

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्  
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH  
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001  
Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001



No. 3(34)/2010-Finance

Dated: 09.07.2010

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 06.04.2004 vide which instructions for payment through electronic payment mechanism were issued. The said circular was endorsed in CSIR vide circular No. 15-6(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



सं.3(34)/2010-फाइनेंस

दिनांक: 09.07.2010

सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के प्रधान

विषय: सीएसआईआर में ई-भुगतान प्रणाली का प्रारंभ

महोदय,

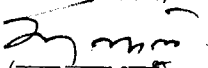
मुझे सीवीसी के दिनांक 06.04.2004 के परिपत्र सं.98/ओआरडी/1 का संदर्भ देने का निदेश हुआ है जिसके द्वारा इलेक्ट्रॉनिक भुगतान क्रियाविधि के माध्यम से भुगतान करने के लिए अनुदेश जारी किए गए थे। उक्त परिपत्र को सीएसआईआर में दिनांक 05.05.2004 के परिपत्र सं.15-6(83)/98-ओएंडएम (प्रति संलग्न) के द्वारा पृष्ठांकित किया गया था। सीएसआईआर के दिनांक 24.06.2005 के परिपत्र सं. 2(76)/केश/2005 (प्रति संलग्न) की ओर भी ध्यान आकर्षित किया जाता है जिसके माध्यम से अन्य बातों के साथ-साथ यह प्रावधान किया गया है कि कर्मचारियों को कोई नकद भुगतान नहीं किया जाएगा और सीएसआईआर मुख्यालय ने वेतन भुगतान के लिए ईसीएस प्रारंभ की है, अन्य भुगतानों को भी यथासमय ईसीएस के अंतर्गत लाया जाएगा। इसके अतिरिक्त सीएसआईआर के दिनांक 23.07.2008 के परिपत्र संख्या 4(13)/ओएम/2008-ऑडिट (प्रति संलग्न) में भी यह प्रावधान है कि भुगतान ई-भुगतान विधि का उपयोग करते हुए किए जा सकते हैं बशर्ते सदस्य इस विधि को चुनता (चुनते) है/हैं और दावा प्रपत्र (क्लेम फार्म) के साथ अपना 11 अंको का कोर बैंकिंग खाता संख्या एवं इस प्रयोजनार्थ अपेक्षित अन्य सूचना देता (देते) है/ हैं।

इस विषय पर उक्त अनुदेशों को ध्यान में रखते हुए बैंकिंग क्षेत्र में प्रौद्योगिकी के विकासों का लाभ उठाते हुए भुगतानों में विलंबों को कम करने की आवश्यकता, पारदर्शिता सुनिश्चित करने, चैक तैयार करने और उन्हें भेजने पर आने वाली प्रोसेसिंग लागत कम करने के लिए महानिदेशक, सीएसआईआर के अनुमोदन से यह निर्णय लिया गया है कि नकद/चैक द्वारा भुगतान की मौजूदा प्रणाली को पूर्णतः समाप्त किया जाए और इसके स्थान पर सभी प्रकार के भुगतान ई-भुगतान विधि नामशः इलेक्ट्रॉनिक क्लियरेंस सिस्टम (ईसीएस)/नेशनल इलेक्ट्रॉनिक फंड ट्रांसफर (एनईएफटी)/रीअल टाइम ग्रॉस सैटलमेंट (आरटीजीएस)/नेट बैंकिंग द्वारा लाभार्थी के खाते में सीधे क्रेडिट किए जाएं। चैक से भुगतान केवल आपवादिक परिस्थितियों में ही किए जाएं। निविदा दस्तावेजों एवं सभी आपूर्ति आदेशों/कार्य आदेशों/संविदागत करारनामों में इस आशय के आवश्यक निवेशनों की आवश्यकता होगी जिसके द्वारा विक्रेताओं को इस प्रयोजनार्थ अपेक्षित अपने बैंक खाते के सभी सम्बद्ध विवरण भेजने के लिए कहा जाए।

सीएसआईआर की सभी प्रयोगशालाओं/संस्थानों/मुख्यालय के संबंधित आहरण अधिकारी/आहरण और संवितरण अधिकारी सुनिश्चित करेंगे कि भुगतान हेतु प्रत्येक बिल के साथ इलेक्ट्रॉनिक भुगतानों हेतु अपेक्षित सभी सम्बद्ध विवरण संलग्न हों। वित्त एवं लेखा शाखा सम्बन्धित आहरण अधिकारी/आहरण और संवितरण अधिकारी से प्राप्त विवरण के आधार पर ई-भुगतान विधि द्वारा भुगतान करेगी।

कृपया उपर्युक्त अनुदेश सूचना और कार्यान्वयन के लिए शीघ्रातिशीघ्र किंतु हर हालत में दिनांक 01.10.2010 से पहले सभी सम्बन्धितों के ध्यान में लाएं।

कृपया पावती भेजें।

भवदीय,  
  
(रतन लाल शर्मा)

वरिष्ठ उप वित्त सलाहकार

प्रति:

1. सभी प्रयोगशालाओं/संस्थानों के वित्त एवं लेखा नियंत्रक/वित्त एवं लेखा अधिकारी
2. वरिष्ठ भंडार एवं क्रय नियंत्रक, सीएसआईआर मुख्यालय/सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के भंडार एवं क्रय नियंत्रक/भंडार एवं क्रय अधिकारी/अनुभाग अधिकारी (भंडार एवं क्रय)
3. सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के वरिष्ठ प्रशासन नियंत्रक/प्रशासन नियंत्रक/प्रशासन अधिकारी
4. वरिष्ठ उप वित्त सलाहकार/उप वित्त सलाहकार/वित्त एवं लेखा अधिकारी/अनुभाग अधिकारी (वित्त एवं लेखा) सीएसआईआर मुख्यालय/कॉम्प्लेक्स
5. वरिष्ठ उप सचिव/उप सचिव/अवर सचिव/अनुभाग अधिकारी (सा.) सीएसआईआर मुख्यालय/कॉम्प्लेक्स
6. महानिदेशक, सीएसआईआर के स्टाफ अधिकारी/वित्त सलाहकार, सीएसआईआर की निजी सहायक/संयुक्त सचिव (प्रशा.), सीएसआईआर की निजी सचिव/मुख्य सतर्कता अधिकारी, सीएसआईआर के निजी सहायक/विधि सलाहकार, सीएसआईआर के निजी सहायक
7. प्रधान, आरएबी, ईएसडी, यूआरडीआईपी, आईपीएमडी, एचआरडीसी, पीपीडी, इस्टैड, एचआरडीजी, यूएसडी, आईटी
8. श्री ए. वाहिद, वैज्ञानिक-इस अनुसंधान के साथ कि इस परिपत्र को सीएसआईआर की वेबसाइट पर उपलब्ध कराएं।

स्पीड पोस्ट/दस्ती  
Speed Post/By Hand

परिपत्र अनुक्रमांक/Circular Serial No. 215

Phone : 23710311

Gram : 'CONSEARCH', New Delhi

Telex : 31-65202 CSIR IN

Fax : (91-11)23710311, 23710618

वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH**

Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110 001

संख्या 15-6(83)/98-ओ एंड एम-II  
No.

05 मई, 2004

प्रेषक

From

मुख्य सतर्कता अधिकारी

Chief Vigilance Officer

To

सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों के निदेशक/प्रधान।

(अनुरोध है कि इस अनुदेश से प्रयोगशालाओं/संस्थाओं के सभी संबंधित अधिकारियों/कर्मचारियों को अवगत कराया जाय।)

The Directors/Heads of all National Labs/Instts. of CSIR

(Requested to bring these instructions to the concerned officials of Labs/Instts.)

विषय :- सरकारी संगठनों आदि में ई-भुगतानों व ई-प्राप्तियों के द्वारा पारदर्शिता को बढ़ावा एवं विलम्बन में कटौती-सम्बन्धी - सतर्कता-प्रशासनिक सुधार।

Sub :- Improving Vigilance Administration : Increasing Transparency and cutting delays by e-payments and e-receipt by Govt. Organisations etc.

महोदय/Sir,

मैं केंद्रीय सतर्कता आयोग के दिनांक 06.04.2004 के परिपत्र संख्या 98/ORD/1 (कार्यालय आदेश संख्या 20/04/04) की एक प्रति आपकी जानकारी, सूचना और आवश्यक कार्रवाई हेतु अग्रेषित कर रहा हूँ।

I am to forward herewith a copy of the Central Vigilance Commission circular letter No 98/ORD/1 dated 06.04.2004 (Office Order No. 20/04/04) for your information, guidance and necessary action.

भवदीय/Yours faithfully,

*(Signature)*  
(पी. अनन्तकृष्णन)

(P. ANANTHAKRISHNAN)

मुख्य सतर्कता अधिकारी/Chief Vigilance Officer

संलग्न/यथोपरि/Encl : As above.

प्रतिसिपि/Copy to :

1. चीफ इंजीनियर, ई.एस.डी. (सी.एस.आई.आर., कॉम्प्लेक्स) / Chief Engineer, E.S.D. (CSIR, Complex)
2. उप सचिव (सी.एस.आई.आर., कॉम्प्लेक्स) / DS (CSIR, Complex))
3. श्री सुशील कुमार, उप सचिव (इंजीनियरिंग)/Shri Sushil Kumar, DS (Engineering)
4. श्री एस. सी. त्यागी, उप सचिव (मंडार एवम क्रय)/Shri S. C. Tyagi, DS (Store & Purchase)

- 2 -

5  
FAO (Audit) / Cash  
PI put-up and  
we may also  
discuss.  
12/5

No.98/ORD/1  
Government of India  
CENTRAL VIGILANCE COMMISSION  
\*\*\*\*\*

12/5

Satarkta Bhavan, Block 'A',  
G.P.O. Complex, I.N.A.,  
New Delhi - 110 023  
Dated the 6<sup>th</sup> April, 2004

Office Order No. 20/4/04

**Sub: Improving Vigilance Administration: Increasing Transparency and cutting delays by e-payments and e-receipt by Govt. Organisations etc.**

The Commission has been receiving complaints about inordinate delays in making payments to the vendors and other suppliers to the Govt. organisations, Public Sector Undertakings etc. Similarly complaints are received about delays in getting refunds from taxation dept. and other departments. Apart from increasing the cost of procurement, the delays lead to opportunities for corruption. A number of measures are required to cut down on delays in making payments. One such step is resorting to mechanism of e-payments and e-receipts wherever such banking facilities exist.

In the last few years tremendous progress has been made by the banking sector in computerization including net-working of branches, making it possible to do e-banking by making use of facilities like electronic clearing system (ECS) and electronic fund transfer (EFT) etc. These facilities are available in most of the banks including the State Bank of India as well as in private banks. A large number of corporates including public sector undertakings are already making e-payments to vendors and employees instead of making payments by issue of cheques.

The Commission has been receiving complaints that delay is intentionally caused with ulterior motives in the issue and dispatch of cheques in the accounts and finance wings of a large number of Govt. Organisations. As the e-payment facility is already available in the metros as well as practically in all the main urban centres of the country, in order to curb the above mentioned malpractices, the CVC in the exercise of powers conferred on it under Section 8(1) (h) issues following instructions for compliance by all govt. departments, PSUs, banks and other agencies over which the Commission has jurisdiction.

1. The payment to all suppliers/vendors, refunds of various nature, and other payments which the organisations routinely make shall be made through electronic payment mechanism at all centres where such facilities are available in the banks.

2. Salary and other payments to the employees of the concerned organisations at such centres shall also be made through electronic clearing system (ECS) wherever such facilities exist.

कायालय सयुक्त सचिव, सी.एस.आई.आर.  
जी.एस.आई.आर.  
पत्र डायरी नं. 862  
फाइल डायरी नं. 247776C

Copy given to FAO (Audit) e Director (Admin) FA for information 7/5

30/4

-1-

As the organisations will have to collect bank account numbers from the vendor, suppliers, employees and others who have interface of this nature with the Govt. organisations, the concerned organisations may plan to switch over to e-payment system in a phased manner starting with transactions with the major suppliers in the beginning or in whatever manner is found more convenient.

It is expected that in three months i.e. by 1<sup>st</sup> July, 2004, 50% of the payment transactions both in value terms as well as in terms of number of transactions shall be made through ECS/EFT mechanism instead of payment through cheques. The remaining 50% payment transactions at all centres where such facilities exist shall be made by 31<sup>st</sup> Dec. 2004.

These instructions are applicable to all the metro cities and other urban centres where the banks provide ECS/EFT and similar other facilities.

The departments, PSUs, Banks etc. should also provide an enabling environment and facilities so that businessmen and other citizens can make payment of Govt. dues and payments to PSUs etc. electronically.

In addition to significantly reducing processing costs in preparation and dispatch of cheques, the above measures also reduce the risk of frauds by providing speed, efficiency and easier reconciliation of accounts.

  
(ANJANA DUBE)  
DEPUTY SECRETARY

To

- i) The Secretaries of All Ministries/Departments of Government of India.
- ii) The Chief Secretaries to all Union Territories.
- iii) The Comptroller & Auditor General of India.
- iv) The Chairman, Union Public Service Commission.
- v) The Chief Executives of all PSEs / Public Sector Banks / Insurance Companies / Autonomous Organisations / Societies.
- vi) All Chief Vigilance Officers in the Ministries / Departments / PSEs Public Sector Banks / Insurance Companies / Autonomous Organisations / Societies.
- vii) President's Secretariat / Vice-President's Secretariat / Lok Sabha Secretariat / Rajya Sabha Secretariat / PMO

-C-

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Anusandhan Bhawan, 2, Rafi Marg, New Delhi-110001



No : 2(76)/CASII/2005

Dated: 24/6/05

To,  
The Director/Heads of all National Labs/Instt/Centre of CSIR

Kindly find enclosed herewith a copy of OM no. F.No. 1(1)/2005/TA/476 dt.10/6/05 regarding banking cash transaction tax received from Office of the Controller General of Accounts, Department of Expenditure, Ministry of Finance, New Delhi, for information, guidance and necessary action. The Banking Cash Transaction Tax is applicable from 1-6-05 @ 0.1% if cash with drawn from the current account exceed Rs. One Lakh in a single day. These provisions are applicable to CSIR as defined vide Section 94(8) (a) (ii) of the Act. Contents of the letter may kindly be noted for implementation in your Lab/Instt.

To reduce the cash transaction, CVC has already issued instruction to make all payments through ECS (Electronic Clearance System). CSIR H.Q. has already introduced ECS for salary payments & other payments would also be brought under ECS in due course of time. There will not be any cash payment to employees.

Similarly cash purchases could be managed within the non-taxable limits. Efforts may also be made to make all payments including TA/DA and sitting fees to members of various committees by cheques/Demand Draft in line with the payment system prevalent in UPSC and alike organisation.

This issues with the approval of FA, CSIR.

Yours faithfully,

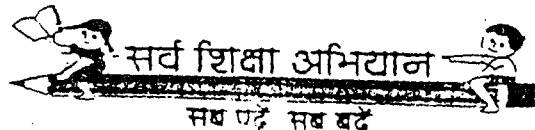
*S. S. Sachdeva*

(S. S. Sachdeva)  
Finance and Accounts Officer

Encl: As above

*Copy to: 1. Secy, CSIR, New Delhi, 110 001.  
2. H.O. CSIR & S. S. Sachdeva.*

Phones EPABX-23710138, 23710144, 23710158, 23710469, 23710805, 23711251, 23714238, 23714749, 23714769, 23715003  
Fax 91-11-23714788 Gram CONFARCH NEW DELHI E-mail csirhg@sinetd.ernet.in



F. No. 1(1)/2005/TA/476  
Office of the Controller General of Accounts  
Department of Expenditure  
Ministry of Finance  
7th Floor, Lok Nayak Bhawan  
Khan Market, New Delhi- 110003

New Delhi dated the 10<sup>th</sup> June, 2005

OFFICE MEMORANDUM

Ministries/ Departments are aware that Finance Act, 2005 has introduced a new levy, namely, Banking Cash Transaction Tax (which has already come into force with effect from 1<sup>st</sup> June, 2005) @ 0.1% of the value of taxable banking transaction. Taxable banking transactions include cash withdrawn by Government offices/ establishments exceeding Rs.1,00,000/- in a single day. Department of Revenue, Ministry of Finance have informed that Central/ State Government offices/ establishments are also liable to pay the Banking Cash Transaction Tax. In order to reduce Banking Cash Transaction Tax liability of the government, the Finance Minister has desired that all government employees (including daily wagers) may be encouraged to open bank accounts and accept salary payments by cheques.

Banking facilities are now available in all parts of the country and the banking habit has spread widely. Various banks are offering a number of services/ facilities such as withdrawal of money through ATM machines round the clock, banking through Internet, operation of accounts from anywhere through Core Banking facility, besides the facility of zero balance salary accounts for government employees.

Central Vigilance Commission, have also been emphasising that cash transactions of the Government may gradually be phased out to increase transparency and improve efficiency.

Ministries/ Departments of the Government are accordingly requested to ensure that all employees (including daily wagers) of the Ministries/ Departments, Attached and Subordinate offices open bank accounts and receive salary payments by cheques or direct to bank account. Ministries/ Departments may also advise all Heads of Departments under their control to take appropriate steps to minimize their cash transactions and reduce their banking cash transaction tax liability.

This may be accorded priority.



(Arun Sharma)

Joint Controller General of Accounts

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COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH  
ANUSANDHAN BHAVAN, RAFI MARG, NEW DELHI-01

No. 4(13)/OM/2008-Audit

23rd July, 2008

**CIRCULAR**

In the interest of efficiency, increased transparency & security and in keeping with various instructions from Ministry of Finance and CVC, it has been decided that all payments in excess of Rs. 1,000/- will be made by cheque payable at par. Minimum cash advance may be drawn by the concerned division to meet certain envisaged/not-envisaged contingencies.

Section concerned shall arrange for collecting the pre receipted claim forms from the individual members and hand over the claims to Cash Section after obtaining the signature of Head of Division (controlling authority). Cash Section shall prepare the cheques with at par facility and hand over to the representative of the concerned Section for further distribution to the members on the same day.

If the meeting is scheduled on holiday, concerned section may obtain travel information of each member by e-mail/Fax, prepare bills prior to the meeting and submit to the Cash Section duly signed by Head of Department. Cash Section will prepare A/c Payee cheques and hand over the same to the representative of the concerned section for proper disbursement. At this stage, signature of the member could be obtained on the claim. Accounts/claims of all such cheques will be submitted to the Cash Section latest by the following working day.

Payments could also 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.

This issues with the approval of FA, CSIR.

  
(RATTAN LAL SHARMA)  
SR.DY.FINANCIAL ADVISER

Copy to:-

1. All Sectional/Divisional Heads
2. PS to DG, CSIR
3. Shri PK Sharma, U.S.
4. Sr.DS(PD)
5. DS(LA)
6. F&AO (Audit Cash)
7. Dy.FA (Complex) for information