Annexure I

Modes of Contribution to IIT Delhi Benevolent Fund

1. A payment gateway permitting multiple options for payment has been set up. Please visit https://iitd.almaconnect.com/donations/iit-delhi-benevolent-fund for details. Please ensure that you send your details to ravimr@iitd.ac.in in the following format:

   **Subject line: IIT Delhi Benevolent Fund**
   **Donor’s Name:**
   **Contact Number:**     **e-mail id:**
   **Amount of Donation:**
   **Mode of payment:**
   **Whether prefer to be anonymous:**  (Yes / No)

   After verifying the credit of the amount to the account, an official receipt would be prepared and sent to the donor.

2. The gateway charges 1.5% -2% charges. In case you wish to avoid paying this you can do Online Transfer or Cheques payable to:

   Name – “IIT Delhi External Grants”
   Account Number - 10773572644
   Bank - State Bank of India,
   Branch - IIT Delhi, Hauz Khas, New Delhi, India
   IFSC - SBIN0001077
   MICR – 110002156

   If doing NEFT or sending cheque, please ensure that you send your details to ravimr@iitd.ac.in in the following format:

   **Subject line: IIT Delhi Benevolent Fund**
   **Donor’s Name:**
   **Contact Number:**     **e-mail id:**
   **Amount of Donation:**
   **Mode of payment:**
   **Transaction id:**
   **Whether prefer to be anonymous:**  (Yes / No)

   After verifying the credit of the amount to the account, an official receipt would be prepared and sent to the donor.

3. Employees may opt to authorize the Institute to deduct 1-day’s (Salary+DA) by signing the form enclosed in Annexure III and e-mailing a scanned copy to draccounts@admin.iitd.ac.in. The deduction would be made from the salary of April 2020, since salaries for March are already processed.