

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
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Dated: 09.07.2010

to. 3(34)/2010-Finance

from:
Financial Adviser

To,
The Heads of all National Labs. /Instts.

Sub.: Introduction of e-payment system in CSIR

Sir,

I am directed to invite a reference to CVC Circular No. 98/ORD/1 dated 08.04.2004 vide which instructions for payment through electronic payment mechanism were issued. The said circular was endorsed in CSIR vide circular No. 15-8(83)/98-O&M dated 05.05.2004 (copy enclosed). Attention is also invited to CSIR circular No. 2(76)/CASH/2005 dated 24.06.2005 (copy enclosed) vide which it has interalia been provided that there would not be any cash payment to employees and CSIR HQ has introduced ECS for salary payment and other payments would also be brought under ECS in due course of time. Further, CSIR circular No. 4(13)/OM/2008-Audit dated 23.07.2008 (copy enclosed) also provides that payments could be made by using the e-payment mode if the member(s) opt for the same and furnish their 11 digit core banking account number and other information required for the purpose along with the claim form.

Keeping in view the aforesaid instructions on the subject, need to cut down on delays in payments by leveraging advancements in technology in banking sector, ensuring transparency, reducing processing cost in preparation and dispatch of cheques as well as easier reconciliation of accounts, it has been decided with the approval of DG, CSIR that the existing system of payment by cash/cheque shall be altogether discontinued and instead all payments shall be made by e-payment mode namely electronic clearance system (ECS)/national electronic fund transfer (NEFT)/real time gross settlement (RTGS)/Net Banking by direct credit to the account of the beneficiary. Cheque payment may be only in cases with exceptional circumstances. Necessary insertions to this effect may be required in tender documents and in all supply orders/work orders/contract agreements thereby asking the vendors to furnish all relevant details of their Bank account required for the purpose.

Concerned Drawing Officers/Drawing & Disbursing Officers in all CSIR Labs/Instts./Hqrs shall ensure that every bill for payment is accompanied with all relevant details required for electronic payments. Finance & Accounts branch shall make the payment by e-payment mode based on the details received from the concerned Drawing Officer/Drawing & Disbursing Officer.

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 01.10.2010.

Kindly acknowledge receipt.

Encl: as above

Yours faithfully

(R.L. Sharma)
Sr.Dy. Financial Adviser

Copy to:-

1. COFAs/F&AOs of all National Labs. /Instts.
2. Sr. COSP CSIR Hqrs./COSPs/SPOs/SOs(S&P) of all National Labs. /Instts.
3. Sr. COAs/COAs/AOs of all National Labs. /Instts.
4. Sr.Dy.FAs/Dy.FA/F&AOs/SOs (F&A) CSIR Hqrs/Complex
5. Sr.DS/DSs/USs/SOs (G.) CSIR Hqrs/Complex
6. Staff Officer to DG, CSIR/PA to FA, CSIR/PS to JS (A.), CSIR/PA to CVO, CSIR/PA to LA, CSIR
7. Head RAB, ESD, URDIP, IPMD, HRDC, PPD, ISTAD, HRDG, USD, IT
8. Sh.A.Wahid, Sc. with the request to make this circular available on CSIR website

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Fax : 91-11-23714788, Gram : CONSEARCH, NEW DELHI E-mail : csirmg@airnatd.ernet.in