

From

Director General Higher Education
Panchkula, Haryana

To

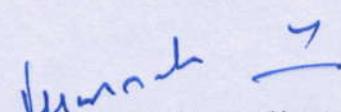
The Principals of all Government Colleges of Haryana
The Principals of all Aided Colleges of Haryana
The Principals of all Self Financing Colleges of Haryana

Memo No. DHE-080001/43/2020-IT CELL-DHE
Dated Panchkula, the 31-12-2020

Sub: Regarding Fee refund of UG & PG Admissions (1st Year)for session 2020-21.

Kindly refer to the subject cited above, the following clarifications are issued:

1. Students who have paid fee more than one time due to payment gateway issues, their fee shall be refunded by the college itself from the amount they have received from HQ. It is the responsibility of the college to check properly multiple success transactions against single registration ID under Fee Receipt module available under College Login before initiating any refund. Also the consent/undertaking shall be taken from the student stating that *"I have neither claimed any chargeback/refund nor I will claim in future for this particular transaction. If I do the same, my admission seat is liable for rejection/cancellation."*
2. Proper records of the refund initiations must be maintained at college level which shall include Registration ID, Student Name, Course Name, Transaction ID, Bank Reference No., Amount, Cheque No., Cheque Date etc.
3. Students who raised chargeback (requested refund) from their bank directly, their admission shall be treated as unpaid. The list will be shared with colleges by Directorate.


Deputy Director Coordination
for Director General Higher Education
Haryana, Panchkula