

URGENT/IMPORTANT



**INDIAN COUONCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN, NEW DELHI-110001**

F.No.21-14/2016-CDN

Dated the 16th December, 2016

CIRCULAR

This has reference to Council's earlier circular of even number dated 15.12.2016, on the subject of cashless/digital transactions in ICAR system.

In supersession of Council's aforesaid circular, following instructions are given for strict compliance. In order to scrupulously implement the above system in ICAR, a Performa is enclosed herewith. Information in the prescribed proforma shall be sent to Dr. S.P. Kimothi, ADG (TC) (e-mail ID- adgcoordination@gmail.com) on day to day basis. The following points may also be kept in view to effect compliance in the above matter:

- i) As per the directives of Cabinet Secretariat (Copy enclosed), all payments and receipts may be done only through digital options.
- ii) Swipe machines and prepaid cards be arranged from the Banker of your Institute immediately.
- iii) You should avail the facilities like e-wallets for cashless transactions within the shortest possible period.
- iv) Further, Ministry of Finance vide its O.M. dated 05.12.2016 regarding payment to Suppliers etc. by Government Departments through e-payment (Copy enclosed), has inter-alia instructed that "All Ministries/Departments of the government of India shall ensure with immediate effect that all payments above Rs.5000/- (Rupees Five Thousand Only) to suppliers, contractors, grantee/loanee institutions etc. are made by issue of payment advices only".
- v) The above instructions of Ministry of Finance are for payments. As regards, receipts from various sources, efforts should be made to switch over to complete cashless transactions as far as possible.

In view of above, it is requested that Directors of ICAR Institutes may personally monitor the progress and send the report as per the Performa on day to day basis/weekly report for further necessary action.

Ajai Verma
16.12.16
(Ajai Verma)

Under Secretary (GAC)

Enclosures:

1. Cabinet Secretariat's D.O. No. 216/2/1/2016-CA-IV dated 05.12.2016
2. Ministry of Finance's O.M. No. 3(2)(1)/2016/R&P Rules/Amendment/649 dated 05.12.2016

Distribution:

- i. Chairman, ASRB
- ii. All DDG's/Director (DARE)/Director (Finance)/DS(Admn)
- iii. All the Directors of ICAR Institutes/Project Directorates/Bureaus
- iv. PSO to DG, ICAR/PPS to Secretary, ICAR/PPS to AS&FA, DARE/ICAR
- v. ADG(TC), ICAR
- vi. PD, DKMA to upload this circular

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प्रदीप कुमार सिन्हा
PRADEEP K. SINHA



मंत्रिमंडल सचिव
भारत सरकार
CABINET SECRETARY
GOVERNMENT OF INDIA

D.O. No.216/2/1/2016-CA.IV

December 05, 2016

Dear Secretary,

The Demonetization decision presents an opportunity to transform India into a less cash economy. Educating all segments of the population on its utility and empowering them in the use of digital means for financial transactions is an important step in this direction. This would require the active support of State Governments as well as effective leveraging of Central Government organizations across the country. This would also promote efficiency and transparency in the system. I request you to lead the efforts in this regard in your Ministry.

2. Various digital options are available to address the requirements of different segments of the society, such as,

- For people who do not have mobile phones, Aadhaar Enabled Payment System (AEPS) makes it possible to transact with Aadhaar based authentication. Prepaid/debit cards and Banking correspondents also provide the required services.
- For people having generic phones, USSD (*99#) facilitates digital transactions on mobile phones through SMS.
- For smart phone holders, Unified Payment Interface (UPI) facilitates transactions through bank accounts.
- For computer literate population, Net Banking is available.

3. Employees of your Department, attached offices and PSUs may set an example by not only transacting through digital means but by also encouraging others to use digital modes of transactions.

4. I would request you to draw up an Action Plan to involve the officers and staff of your Department, Attached Offices and PSUs for promotion of digital payments. You may consider incorporating the following initiatives to achieve the desired goals:

- All payments and receipts of your Department may be done only through digital options.
- Specific targets may be laid down for on boarding your target groups and beneficiaries and the progress be monitored on a regular basis.
- Massive campaign may be launched among your target groups and beneficiaries. Awareness material has been uploaded on NITI Aayog's website (<http://niti.gov.in/content/digital-payments>).
- The target groups, beneficiaries etc., coming into contact with the functionaries of your Department may be enabled to transact digitally. Field functionaries may be encouraged to handhold the members of public to onboard them onto the digital platform.
- Training and awareness camps may be organized for the general public involving Banks, Corporates, Self Help Groups, NGOs etc. to train the targeted population in using digital options. CSR funds could also be utilized for this purpose.

A feedback on the progress made in this regard may please be sent to me by the 20th December 2016.

With regards,

Yours sincerely,

(Pradeep K. Sinha)

Dr. T. Mohapatra
Secretary,
Deptt. of Agricultural Research and Education
New Delhi

F. No. 3(2)(1)/2016/R&P Rules/Amendment/ 649
 Ministry of Finance
 Department of Expenditure
 O/o Controller General of Accounts
 Mahalekha Niyantarak Bhawan,
 GPO Complex, E-Block, INA
 New Delhi-110023

Date: 05-12-2016.

OFFICE MEMORANDUM

Subject: Payment to Suppliers etc. by Government Departments through e-Payment

A reference is invited to this office O.M. No. 1(1)/2011/TA/366 dated 1st August 2016 regarding payment to Suppliers etc. above Rs. 10,000/- by Government Departments through e-Payment.

2. In order to attain the goal of complete digitization of Government payments, the existing limit of Rs. 10,000/- prescribed in paragraph 2 of this office O.M. dated 1st August 2016 has been further reviewed. It has now been decided to lower the threshold limit to Rs. 5,000/- (Rupees five thousand only).

3. All Ministries/ Departments of the Government of India shall ensure with immediate effect that all payments above Rs. 5,000/- (Rupees five thousand only) to suppliers, contractors, grantee/loanee institutions etc. are made by issue of payment advices only.

This issues with the approval of the Finance Minister.

Soma Roy Burman 5.12.16
 (Soma Roy Burman)

Joint Controller General of Accounts

To

1. Secretaries of all Ministries/Departments of the Government of India
2. Dy. C&AG, O/o C&AG
3. Secretary, Defence Finance
4. Financial Commissioner, Railways
5. Member Finance, Department of Telecommunications
6. Controller General of Defence Accounts
7. Financial Advisers of all Ministries/ Departments
8. All Pr. CCAs/ CCAs/CAs of the Civil Ministries/ Departments

"A"

Review of Progress of Digital/Cashless Transactions in ICAR Institutes

(Receipt side)

Name of the Institute/Regional Centre.....

Date of Report as on.....

S.No.	Point of sale (Please describe point e.g. - -Sale Counter/Proceeds -Guest Houses etc.)	Volume of transactions in Rs.	Mode of receipt (a)Cash (b)Debit/Credit card (c)Cheque/DD (d)Bank Transfer NEFT etc. (e)e-Wallet (Please specify)	Have you installed POS Machines (Please give details)	Have you established e-Wallet. If yes, give details
1.					
2.					
3.					

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'B'

Review of Progress of Digital/Cashless Transactions in ICAR Institutes

(Payment side)

Name of the Institute/Regional Centre.....

Date of Report as on.....

S.No.	Description	Amount of payments which are more than Rs.5000/-	Mode of payment
1.	Internal Payments		
2.	Outside/external Payments		