

**Guidelines to institutions in respect of payment of administrative charges:**

1. All the Non Government Educational institutions are levied with administrative charges in order to meet the expenditure involved in automation of pass issuing activity and verification institution wise student application forms for genuineness. The course wise administrative charges are furnished here under.

<b>Type of Private Educational Institutions</b>	<b>Administrative Charges for New Code allotment</b>	<b>Administrative Charges for Renewal of Codes to be collected from institutions with codes already allotted in previous year</b>
<b>All Engg./Medical(U.G.&amp;P.G)</b>	Rs.6000/-	Rs.5000/-
<b>All Regular (U.G.&amp;P.G)</b>	Rs.5000/-	Rs.4000/-
<b>All Junior college /Diploma/ITI/Vocational colleges</b>	Rs.4000/-	Rs.3000/-
<b>All Schools</b>	Rs.3000/-	Rs.2000/-

2. The institutions which have already been issued with institution code are also to pay renewal charges by drawing demand draft in favour of Dy.CAO/SR,TSRTC from any nationalized bank (preferably SBH) payable at Hyderabad and shall submit it at Dy. Chief Accounts Officer/ Secunderabad Region, 1<sup>st</sup> floor, JBS, Secunderabad duly attaching institution code letter and affiliation order.
3. Institutions applying for fresh institution code shall draw a D.D in favour of Dy. CAO/SR,TSRTC from any nationalized bank (preferably SBH) payable at Hyderabad and shall submit it at ATM(Bus Pass) Office, Rathifile Bus Station, Secunderabad along with requisite permission documents, G.O Copy, Affiliation etc.,