



Centre for Affiliation of Institutions (CAI)

Anna University

Chennai - 600 025

Prof. V. R. Giri Dev
Director

Lr. No.784 / CAI / AU / 2024

Date: 08.07.2024

To

The Principal / Chairperson
Affiliated Institutions of Anna University, Chennai

Sir,

Sub: AU - CAI - Affiliated Institutions – Demand Statement - Submission of undertaking - Grant of Provisional Affiliation / Conditional Affiliation for the academic year 2024 - 25 – Reg.

Ref: Your application submitted for grant of Provisional Affiliation for the academic year 2024-25

The demand statement for the grant of Provisional Affiliation / Conditional Affiliation of your college for the academic year 2024-25 in respect of U.G. / P.G. courses, payment details, payment receipt and undertaking in the prescribed format are available in Centre for Affiliation of Institutions, Anna University web portal <https://www.annauniv.edu/cai/format.php>

You are requested to remit the balance due **on or before 10.07.2024 (12 P.M. Noon)**, as specified in the demand statement **only through NEFT / RTGS** and submit the Undertaking duly signed by the Chairperson of the College immediately for the grant of Provisional Affiliation / Conditional Affiliation, **failing which the University will not be in a position to grant Provisional Affiliation / Conditional Affiliation to your college for the Academic Year 2024-25.**

You are requested to follow the steps for payment of affiliation fee as given below:

Step 1: Download the demand statement from the portal.

Step 2: Amount may be transferred through NEFT/RTGS.

Step 3: NEFT/RTGS proof may be scanned and converted to pdf.

Step 4: Fill the google form link given below:

<https://forms.gle/SZi6dJLQQukHeqdT7>

Step 5: Fill the necessary details in the portal and take a hard copy (of covering letter, Summary sheet, payment receipt(s) and undertaking) and submit to

**"The Director,
Centre for Affiliation of Institutions,
Anna University,
Chennai – 600 025".**

Note:

- (i) NEFT/RTGS details should match with both the portal and google form entries.
- (ii) Any due amount arising in future for the payment of GST/ Service Tax may be collected for the above payment and other previous payments subject to the directions of the Syndicate.

DIRECTOR
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Centre for Affiliation of Institutions
Anna University, Chennai - 25