



राष्ट्रीय मुक्त विद्यालयी शिक्षा संस्थान
NATIONAL INSTITUTE OF OPEN SCHOOLING

आईएसओ 9001 : 2008 प्रमाणित/ISO 9001 : 2008 Certified

(स्कूल शिक्षा और साक्षरता विभाग, मा.सं.वि.मं., भारत सरकार के अंतर्गत एक स्वायत्त संस्था)
(An Autonomous Institution Under Deptt. of School Education and Literacy, M.H.R.D., Govt. of India)

F-62-146/2013/NIOS/1646/231

05 December, 2016

OFFICE ORDER - 407/2016

Subject: Payment to Suppliers, Employees, Consultant, Experts etc. through e-Payment.

Government of India, Department of Expenditure, Ministry of Finance vide O.M. No. F. No. 25(30)/E. Coord/2016 dated 1st December 2016 has issued instructions to all the Ministries and its Departments to encourage their employees to make use of Debit Cards for personal related transactions instead of cash.

Further O/o Controller General of Accounts, Department of Expenditure, Ministry of Finance Govt. of India vide O.M.No.F.No.3 (2)(1)/2016/R&P Rules/Amendment/649 dated 5th December 2016 has also issued instructions with regard to payment to Suppliers/ vendors etc, to lower the threshold limit to Rs.5000/- instead of existing limit of Rs.10000/- with immediate effect.

NIOS has already issued instructions vide Office OrderNo.241/2015 (F.No.62-146/2013/NIOS/1646/207) dated 16th October 2015 with regard to payment of vendors/ suppliers, employees, experts etc. through electronic transfer i.e. RTGS/NEFT.

All Heads of Departments/Regional Directors/Divisions/ Branch/ Units are once again requested to ensure that all accounting transactions regarding payment to Vendors/ Contractors/AI/AVI/ Employees/ Staff/ Consultants/ Experts etc. should be made through RTGS/NEFT (e-payment) only. As far as possible, transactions in cash be avoided.

The above instructions be followed in letter and spirit so as to attain complete digitisation of Government payments.

This issues with the approval of the Competent Authority.

(C. DHARAMAN)
SECRETARY

Distribution:

1. All Heads of the Department, NIOS
2. Assistant Director (CMO), NIOS for kind information of Chairman, NIOS
3. Joint Director (Admn.), NIOS
4. All the Regional Directors, NIOS Regional Centres.
5. SAP, NIOS for uploading in NIOS website
6. All Officers at the level of Section Officer and above.

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F- 62-146/2013/NIOS/1646/207

Dated: 16th October, 2015

OFFICE ORDER - 241/2015


In order to minimize cheque payments and to introduce the system for making payments to the Resource Persons/Consultants/Venders/Staff and Officers etc. through electronic transfer i.e. RTGS/NEFT, it has been decided to collect necessary information in the enclosed prescribed format, duly filled in and signed along with a copy of a cancelled cheque and first page of Bank Pass Book, which contains details of Account holder, for verification of the data provided in the enclosed Mandate Form.

All Heads of the Departments/Divisions/Branch/Units at the Headquarters are hereby advised to collect the required information from the Resource Persons/Consultants/Venders/ Staff and Officers etc in the prescribed format attached and forward the same to the Accounts Branch for taking appropriate action in this regard.

The Regional Centres are also directed to collect required information from the Resource Persons/Consultants/Venders/Staff and Officers etc. AI/AVI/AA under their jurisdiction in the prescribed format and keep a record of the same and also to forward a consolidated list along with the requisite details of Bank A/c to the Accounts Branch at the NIOS Headquarters, so that the payment of the relevant persons/firms could be made through electronic transfer i.e. RTGS/NEFT to minimize payment through cheque /DD/cash etc.

However, till the finality of the above process, the cheque payment system will continue. Earnest efforts should be made to minimize cheque payment and maximize payments through RTGS/NEFT, particularly in cases where payments have to be made at regular intervals.

All Heads of the Departments/Divisions/Branch/Units should ensure the furnishing of the requisite information in a consolidated form duly complete in the prescribed format/Supporting documents etc. so as to reach the Accounts Branch on or before 30th October 2015.


(C. DHARAMAN)
SECRETARY

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