

Office of Sr. Financial Advisor

No.AC/15/Misc/2013-14/A/c's-III

Dated: 9/10/2013

Reference is invited to our office circular No.AC/15/Misc/2013-14/A/c's-III  
Dated: 5/8/2013 from the office of Sr. F.A. regarding all payment to the bank for  
direct credit by electronic transfer to the specified bank account of the payee.

It is observed that till date no response is received for Implementation of the  
above scheme urgently. A copy of the same is again sent herewith for urgent action  
upto 30<sup>th</sup> October, 2013. *Payment for the 2nd property shall  
not be entertained without the filled up return  
form w.e.f. 1.11.2013.*

*D. Panda*  
(Dharitri Panda)  
Sr. F.A.

Copy to:

1. All Divisional Heads.
2. Sr. AO's/ Sr. ACO's/ AO's/SO's.
3. DDO. — for necessary action to give filled up  
return form.
4. PS to Dd/S, DDO (Admin) for information.



भारतीय चिकित्सा अनुसंधान परिषद्  
INDIAN COUNCIL OF MEDICAL RESEARCH

मानव स्वास्थ्य विभाग (मानव स्वास्थ्य विभाग, भारत)

श्री. रामलिंगस्वामी भवान्, अन्सारी नगर, नई दिल्ली - 110 029

DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)

V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

Office of Sr. Financial Advisor

No: AC/15/Misc/2013-14/A/c's -III)

Dated: 5/2/2013

The Central Government Account (Receipts & Payment Rules, 1983) have been amended vide Gazette notification GSR 268(E) dated 30.3.2012 inter-alia to provide for issue of payment advices to the bank for direct credit by electronic transfer to the specified bank account of the payee. The amendment also provides that all payment to suppliers, contractors, grantee, loaner institutions, staff etc. exceeding the limits as specified from time to time shall be through such payment advices. Pursuant to the above amendments, Ministry of Finance, Department of Expenditure vide OM No. F No.1(1)/2011/TA/291 has directed that all payments to private parties such as suppliers, contractors, grantee, loanee institutions etc. above Rs.25,000/- shall be through payment advices including electronically signed payment advice for direct credit to bank accounts of beneficiaries.(Enclosed Gazette notification & MOF Order).

2. The Govt. servants are permitted to receive their salary/other personal entitlements by direct credit to their bank accounts or in cash or by cheques at their option, provided that in cases where salary is payable in cash or in cheque, other payments to Govt. servants exceeding limits as specified from time to time like house building advances may be paid directly to the bank account of employee.



भारतीय चिकित्सा अनुसंधान परिषद  
भारतीय चिकित्सा अनुसंधान परिषद (स्वास्थ्य एवं परिवार कल्याण विभाग)  
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
व. शमलेश्वरी नगर, अन्सारी नगर, प्लॉट नं. 49 ए 1 ई दिल्ली-110 015  
VRAMALSHWA WANI BHAWAN ANSARI NAGAR, POST BOX 4911, NEW DELHI-110 015  
वित्त सलाहकार कार्यालय

सं. एसी/15/विविध/2013-14/ लेखा III

दिनांक: .....

परिपत्र

केन्द्रीय सरकार खाता (प्राप्ति और अदायगी नियम, 1983) को आदाता के विनिर्दिष्ट बैंक खाते में इलेक्ट्रॉनिक अंतरण के द्वारा सीधे राशि जमा करने के लिए बैंक को भुगतान संज्ञापन जारी करने की उपलब्धता देने के लिए, दिनांक 30.03.2012 के राजपत्र अधिसूचना जीएसआर 268 (ई) के तहत संशोधित किया गया है। संशोधन में यह भी प्रावधान है कि आपूर्तिकर्ताओं, ठेकेदारों, अनुदानग्राही, लेनदार संस्थानों, स्टाफ आदि सभी सीमा से अधिक, जो कि समय-समय पर निर्दिष्ट किए जाते हैं, का भुगतान इसी तरह के भुगतान संज्ञापन के माध्यम से किया जाएगा। उक्त संशोधन के अनुसरण में, वित्त मंत्रालय, व्यय विभाग ने का.ज्ञा फाईल सं. 1(1)/2011/टीए/291 द्वारा यह निदेश दिया है कि निजी पार्टियों जैसे आपूर्तिकर्ताओं, ठेकेदारों, अनुदानग्राही, लेनदार संस्थानों आदि को 25000/-रुपए से अधिक राशि का भुगतान, लाभार्थियों के बैंक खातों में सीधे जमा करने के लिए इलेक्ट्रॉनिक हस्ताक्षरित भुगतान संज्ञापन सहित भुगतान संज्ञापन से किया जाएगा। (राजपत्र अधिसूचना तथा एमओएफ आदेश संलग्न हैं)

2. सरकारी कर्मचारियों को अपना वेतन/ अन्य व्यक्तिगत हितों को, अपने विकल्प के अनुसार, अपने बैंक खातों में नकदी से या चेक द्वारा सीधे जमा करने की अनुमति है बशर्ते उन मामलों में जहाँ वेतन का नकद या चेक से भुगतान किया जाता हो। सरकारी कर्मचारी को अन्य भुगतान जिनकी समय-समय पर निर्दिष्ट सीमा बढ़ाई जाती है जैसे भवन निर्माण पेशगी के भुगतान को कर्मचारी के खाते में सीधे भेजा जा सकता है।

3. आगे, यह भी प्रावधान है कि सेवानिवृत्ति या अंतिम लाभ जैसे उपदान, पेंशन के परिवर्तित मूल्य को भुनाना, सीजीईआईएस आदि का भुगतान लाभार्थी के बैंक खाते में सीधा अदा किया जाएगा।

4. वित्त मंत्रालय के ऐसे अनुदेशों को ध्यान में रखते हुए यह वांछनीय है कि आईसीएमआर के सभी कार्यालय/ संस्थान, लाभार्थियों के बैंक खाते में राशि सीधे जमा करने के लिए बैंक के माध्यम से इलेक्ट्रॉनिक अंतरण द्वारा भुगतान करें।

3. Further, it has also been provided that the payments towards settlements of retirement or terminal benefits such as Gratuity, Unaccumulated value of Pension, encashment of fund, CGEIS etc. shall be paid by direct credit to the bank accounts of the beneficiaries.

4. In view of such instructions by Ministry of Finance it is desirable that all offices/institutions of ICMR migrate towards payments made by electronic transfers through the bank for direct credit in the bank accounts of beneficiaries.

5. The following guidelines to be followed while making electronic transfers:

1. When payment is desired by direct credit to the bank accounts of the officers or staff, parties, firms or companies etc. separate bills should be prepared by DDOs and the following should be clearly indicated on the top of the bills:  
"Payment by direct credit to bank account through ECS/NEFT/ RTGS etc."
2. When payment is desired by direct credit to the bank accounts, the details of beneficiary's name, name of the bank and branch, address, bank account no. IFSC(Indian Financial System Code), MICR code etc. of the bank branch must be prominently written in the bill alongwith copy of the mandate form (enclosed) and a cancelled cheque so as to verify the authenticity.
3. All payments to private parties such as suppliers, contractors, grantee/loanee institutions/PI's etc. above Rs.25000 are to be made by payment advices including electronically signed payment advices.

5. इलेक्ट्रॉनिक अंतरण, भुगतान, भुगतान लेखा और रिपोर्ट की प्रक्रिया

1. जब अधिकारी या कर्मचारी, पार्टी या कंपनी खाते के इन खातों में से किसी एक में करनी हो तो आहरण एवं वितरण अधिकारी द्वारा अलग से बिलों को बनाना चाहिए तथा बिलों के ऊपर स्पष्ट रूप से "ईसीएस/एनईएफटी/आईडीडी/आईडीडी" आदि द्वारा बैंक खाते में सीधे भुगतान किया जाए" दर्शाया जाना चाहिए।
2. जब बैंक खाते में सीधे राशि जमा करनी हो तो मंडेट फॉर्म (प्रति संलग्न) तथा एक रद्द किया हुआ चैक की प्रति सहित, लाभार्थी का नाम, बैंक तथा शाखा का नाम, पता, बैंक खाता सं., बैंक शाखा के आईएफएससी (भारतीय वित्तीय प्रणाली कोड), एमआईसीआर कोड आदि बिलों पर प्रमुख रूप से लिखा जाना चाहिए ताकि प्रामाणिकता की जांच हो सकें।
3. निजी पार्टियों जैसे आपूर्तिकर्ताओं, ठेकेदारों, अनुग्रहियों/ कर्जदार संस्थानों/ पीआई आदि को 25,000 रुपये से अधिक के सभी भुगतान इलेक्ट्रॉनिक हस्ताक्षरित भुगतान संज्ञापन सहित भुगतान संज्ञापन से किए जाए।
4. एक्सट्रास्यूरल अनुदानों के लिए आहरण एवं वितरण अधिकारी/प्रशासन अधिकारी को लाभार्थियों (पीआई/ फर्म) से एक रद्द किए गए चैक सहित मंडेट फॉर्म प्राप्त करना आवश्यक है तथा मंडेट फॉर्म की विधिवत सत्यापित प्रति प्रत्येक समय में जब इलेक्ट्रॉनिक भुगतान करनी हो, संलग्न करना आवश्यक है। यदि लाभार्थी के खाता संख्या में परिवर्तन हो तो लाभार्थी से संशोधित मंडेट फॉर्म प्राप्त किया जाए ताकि इलेक्ट्रॉनिक अंतरण के लिए, संबंधित लेखा अधिकारियों को सूचित करते हुए, बिल के साथ उसकी विधिवत सत्यापित प्रति प्रस्तुत की जा सकें।
5. आहरण एवं वितरण अधिकारी को संबंधित आपूर्तिकर्ताओं के बैंक खाता संख्या सहित आपूर्तिकर्ताओं के लिए विक्रेताओं की सूची का विस्तृत विवरण बनाना अपेक्षित है तथा यह सुनिश्चित किया जाए कि भुगतान के लिए लेखा अनुभाग को बिल प्रस्तुत करने से पहले इलेक्ट्रॉनिक भुगतान के लिए आपूर्तिकर्ताओं की साख की जांच भी करनी चाहिए।
6. आहरण एवं वितरण अधिकारी संबंधित लेखा प्रभाग द्वारा भुगतान के लिए बिल पास किए जाने पर भुगतान संज्ञापन अवश्य प्राप्त करें तथा बिल या बिल रजिस्टर के संबंधित कार्यालय प्रति में प्रविष्टि करें ।
7. लेखा प्रभाग साप्ताहिक आधार पर लेन- देन रिपोर्ट दर्शाते हुए एमआईएस रिपोर्ट की प्रति आहरण एवं वितरण अधिकारी/ प्रभाग को देगा।

4. The DDOs/Administrative Officers of Divisions for extramural grants will be required to obtain original mandate form from beneficiary (PI/Firm) alongwith a cancelled cheque and shall be required to enclose duly attested copy of the mandate form each time when electronic payment is to be made. In case there is a change in the beneficiary's account number, the revised mandate form shall have to be obtained from the beneficiary and duly attested copy of the same shall be submitted with the bill for electronic transfer under intimation to Accounts Officer concerned.
5. The DDOs will be required to maintain vendors list for suppliers with full detail including suppliers Bank account number concerned and shall ensure that the credentials of the suppliers are verified for electronic payment before submitting the bill to the Accounts Section for payment.
6. The DDOs will have to obtain payment advice number against the bill passed for payment by the Accounts Division concerned and make an entry in the respective office copy of the bill or bill register.
7. Accounts Division shall give copy of MIS report showing report of transactions to DDOs/Divisions on weekly basis.

8. लेखा प्रभाग संश्लेषण पत्र/ वार्षिकी प्रारम्भिक आरटीजीएस/ एनईएफसी/ ईसीएस द्वारा इलेक्ट्रॉनिक भुगतान के लिए बिल की राशि के बराबर का *Yoursell* के पक्ष में चेक तथा मैडेट फार्म की प्रति सहित भुगतान संज्ञापन प्रेषित करेगा।

9. प्रभाग द्वारा नई एक्सट्राम्यूरल परियोजनाओं के लिए कोडल औपचारिकता के भाग के रूप में मैडेट फार्म को जोड़ा जाए।

(धरित्री पांडा)

वरि वित्तसलाहकार

#### वितरण :-

1. सभी प्रभाग प्रमुख/ वरि उपमहानिदेशक (प्रशा.)
2. परिषद के संस्थानों के सभी निदेशक
3. सभी प्रभाग/ वरि. प्रशा. अधि./वरि. लेखा. अधि./ लेखा अधिकारी
4. महानिदेशक एवं सचिव, डी एच आर के निजी सचिव - सूचना के लिए।
5. वरि. वित्त सलाहकार के निजी सचिव
6. बायोइंफर्मेटिव प्रभाग : परिषद की वेबसाइट के लिए।
7. परिषद मुख्यालय के आहरण एवं वितरण अधिकारी।
8. सहायक महानिदेशक (प्रशा.)

अनुलग्नक : 1. राजपत्रित अधिसूचना की प्रति

2. एमओएफ आदेश की प्रति

8. The Accounts Division shall transmit the payment advice to bank alongwith copy of mandate form and cheque in favour of 'Yourself' for equivalent amount of bill for electronic payments through RTGS/NEFT/ECS as relevant to the firm/beneficiary concerned.
9. The Mandate Form may be added as part of codal formality for new extramural projects by Divisions.

(Dharitri Panda)  
Sr. FA

Distribution:

1. All Heads of Divisions/Sr.DDG(Admn.)
2. All Directors of ICMR Institutes.
3. All Divisions/Sr.AOs/Sr.Acos/Acos.
4. PS to DG & Secretary, DHR: for information.
5. PS to Sr. FA
6. BIC for ICMR website.
7. DDO of ICMR Hqrs.
8. ADG(A)

Encls: 1. Copy of Gazette notification.  
2. Copy of MOF Order.



**MANDATE FORM**

**ELECTRONIC CLEARING SERVICE( CREDIT CLEARING)/REAL TIME  
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

**A. DETAIL OF ACCOUNT HOLDER :-**

1	NAME OF ACCOUNT HOLDER OF FIRM	
2	COMPLETE CONTACT ADDRESS	
3	TELEPHONE NUMBER / FAX / EMAIL	
4	NAME & ADDRESS OF FIRM	

**B. BANK ACCOUNT DETAIL :-**

1	BANK NAME	
2	BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
3	WHETHER THE BRANCH IS COMPUTERISED ?	
4	WHETHER THE BRANCH IS RTGS ENABLED ? IF YES, THEN WHAT IS THE BRANCH'S <b><u>IFSC CODE</u></b>	
1	IS THE BRANCH ALSO NEFT ENABLED ?	
2	TYPE OF BANK ACCOUNT (SB/CURRENT)	
3	COMPLETE BANK ACCOUNT NUMBER (LATEST)	
4	MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date: (.....Signature & Seal of Firm.....)  
Phone No.

(Signature of Accounts  
Holder of the firm)

Certified that the particulars furnished above are correct as per our records.

(.....Signature & Seal of DDO (ICMR)

Date:

**NOTE**

Please attach a photocopy of cancelled cheque for purpose of verification of the concerned bank account where money is to be remitted.

**MANDATE FORM-EXTRA MURAL GRANTS**

**ELECTRONIC CLEARING SERVICE( CREDIT CLEARING)/REAL TIME  
GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

**A. DETAIL OF ACCOUNT HOLDER :-**

1	NAME OF ACCOUNT HOLDER OF INSTITUTE	
2	COMPLETE CONTACT ADDRESS	
3	TELEPHONE NUMBER / FAX / EMAIL	
4	NAME & ADDRESS OF PROJECT INVESTIGATOR	
5	TITLE OF THE PROJECT	

**B. BANK ACCOUNT DETAIL :-**

1	BANK NAME	
2	BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
3	WHETHER THE BRANCH IS COMPUTERISED ?	
4	WHETHER THE BRANCH IS RTGS ENABLED ? IF YES, THEN WHAT IS THE BRANCH'S <b><u>IFSC CODE</u></b>	
1	IS THE BRANCH ALSO NEFT ENABLED ?	
2	TYPE OF BANK ACCOUNT (SB/CURRENT)	
3	COMPLETE BANK ACCOUNT NUMBER (LATEST)	
4	MICR CODE OF BANK	

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible.

Date: (.....Signature & Seal of Project Investigator.....)

(Signature of Accounts  
officer of the Institute)

Certified that the particulars furnished above are correct as per our records.

(.....Signature & Seal of AO of the Concerned Division in ICMR)

Date:

NOTE

Please attach a photocopy of cancelled cheque for purpose of verification of the concerned bank account where money is to be remitted.

F. No. 111/2011/16/291  
Ministry of Finance  
Department of Expenditure  
Controller General of Accounts  
Lok Nayak Bhawan, Khan Market  
New Delhi-110012

Dated: 31<sup>st</sup> March 2012

Office Memorandum

**Sub:- Payment to suppliers etc. above Rs. 25000 by Government Departments through e-Payment from 1<sup>st</sup> April 2012**

The Central Government Account (Receipts and Payments) Rules, 1983 have been amended, inter alia, to provide for issue of Payment advices to the bank for direct credit by electronic transfer to the specified bank account of the payee. The amendment also provides that all payments to suppliers, contractors, grantee, loanee institutions etc. exceeding the limits as specified from time to time, shall be through such payment advices.

2. Pursuant to the above amendments, with effect from 1<sup>st</sup> April 2012 all Ministries/Departments of the Government of India are directed to make all payments to private parties such as suppliers, contractors, grantee, loanee institutions etc. above Rs. 25,000 by payment advices, including electronically signed payment advices.
3. All Ministries/ Departments and Heads of Accounting Organisations are requested to ensure the compliance of above instructions by Pay & Accounts Offices/ Accounts offices and other payment units under their control.
4. Separate orders have been issued in respect of payments to Government servants.

  
(Soma Roy Burman)

Joint Controller General of Accounts

To

1. All Ministries and Departments
2. All Financial Advisers
3. Secretary, Defence Finance
4. Secretary, Posts
5. Financial Commissioner, Railways
6. Member Finance, Department of Telecommunications
7. Controller General of Defence Accounts
8. All Pr. CCAs/ CCAs/ CAs of the Civil Ministries/Departments

Date: 23/07/2012

**CIRCULAR**

**Sub: Necessary checks to be performed while making payment to Government accounts/suppliers through e-payment.**

With the amendments in Central Government Account (Receipts and Payments) Rules 1983 vide Gazette notification G.S.R. 268(E) dated 30<sup>th</sup> March 2012, it is imperative that the Pay and Accounts Officers and DDOs may perform the following checks with regards to payment to Government servants/ suppliers though e-payments besides routine pre checks as per Civil Accounts Manual.

1. When payment is desired by direct credit to the bank accounts of the offices or staff, parties, firms or companies, etc., separate bills should be prepared by DDOs and the following should be clearly indicated on the top of the bills:

"Payment by direct credit to bank account through ECS, NEFT, RTGS etc."

2. When payments is desired by direct credit to the bank accounts, the details of beneficiary's name, name of the bank and branch, address, bank account no, IFSC (Indian Financial System Code), MICR code, etc. of the bank branch must be prominently written in the bill."

3. All payments to private parties such as suppliers, contractors, grantee/ loanee institutions etc. above Rs. 25,000 are to be made by payment advices, including electronically signed payment advices.

4. The DDOs will be required to obtain original mandate form duly attested by the beneficiary's bank and shall be required to enclose duly attested copy of the mandate form each time when e-payment is to be made. In case there is a change in the beneficiary's account number, the revised mandate form shall have to be obtained from the beneficiary and duly attested copy of the same shall be submitted with the bill for e-payment under intimation to PAO concerned.


5. The DDOs will be required to maintain vendors list for suppliers with full detail including suppliers account number and before submitting the bill to the PAO concerned shall ensure that the credentials of the supplier's are verified for e-payment. The PAO shall also maintain a vendors register with him/her and shall tally the detail shown in the bill before making payment against the same.

6. The DDOs will have to obtain payment advice number against the bill passed for payment by the PAO concerned and make an entry in the respective office copy of the bill or bill register.

7. PAOs shall give copy of MIS report showing report of transactions to DDOs on weekly basis.

8. All the PAOs are required to make sincere efforts to ensure that e-payment in their offices is successfully implemented by increasing the volume of transactions on e-payment. A review of authorization made through e-payment during the period 11-7-2012 to 8-8-2012 has revealed that PAO -DGHS, PAO Safdarjung, and PAO LHMC have very low figures. They need to speed up the progress.

This issues with the approval of CCA.

  
(Yogesh Kumar Meena)  
**Dy. Controller of Accounts.**