



SCHOOL OF ALLIED HEALTH

CHRISTIAN FELLOWSHIP HOSPITAL ODDANCHATRAM



PROSPECTUS 2021-2022

DIPLOMAS IN

MEDICAL RECORD TECHNOLOGY
MEDICAL LABORATORY TECHNOLOGY
MEDICAL RADIOLOGY & IMAGING TECHNOLOGY



SCHOOL OF ALLIED HEALTH

CHRISTIAN FELLOWSHIP HOSPITAL

ODDANCHATRAM DINDIGUL DISTRICT TAMILNADU- 624619

PROSPECTUS 2021-2022

FOR

DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

DIPLOMA IN MEDICAL RECORD TECHNOLOGY

DIPLOMA IN MEDICAL RADIOLOGY AND IMAGING



AFFILIATED TO BOARD of CHRISTIAN MEDICAL
ASSOCIATION OF INDIA (CMAI) NEW DELHI

Contact

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Website: www.cfhospital.org

MOTTO: SERVE IN LOVE

Introduction

Oddanchatram is a taluk in Dindigul District of the state of Tamilnadu, located on the main road between Dindigul and Palani, accessible by both train and road. During 1950's Oddanchatram was surrounded by poverty stricken villages and people with severe malnutrition and anaemia. Leprosy was prevalent in many villages. Most of them lived in thatched houses and repair was beyond their reach. Unemployment added to their misery. It was during this period that, our founder, Dr. A. K. Tharient, having surrendered his life to Jesus Christ wanted to use his medical skills to uplift the poor and marginalized, as he practiced out pouring of his faith, depending on God.



History



The Christian Fellowship Hospital is run by the Christian Fellowship, a charitable society which was established by a small group in 1955. It began as a small one room clinic in response to certain perceived needs in a backward area. It was started with the charitable and benevolent purpose of promoting spiritual, moral, mental and social advancement of the community in and around Oddanchatram. It aims to serve as a Christ centered witness through the ministry of healing the whole person and being involved in other developmental programmes of the community.

At present the hospital has 299 beds with major specialty departments. The outpatient department has an average footfall of over 1000 patients daily. Over 1000 deliveries are conducted and over 3500 surgeries are performed annually. The busy intensive care is equipped for emergency care including coronary care. There is also a paediatric ICU and Neonatal care unit. Great emphasis is placed on community health programmes by organized village clinics, home visits, school health education programs and other projects for development and education. Hospital is also certified by National Accreditation Board for Hospital and Health Care providers



Community health services involve activities of prevention of diseases and health promotion, curative care and sound referral system. The institution has its own community health centers, one in Pachalur (rural) hill area and four in Oddanchatram (urban) which covers a population of 25000. The institution also works in collaboration with the government in delivering health care services to the community in and around Oddanchatram.

The hospital and all its programs are self-supporting and the educational training programs are heavily subsidized. This has been possible because of the grace of God and sacrificial service of committed staff who make a deliberate attempt to reduce cost of spending by adopting a simpler lifestyle and functioning.



VISION Statement

“WHOLESOME HEALING FOR TRANSFORMATION”

MISSION Statement

- To provide ethical, holistic, low cost and effective health care to all, with focus on the marginalized.
- To train and nurture staff and students in the health care skills and apply Christian principles in life.
- To continue as self-supporting body, looking to God in faith, showing the love of Christ in word and deed.

The motto of the fellowship is to “Serve In Love “and its goal is to proclaim and participate in Christ’s mission of liberation from sin, ignorance, sickness and suffering.

All Allied Health Courses Offered

Name of the courses	Duration	Internship	Student intake
Diploma in Medical Laboratory Technology	2 Years	6 Months	8
Diploma in Medical Record Technology	2 Years	6 Months	8
Diploma in Medical Radiology & Imaging Technology	2 Years	6 Months	8

All the above courses are approved by Board of Christian Medical Association of India (CMAI)

Application Procedure:

For application by hand or post

Prospectus and Application form for all the Allied Health Courses will be issued by Tutor, Department of Medical Records on payment of Rs 150(127 + 23 GST)/- in cash or by money order or by demand draft in favor of **CHRISTIAN FELLOWSHIP HOSPITAL** payable at Oddanchatram. The Demand Draft may be taken on any of the following banks:

1. Indian Overseas Bank
2. State Bank of India
3. South Indian Bank
4. Canara Bank
5. Federal Bank
6. Bank of India

During submission of filled application form, Registration fee of Rs. 300/-(254+46 GST) MUST be paid by a crossed demand draft (**DD**) on any of the list of banks mentioned above in favor of **“CHRISTIAN FELLOWSHIP HOSPITAL”** payable at Oddanchatram along with the list of enclosures mentioned in the application form.

Online application

The application form for allied health courses can be downloaded from www.cfhospital.org and print out may be taken. Filled application should be sent to The Tutor in Charge, Department of Medical Records, Christian Fellowship Hospital Oddanchatram- 624619.

During submission of filled online application form, payment of Rs 450/-(381+69 GST) for Application fee & Registration fee MUST be done by a crossed demand draft on any of the banks mentioned above in favor of **“CHRISTIAN FELLOWSHIP HOSPITAL”** payable at Oddanchatram along with the list of enclosures mentioned in the application form.

Instead of Demand Draft (DD), payment can also be made by bank transfer to the following account number

Account Name: Christian Fellowship Hospital

Account number: 0489073000000255

IFSC Code: SIBL0000489

If payment is done by transfer to bank account, a copy of transaction receipt with transaction number should be attached with the application form. Forms without the transaction details will be rejected. A copy of the transaction details may also be sent to the following number mentioning the name of the candidate and purpose of transfer by Whatsapp / sms to +91 9443654428.

Note:

- 1) A candidate may apply for all the three courses mentioned in the Prospectus using that same / single application form, indicating priority of the course preferred.
- 2) The last date for receiving filled application form is August 17th, 2021.
- 3) The filled application should be sent to the “Tutor in Charge“ Department of Medical Records, Christian Fellowship Hospital, Oddanchatram- 624619, Tamil Nadu along with :

- a. A self-addressed stamped Envelope for Rs. 25
- b. Registration fee Rs. 300/-(254+46 GST) for regular application and Rs 450/-(381+69 GST) for online application (application fee + registration fee) paid by a crossed **demand draft(DD)** on any of the list of banks mentioned above in favor of “**CHRISTIAN FELLOWSHIP HOSPITAL**” payable at Oddanchatram or by bank transfer as mentioned above. (Transaction receipt with transaction number mandatory in case of bank transfer)
- c. Certified photocopies of Transfer Certificate (TC)
- d. SSLC (10th) and HSC (+2) mark list.
- e. Recent physical fitness certificate from a registered medical practitioner (Medical Doctor)
- f. A statement of about two pages in English about your family and your ambition in your own Hand writing.
- g. One character and conduct certificate from Principal of School/ College you last attended.
- h. If of Christian faith, membership certificate from the church

Selection procedure:

1. Only the suitable (refer academic qualification of the individual courses) candidates will be called for the interview through the self-addressed envelope that you have submitted.
2. The selection is based on academic marks and/or personal interview.
3. At the interview, a physical fitness examination will be conducted by the medical staff of this hospital and those found to be unfit will not be selected for the course.
4. After the interview and physical fitness examination, the candidates categorized as “selected /wait listed / not - selected” will be intimated through post / e. mail / phone message within a week. The selected candidates are required to inform their willingness to join the courses in person or through letter. Student has to pay the prescribed courses fees on the joining date mentioned.
5. The decision of the selection committee is final.

Note: Any time during the course, if any of the candidates or their declarations submitted is found to be false, the admission stands cancelled and the candidates will be dismissed from the courses concerned regardless of what stage in the course the candidate is in. There will be no refund of fees paid.

RULES AND REGULATIONS FOR THE STUDENTS:

1. All students are required to stay in the hostels and observe the hostel rules. Violation of rules will be dealt with strictly and may even amount to dismissal.
2. They can dine in the hostel mess. The present mess fee per month is Rs.2520/- (including GST)
3. A mess fee for one month is to be paid in advance at the time of joining. Mess fees must be remitted before 5th of every month.
4. Students will be assessed periodically about their academic progress and character. Those students who do not show progress in their studies or



do not follow the discipline of the institution may be asked to dis-continue the course or repeat the course at their expense. Fees will not be refunded in any case.

5. Hepatitis B vaccination is mandatory for all students and payment for the same is to be made at the time of admission.

Anti-Ragging

Ragging is not an acceptable behavior on the campus of Christian Fellowship Hospital. It is illegal to commit or participate in ragging. Strict action will be taken with all instances of ragging even to the expulsion of the students from the institution.

1. DIPLOMA IN MEDICAL LABORATORY TECHNOLOGY

This is a two year diploma course with 6 months internship, started in 1982. Training includes theory lectures and practical training in class rooms of the laboratory in this hospital premise itself. Every year we have an intake of 8 (eight) candidates on the basis of academic qualification, interview and physical fitness.



English classes are taken during the first few months and Tamil classes for those students who are from other languages areas. The examinations are conducted by the examiners appointed by the Laboratory Training Committee of the board of Christian Medical Association of India. Theory examination is conducted each year and practical exam at the end of second year.

Note: The failed candidates of each year examination have to seek the help of their parents or guardian to accompany them to the examination centres as they appear for their supplementary theory examination.

1.1 Eligibility for admission:

PASS (35% minimum) in Higher secondary (+2) or its equivalent examination with a maximum of only TWO attempts of examination. The nature of courses must be as.

1. The +2 course comprising the subjects, PHYSICS, CHEMISTRY, BIOLOGY or as BOTANY and ZOOLOGY is mandatory.
2. Vocational group of “LAB TECHNICIAN COURSE” only in Tamil Nadu state.

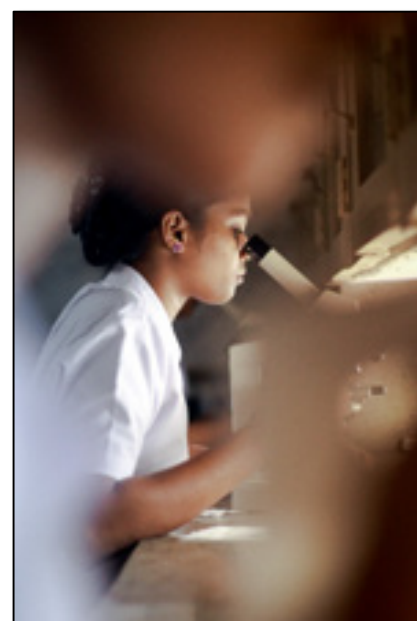
1.2 Details of the Course:

- Duration of the course- Two years followed by 6 months Internship.
- The course usually commences in the first week of August.
- Medium of instruction – English.

1.3 Syllabus

First year:

1. The laboratory an introduction
2. Basic Chemistry
3. Colorimetry
4. S.I. unit and Conventional units in Hospital laboratories.
5. Anatomy and Physiology.
6. Haematology
7. Haemostasis and Coagulation
8. Blood Banking and Immunohaematology
9. Examinations of urine
10. Sputum examination
11. Semen analysis
12. Examination of faeces
13. Parasitology
14. Basic Computer Skills
15. Quality Control Methods.



Second year:

1. Applied Chemistry
2. Microbiology
3. Histopathology
4. Principles and methods of Quality control.
5. Analysis of Cerebrospinal Fluid.
6. Analysis of Cavity Fluid.

1.4 Examination:

Part-I: Theory examination with Paper I and Paper II at the 11th month in the first year.

Part-II: Theory examination with Paper III and Paper IV at the end of 9th month is second year.

Practical and Oral examination: After passing Part I and II theory examinations, practical examinations will be conducted by the Laboratory Training Committee of Board of Christian Medical Association of India.

Attempts: Maximum of three attempts is allowed to appear for theory/practical exams for the course. Failing in the third attempt necessitates the students to discontinue the course.

1.5 Leave Rules:

Students are not allowed to take more than twenty days leave in a year. Apart from this, ten days of sick leave may be granted, with a Medical certificate, annually. Anyone exceeding the leave limit will not be allowed to sit for the examination but may appear for the supplementary exam conducted few months later.

1.6 Internship and Service Obligation:

After the successful completion of the course, all candidates should undergo six months of internship. During this period, stipend will be given. After internship, candidates have to serve for further period of one year and six months if found suitable. During this period they will be paid the staff salary. They will be well equipped and acquire enough experience and skills at the end of their obligation period. A written undertaking to this effect has to be submitted at the time of admission.

1.7 Discontinuation of Training / Internship / Serving period:

Fees paid on admission will not be refunded on any account. If any candidate voluntarily discontinues the course before completion, he / she will be required to pay the fees for the whole course. Those who voluntarily discontinue the internship, serving period or both will be required to pay compensation as decided by the authorities.



1.8 MEDICAL LABORATORY TECHNOLOGY COURSE FEE 2021- 22

(ALL FEES ARE SUBJECT TO CHANGE)

S.No	PARTICULARS	1 st year	2 nd year
01	Tuition Fees	21400	22600
02	Recreation & Retreat	1150	2240
03	Administrative Fee	4450	4500
04	Breakage	600	600
05	Graduation & Alumni fee	Nil	1700
06	Computer Fees	2300	Nil
07	Hostel Fees	12000	12000
	Sub total	41900	43640
	GST – 18%	7542	7855
	Total	49442	51495
08	CMAI Fees with 18% GST	3908	4155
09	Medical Fees	1350	1350
10	Books	1400	Nil
11	Mess Deposit – Refundable	2500	Nil
	Total	9158	5505
	GRAND TOTAL	58600	57000

The total amount of fees for the first year has to be paid at the time of admission and that for the 2nd year, at the beginning of second year.

1.9 Interest Free – Education Loan

Interest free loan scholarship from the institution may be given to deserving candidates. This should be refunded in instalments after completion of the course, during the serving period.

1.10 Text Book:

The prescribed text book and record note books will be provided at the actual cost.

1.11 Uniform:

Students have to buy two sets of uniform.

- For Girls: Maroon churidar top & bottom with white overcoat.
- For Boys: White shirt, black pant and white overcoat.



2. DIPLOMA IN MEDICAL RECORD TECHNOLOGY



This is a 2 year diploma course designed to give training in Medical Records Department recognized by the Christian Medical Association of India. The student is expected to have a clear understanding about the functions of medical record professionals in providing health information in a hospital, to become proficient in maintaining medical records on par with the current standards, to develop the expertise in compiling hospital and patient care statistics and have a basic understanding of the legal aspects of medical records.

The main objective of the course is to upgrade technical skills/work efficiency in the core areas of health facility management. It covers management of inpatient and outpatient medical records and department registration services, also involving modules of coding of diseases and diagnostic indexing as per ICD 10. Additionally, the course covers legal issues related to medical records, audits by relevant agencies like NABH, accuracy in filing, retrieving and maintaining records.

This MRT course includes theory lectures and practical training both in classroom situation and in the medical records section of the hospital. Classes are taken in English. Examiners appointed by the Medical Records Training Committee of the Christian Medical Association of India conduct the examinations. The CMAI MRT Diploma will be conferred after the successful completion of the above examinations, required internship and the serving period.



2.1 Eligibility for admission:

Pass in Higher Secondary 10+2 examination (12th Standard) or its equivalent. Students who have done other than science group in 10+2 course also are eligible to apply (any group). Knowledge of typing is desirable.

2.2 Details of the course:

- The duration of the course is 2 years followed by 6 months internship.
- Course usually commences in the first week of August.
- Medium of Instruction is English.

Selected candidates will be on probation for the first 2 months and if found unsuitable, will not be allowed to continue the course.

2.3 Syllabus

First Year

1. Medical Record Science
2. Para Clinicals

- Anatomy and Physiology
 - Laboratory Science
 - Pharmacology
 - Pathology
3. Hospital Statistics and General Statistics
 4. Communication Skills in English

Second Year

1. Medical Terminology
2. ICD Coding and Indexing
3. Computer Science and Medical Legal Cases
4. Hospital Organization and Administration
5. Project work

Students are required to do a project work in another hospital and should present the record to the Board – Controller of Examination.

2.4 Examination

Part I – Theory examination and viva at the end of
12 months – 1st year

Part II – Theory examination, practical and viva on project
at the end of 2nd year

These examinations will be conducted by the Medical Record Technologist Training Committee of CMAI, New Delhi. Minimum marks to pass the board examination would be an aggregate of 50%, both in theory and viva.

2.5 Leave Rules

80% attendance is mandatory for appearing for examinations. Loss of attendance of more than 10 continuous days during the course will disqualify the student to sit for the final examination.

2.6 Internship and Service Obligation

After successful completion of the course all candidates are required to undergo 6 months of internship during which a stipend will be given.

After the internship, candidates are to serve for further period of one year if the institution requires. They will be paid staff salary during service obligation period.

2.7 Discontinuation of Training / Internship / Serving Period

Fees paid on admission will not be refunded on any account. If any candidate voluntarily discontinues the course before completion, he/she will be required to pay the fees for the whole course. Those who voluntarily discontinue the internship/serving period will be required to pay compensation as decided by the authorities.

2.8 MEDICAL RECORD TECHNOLOGY COURSE FEE 2021- 22

(ALL FEES ARE SUBJECT TO CHANGE)

S.No	PARTICULARS	1 st year	2 nd year
01	Tuition Fees	16200	16200
02	Recreation & Retreat	1150	2950
03	Administrative Fee	2500	2500
04	Graduation & Alumni fee	Nil	1700
05	Computer Fees	Nil	2300
06	Hostel Fees	12000	12000
	Sub Total	31850	37650
	GST – 18%	5733	6777
	Total	37583	44427
07	CMAI Fees with 18% GST	5367	4023
08	Medical Fees	1350	1050
09	Books	1500	2000
10	Mess Deposit – Refundable	2500	Nil
	Total	10717	7073
	GRAND TOTAL	48300	51500

The total amount of fees for the 1st year should be paid at the time of admission and for 2nd year, at the beginning of 2nd year.

2.9 Interest Free – Educational Loan

Interest free loan scholarship from the institution may be given to deserving candidates. This should be refunded in instalments after completion of the course, during the serving period.

2.10 Text Book

The prescribed text books will be provided at the actual cost.

2.11 Uniform:

Students have to buy two sets of uniform.

- For Girls: Lavender churidar top & bottom with white overcoat.
- For Boys: Lavender shirt, black pant and white overcoat.



3. DIPLOMA IN MEDICAL RADIOLOGY AND IMAGING TECHNOLOGY (DMRIT)

Diploma in Medical Radiology and Imaging Technology (DMRIT) is a two and half year Diploma Course started in 2004 which is intended to give training in taking X ray of human body, radiographic techniques ,radio diagnosis and related modalities. Basic training in MRI and CT scanning is also provided. Course includes theory, lectures, tutorial demonstrations and practical work. Every year we have an intake of eight (8) candidates on the basis of academic qualification, interview and medical fitness. CMAI Medical Radiology and Imaging Technology diploma will be conferred after the successful completion of academic examination.



3.1 Eligibility for admission:

Pass in Higher secondary 10+2 examination (12th) or its equivalent with Physics and English as subjects. Candidates must complete 17 years on or before 31st December 2021.

3.2 Details of the course

- Duration of the course- 2 yrs and 6 months including 6 months internship.
- The course commences usually in August
- Medium of instruction will be English.

3.3 Syllabus

First Year

Paper I – Basics of Medical Education Technology Research and Communication
Paper II- Anatomy, Physiology and Pathology
Paper III- Basics of Radiological Physics
Paper IV- Radiographic Imaging
Paper V- Physics of Conventional Radiological Equipment
Paper VI- Practical & Viva-voce

Second Year

Paper VII- Physics of Modern Imaging Modalities
Paper VIII- Hospital Practice & Care of patient
Paper IX- Radiographic Technique in Routine Procedures
Paper X- Radiographic Technique in Special Procedures
Paper XI- Quality Assurance and Radiation Safety
Paper XII- Practical & Viva Voce



Practical Work

An average of six hours per day is required under the supervision of a qualified technologist. Record books have to be maintained by all students.

3.4 Examination

Examination of each subject consists of two parts, Part I containing questions involving short answers and definitions for forty marks and Part II consisting of relatively long questions for sixty marks. Duration of each paper (Part I and II together) is three hours. Pass mark for each section shall be 50%.

Practical and Oral Exam

At the end of each year, practical and viva voce examination will be conducted. Each student will need to submit practical record book during the exam.

3.5 Leave Rules

Total working days including examination period in an academic year shall be 270. Minimum attendance requirement (subject wise) 85%. Any one exceeding the leave limit will not be allowed to sit for the examination but may appear for the supplementary exam conducted few months later.

3.6 Internship and Service Obligation

The candidates have 6 months of mandatory internship after completion of 2 years of study. The candidates are to serve for a further period of one year if the institution requires. A written undertaking to this effect has to be submitted at the time of admission.

3.7 Discontinuation of Training Period/ Internship/ Service Obligation

Fee paid on admission will not be refunded on any account. If any candidate voluntarily discontinues the course before completion, he/she will be required to pay the fees of the whole course. Those who voluntarily discontinue the internship/ serving period will be required to pay compensation as decided by the authorities.

3.8 MEDICAL RADIOLOGY & IMAGING TECHNOLOGY-COURSE FEE 2021- 22

(ALL FEES ARE SUBJECT TO CHANGE)

S.No	PARTICULARS	1 st year	2 nd year
01	Tuition Fees	17650	17650
02	Recreation & Retreat	1150	2650
03	Administrative Fee	2700	2700
04	Graduation & Alumni fee	Nil	1700
05	Hostel Fees	12000	12000
	Total	33500	36700
	GST – 18%	6030	6606
	Total	39530	43306
06	CMAI Fees with 18% GST	3220	4244
07	Medical Fees	1350	1050
08	TLD	1000	1000
09	Mess Deposit – Refundable	2500	Nil
	Total	8070	6294
	GRAND TOTAL	47600	49600

The total amount for the first year has to be paid at the time of admission and that for the second year at the beginning of second year

3.9 Educational Loan

Interest free loan scholarship from the institution may be given to the deserving candidates. This should be refunded in instalments after the completion of course during the serving period

3.10 Text Book

The prescribed text books will be provided.

3.11 Uniform:

Students have to buy two sets of uniform.

- For Girls: Churidhar with grey top & black bottom with white overcoat.
- For Boys: Grey shirt, black pant and white overcoat.



LAST DATE OF ISSUING AND RECEIPT OF FILLED UP APPLICATION FORM IS

AUGUST 17 BEFORE 5pm

APPLICATIONS RECEIVED AFTER THE LAST DATE WILL BE REJECTED



The filled-up application should be sent to the address below:

The Tutor Incharge

Department of Medical Records

Christian Fellowship Hospital,

Oddanchatram – 624 619.

Tamil Nadu.



CHRISTIAN FELLOWSHIP HOSPITAL ODDANCHATRAM

Dindigul District, Tamil Nadu. – 624 619.



Application form for Allied Health Courses.

For Official use only	
Application No:	Date of issue:
Date of receipt:	

Passport
Photo

Application to be filled only by Applicant's own handwriting:

Mention by numbers (1st 2nd & 3rd) your priority of "Course Choice" in the right side column, if you apply for more than one course:

S.NO	COURSE NAME	CHOICE
1.	Diploma in Medical Laboratory Technology	
2.	Diploma in Medical Record Technology	
3.	Diploma in Medical Radiology & Imaging Technology	

Fee paid: Rs 300/- (regular application) Rs. 450/- (online application). DD/Cash Receipt /Transaction No.....Bank.....Date.....

1. Name in capital letter :.....
(as in School Certificates)
2. Date of Birth :
3. Religion: :.....
(If of Christian faith, attach church membership certificate)
4. Name of Father/Guardian:
5. Occupation :.....
6. Address to which communication should be sent (with Pin code)
.....
.....
7. Relationship to guardian:.....
8. Parent/Guardian Phone number
9. Email ID:Applicant's Mobile No:.....
10. Languages Spoken :.....
11. Have you applied previously here? Yes/No. If yes, which year?.....

12. Has anyone else from your family applied for any course here this year? Yes/ No. If yes

Name:Relationship:Course:

13. EDUCATIONAL QUALIFICATION:

Qualifying exam	Year of passing	University/ Board	Name of the School	Subjects in qualifying exam
10 th				
+2 or equivalent				
Other qualification if any				

14. REFERENCES: Name and full address of: Principal of the High School / College you attended:

.....
.....

DECLARATION

I declare that all the matters mentioned by me in this application form are true to the best of my knowledge and belief. I hereby agree to abide by the rules and regulations as given in the prospectus and such other rules which may be introduced from time to time. I promise to abide by the decisions that may be taken by the authorities in case I violate any of the rules and regulations.

Date:

Signature of the Applicant

DECLARATION BY PARENT / GUARDIAN

IFather/Mother/Guardian ofdeclare that I shall meet all expense of while he/she is undergoing training in Christian Fellowship Hospital, Oddanchatram.

I agree to abide by the decisions of authorities, in case my son/daughter violates any of the rules and regulations of the institution.

Date:

Signature of Father / Mother / Guardian

Enclosures to be sent along with filled application form:

1. Certified photocopies of Transfer Certificate (TC)
2. SSLC (10th) and HSC(+2) mark list
3. Recent Physical fitness certificate from a recognized Physician (Medical Doctor)
4. Self-addressed envelope, stamped Rs.25/-
5. A statement of about two pages in English about your family and your ambition in your own **hand writing**.
6. Character certificate preferably from Principal of the School / College you attended last.
7. If of Christian faith, church membership certificate
8. Demand Draft/Copy of Cash Receipt/Copy of Transaction receipt for the prescribed fee. For all bank transfer/ online transactions, transaction receipt with transaction number is mandatory.