

INDIAN INSTITUTE OF TECHNOLOGY (INDIAN SCHOOL OF MINES)
DHANBAD

No. WS/24-25/001

Date: - 10.03.2025

OFFICE ORDER

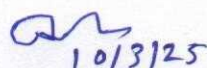
The following charges will be levied from Internal & External academic users (student/faculty) and Industry users for usage of facilities available in the Central Workshop of IIT (ISM), Dhanbad:-

Sl. No.	Details of Machines	Charges in INR for internal academic users	Charges in INR for external academic users / internal consultancy work	Charges in INR for industry users
01	CNC Turning/ CNC Milling	500/- per hour (No charges up to 01 hour)	750/- per hour	1500/- per hour
02	3D Printing (PLA) (including material cost)	50/- per hour (No charges up to 02 hours)	200/- per hour	300/- per hour
03	Wire Cut EDM	100/- per hour (No charges up to 02 hours)	500/- per hour	1000/- per hour
04	Lathe / Milling / Shaper/Drilling/Grinding	NIL (excluding job materials)	100/- per hour	300/- per hour
05	Welding facilities/Plasma and Laser cutting	NIL (excluding job materials)	100/- per hour	300/- per hour

The above order has been issued upon the approval from the Competent Authority.

Note: The user should come with the drawing in the workshop to calculate the expected time for completion of the job before making the payment.

The payment can be made from the SBI portal (steps are shown below).


10/3/25
(Prof. Amitava Mandal)

PIC/WS

Copy to:- Director/Deputy Director

All HOD's / Registrar

Webmaster: For uploading of Office Order and payment steps on IIT(ISM) website.

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Steps to be followed for payment

1. Visit IIT(ISM) website
2. Click on students / online payment.
3. Click on "SBI (Use this link to pay Semester fees, Fine, Examination fees etc) ---- Click here for payment"
4. The following window will open

The screenshot shows the SBI Collect payment interface. At the top, there's a navigation bar with 'SBI Collect' and links for 'TRANSACTION HISTORY', 'FAQS', and 'CUSTOMER SUPPORT'. Below this is a 'Payment Progress' section with a timeline showing five steps: 'Select Payee', 'Enter Payment Details', 'Verify Payment Details', 'Complete Payment', and 'Post Receipt'. The 'Enter Payment Details' step is currently active. Below the progress bar, the page displays the institution's name 'IIT (ISM), DHANBAD' and 'INDIAN SCHOOL OF MINES, P.O - I.S.M. DHANBAD, DHANBAD-826001'. The main form area contains several input fields: 'Enter Payment ID/ID Card', 'Payment Category', 'NAME OF DEPOSITOR', 'INSTITUTE/ ORGANISATION', 'NAME OF MACHINE' (with a dropdown arrow), 'AMOUNT', and 'Remarks'.

5. Select on payment category "Charges for Central Workshop facilities"
6. Select the "Name of the Machine"
7. Fill the amount and other details.
8. Complete the payment and download the receipt.
9. The hard copy of the receipt should be submitted along with the application and drawing to workshop.
10. After completion, a slot will be allotted and the work will be carried out accordingly.