



Council of Scientific & Industrial Research
Anusandhan Bhavan, Rafi Marg, New Delhi - 001

No.40-4 (Misc)/2012-Audit

Date 16.03.2012

CIRCULAR

In order to ensure compliance with instructions circulated vide CSIR letter No. 5-1(17)/08-PD dated 05.01.2012 and CSIR OM No. 3(34)/2010-Finance dated 09.07.2010 regarding payments to all staff/pensioners/suppliers/contractors/relating to remittances etc. or any other person/agency; it is informed that in future all payments shall be made by NEFT/RTGS/ECS mode only and in no case, payment shall be made by means of cheque/in cash. Hence, all the Sections/Divisions having the DDO functions may please ensure that while sending any sanctions/ bills to Audit Section for payment, all necessary bank details such as Name of the beneficiary, Name of the Bank, Name of the branch, branch code, A/c No., IFSC, MICR No. etc of the individual/party concerned required for making payment through NEFT/RTGS/ECS are sent with the bill/invoice. A specimen of the form to be used for providing the requisite details for e-payment is enclosed.

The above instructions may please be brought to the notice of all concerned for information and implementation at the earliest but in any case not later than 10.04.2012. Any request for payment through cheque/ in cash after that date shall be entertained only in exceptional circumstances with the approval of competent authority.

M. K. Sharma
16/03/12
Finance & Accounts Officer (Audit)

Copy to: -

1. F&AO (Cash) / DDO
2. Controller of Stores & Purchase
3. Sr DS (CO)
4. DS (CO)
5. E.III Section
6. General Section/Purchase Section/Stores Section
7. ISTAD
8. Head, PPD
9. Head, NMITLI
10. Head, USD
11. Head, IT
12. Head, IPU
13. DS (PD)
14. DS (E.I)
15. F&AO (Pension/Fund)
16. US (Legal)
17. Library
18. US o/o DG, CSIR (For kind information)
19. US o/o JS (A), CSIR -do-
20. PS o/o FA, CSIR -do-
21. PS o/o CVO, CSIR -do-
22. PS to Sr. Dy. FA -do-
23. PS to Dy. FA -do-
24. All Notice boards
25. Office Copy
26. IT Division with the request to host the circular on CSIR website

Form to provide details for e-payment

Name of the Beneficiary	
Account No.	
Nature of Account	
MICR No.	
Name of the Bank	
Name & Address of Branch	
Branch Code	
IFS Code	