



NAAC A+ Accredited & UGC 12(B) Status Holder

Assam down town University

Established Vide The Assam Act. No. VIII of 2010, Gazette No. LGL.9/2010/11

Promoted by: **Assam down town**
Charity Trust

Memo No: AdtU/R/2025-26/290

Date: 17-01-2026

CIRCULAR

Reminder for Timely Payment of Administrative Fees

This is to remind all concerned students of Assam down town University that the **last date for payment of Administrative Fees is 31/01/2026**, which is approaching shortly.

Students who have not yet paid the said Administrative Fees are hereby advised to ensure timely payment well before the stipulated date through the authorized modes of payment of the University to avoid last minute rush.

All concerned students are requested to treat this matter as important and ensure compliance within the due date.

For any clarification, students may contact the concerned University office during working hours.

Issued with due approval of competent authority.

(Dr. Ashim Barman)

Registrar,

Assam down town University.

Copy for favour of their information to:

1. OSD to Vice Chancellor, AdtU
2. OSD to Pro-Vice Chancellor, AdtU
3. P.S. to Dean of Studies, AdtU
4. P.S to Managing Trustee, dtCT
5. P.S to Resident Trustee, dtCT
6. Chairperson/Dean/Director/Associate Dean/HoD (For circulation)
7. Office of the Controller of Examinations, AdtU
8. All Office (Admin/Academic/IQAC/IT/Accounts/Admission/Marketing/Legal/
Placement/Library/T&D)
9. HR Office
10. Notice Boards/Message Desk (For display)
11. Office file (for record)