



F.No. 65-7/2015-16/B&A
National University of Educational Planning and Administration
17-B, Sri Aurobindo Marg, New Delhi-110012

20th December, 2016

02/01/17

Circular

Subject: Enabling of Digital Payments through various means – reg.

In compliance of the letter dated 05th December, 2016 regarding promotion of Digital Payment received from the Ministry of HRD D/o Higher Education, It has been decided to implement e-payment system to bring more transparency, to reduce delay in making payment and to reduce transaction through cash wherever possible. This is in consonance with Govt. of India's policy and the general payment system followed in other Govt./Autonomous organizations. The following is informed to all concerned for immediate implementation.

- (1) Pay and allowances including all other personal claims of employees of the University like, reimbursement of medical bills, newspaper bills/telephone/mobile bill or all other such personal claims will be directly credited to the bank account of the concerned employee.
- (2) Payment to all vendors/suppliers/contractors/service providers will be made through e-payment mode. While giving supply order/work order, the prescribed proforma (e-payment form) may be supplied to them along with the work order/supply or purchase order. After executing supply order/work order when furnishing bills, they have to furnish the e-payment form along with their bill, filling up all the requisite information.
- (3) Payment relating to external experts, participants in the programmes etc. on account of Honorarium/TA/Conveyance etc. will also be made through e-payment system. At the time of sending nomination letters to the participants and letters to external experts, the e-payment form also has to be sent, for furnishing requisite information to facilitate e-payment.

While implementing the system of e-payment general convenience of concerned department will be taken care of and wherever any genuine difficulty arises payment will be made through other mode.

This is issued with approval of the Competent Authority.

Subhash

(Dr. Subhash Sharma I/c)
Finance Officer

Distribution :

1. PS to VC – for information
2. PA to Registrar – for information
3. Finance Officer
4. All Faculty/Staff Members
5. Office Order File
6. Master File

7. Mr. Narech Bhatia, Programmer. – To upload on website of Univ.