



**GURU GOBIND SINGH**  
**INDRAPRASTHA UNIVERSITY**  
Sector-16C, Dwarka, New Delhi-110078  
**FINANCE & ACCOUNTS DEPARTMENT**

**GGSIPI/COF/2012**


*Dated: 19<sup>th</sup> October, 2012*

**OFFICE ORDER**

Keeping in view Govt's policy and general trend of payment system in other Govt/autonomous organization etc, it has been decided to implement E Payment to bring more transparency and reduce delay in making payments. The following is informed to all concerned for immediate implementation:-

- i) In addition to pay and allowances, other personal claims including reimbursement of newspaper bills, telephone / mobile bills / internet charges or all other claims will be directly credited to the Bank Account of the concerned employee.
- ii) Payment to all suppliers/ vendors will be made through e-payment mode. A prescribed performa may be supplied to them alongwith the job / supply order which will be submitted by them after providing requisite details after executing supply order along with bills. Cheque payments upto Rs 10000/ may be made to those vendors wherever payment is of small denomination and a specific request is made by them.
- iii) Payment to students on account of fee concession/fee refund/students security etc will be made through e-payment system. It will be mandatory to arrange relevant details from students as given in the enclosed prescribed performa for effecting e-payment.
- iv) Payments relating to Examination activities wherever feasible will be made through e-payment system. Relevant detail from the Examination Centres/ Institutes/experts involved in the activities may be arranged and payment will directly be credited to their Bank Accounts.
- v) Whenever the e-payment is made, instant email to the concerned supplier / vendors or other concerned whose payment has been made will be sent to them. A copy of the same will also be forwarded to concerned Schools/Deptt for their information.

While implementing the system of E Payment, general convenience of concerned departments will be taken care of and wherever any genuine difficulty arises, payment will be made through other mode.

  
(S.K. Tanwar)  
Controller of Finance

Copy to:-

1. All Deans/Directors, University Schools of Studies
2. Controller of Examination
3. All Jt. Registrar/Dy. Registrar/Asstt. Registrar
4. PS to Hon'ble Vice Chancellor
5. PS to Registrar
6. Incharge, Server room with the request to upload the same on the University Website.
7. Finance Officer
8. Office Copy

## FORM FOR TRANSFER OF MONEY THROUGH NEFT

1. Name of Officer / SRF / JRF / Contractor / Firm / Student / Institute :
2. Address / Department / Office :
3. PAN No. (Copy of the PAN Card must be enclosed) :
4. E-mail address :
5. Bank Account No. (16 digit) :
6. Name of the Bank with address :
7. MICR Code :
8. IFS Code :

Enclosure: Copy of cancelled cheque or else get this form attested from the banker

**Authorised signature of the Firm / Contractor / Official**

Forwarded to DDO, Finance & Accounts Department, GGSIPU, Dwarka, New Delhi for information and necessary action.

**Signature of HOD / Dean / HOO / Director**