



Ref. No. SLIET/CW/BH/2025/1008701016

Dated: 05/01/26

NOTICE

Subject: - Introduction of Nominal Fee of Rs.50/- for Issuance of Student Documents by the Hostel Department (Boys/Girls)-reg.

In order to regulate requests, optimize resource utilization, and partially cover operational costs, the competent authority has approved the introduction of a nominal fee of ₹50/- (Rupees Fifty only) for the issuance of the following documents to be issued by the Hostel Departments (Boys & Girls).

1. Mess Expenditure Certificate.
2. Various No Objection Certificates (NOCs).
3. Document Verification.
4. Police Verification Reports.
5. Other similar Hostel/Student-related Certificates

Implementation Procedure:

- The ₹50/- fee per document will be collected exclusively through the **Institute ERP portal**.
- Students must deposit the fee into the Institute Account through the ERP portal and submit the payment receipt along with their application (in original) for required document in Chief Warden Office (Boys/Girls).
- **Exemptions** may be considered in cases where the documents are required for police verifications to be attained by Government Institutions/Departments.

Students are required to make note of the above changes and comply with the new procedure when requesting the specified documents.

This fee structure shall come into force with effect from 05.01.2026.

For any further queries, students may contact the Chief Warden Office (Boys/Girls) or respective Hostel Office.

This bears the approval of Competent Authority dated 20.12.2025.

Pradyuman
05/01/26

Dr. Pradyuman Kumar
Chief Warden (BH)

Manmohan
05/01/26

Dr. Manmohan Singh
Chief Warden (BH)

Gurjinder
05/01/26

Dr. Gurjinder Kaur
Chief Warden (GH)

Anshuka
05/01/26

Er. Anshuka Bansal
Chief Warden (GH)

Copy to:

1. Director, SLIET, Longowal ➤ For kind information, please.
2. Dean (Student Welfare) ➤ For kind information, please.
3. Dean (Academics) ➤ For kind information, please.
4. Associate Dean (ERP/ACSS) ➤ With a request to upload on Institute's website
5. DR (A&A) ➤ For kind information, please.
6. AR (Academics) ➤ With a request to create a dedicated fee payment slot on the Institute ERP portal for the collection of the aforementioned document issuance fee.
7. All Wardens/
Care Taker (BH & GH) ➤ With a request to circulate among the students residing in their respective, please.
8. Notice Boards ➤ All Boys & Girls Hostels.
9. File copy