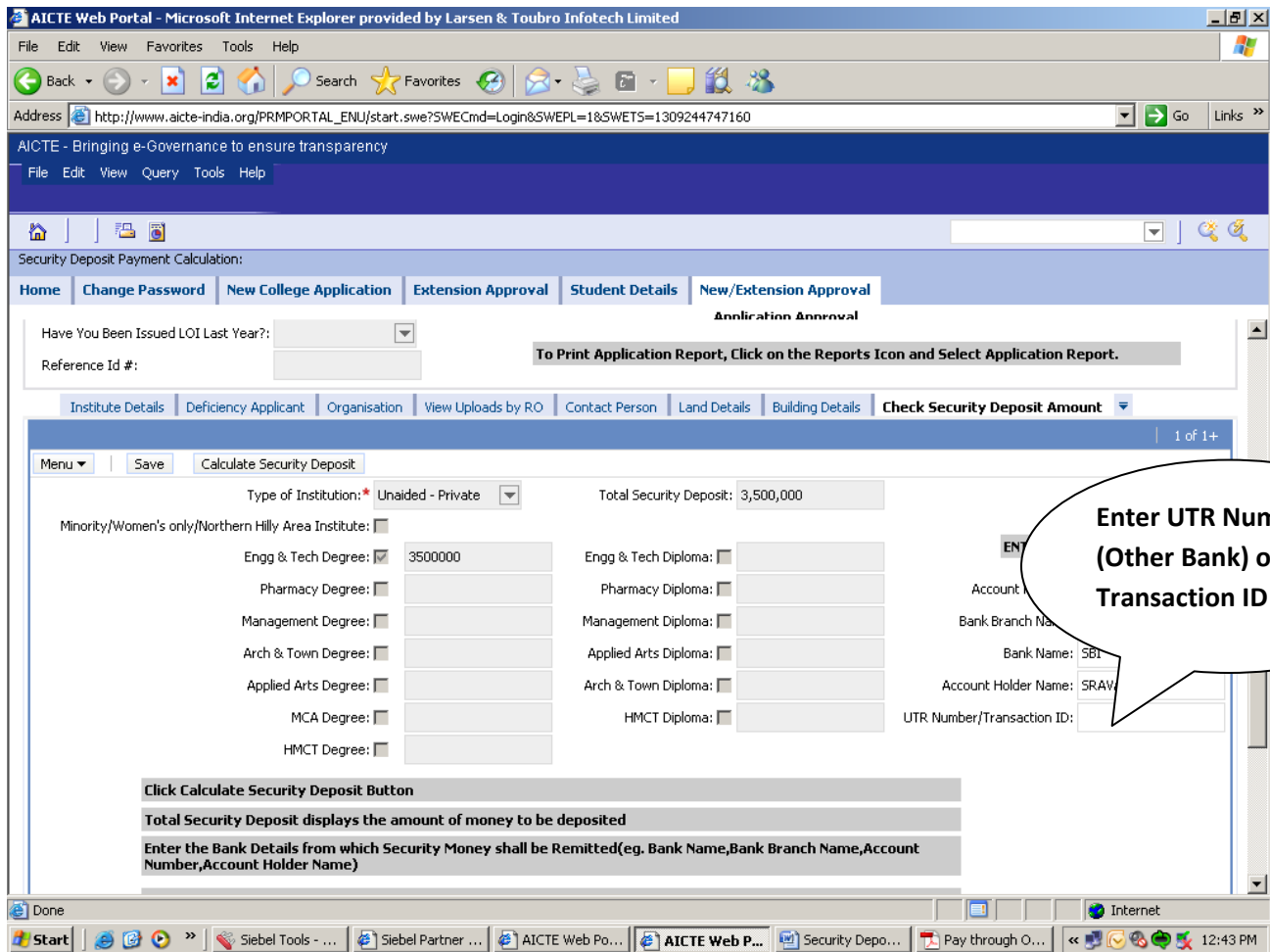


Your Bank shall retain its copy and you should request the other copy to be handed back to you along with details of UTR number/Transaction number and date of transaction in the space provided in the letter.

Note:

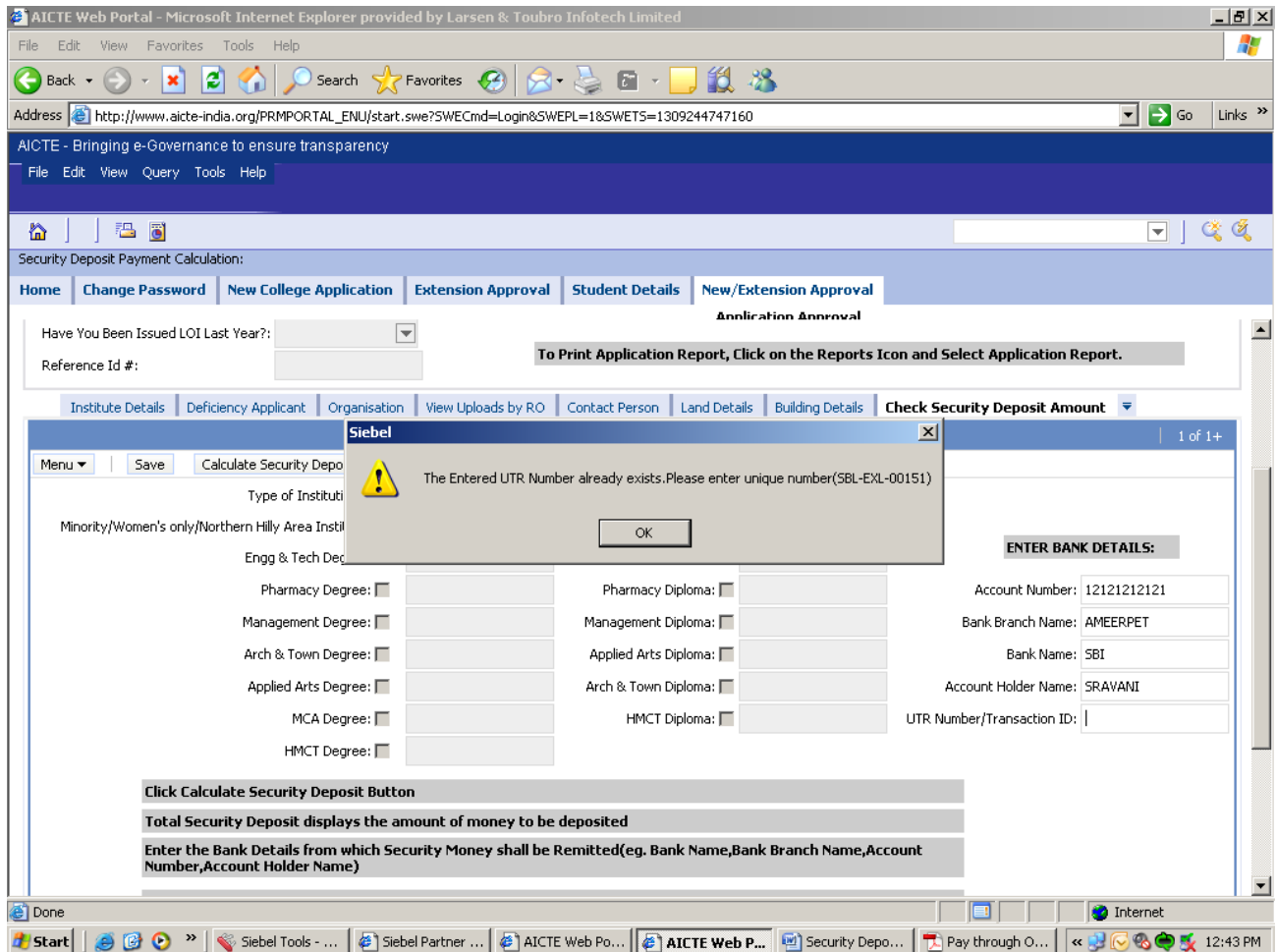
In case of transaction through ICICI bank account, Transaction number is provided.

In case of transaction through Other banks, UTR number should be mandatorily provided.



Once you have received the UTR number/ Transaction ID, re-login to AICTE portal and enter the Transaction number/ UTR number in the field provided for in the “Enter Bank Details” column.

If the UTR number entered by user already exists then error is thrown not allowing user to enter duplicate data.



The "Deposit Received" status will be confirmed, in a period of 2-3 days after reconciliation with the bank data. In case the status is not confirmed within 3 days please report the problem to payment.query@aicte-india.org