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विश्वविद्यालय अनुदान आयोग
बहादुरशाह जफर मार्ग
नई दिल्ली-110 002
UNIVERSITY GRANTS COMMISSION
BAHADURSHAH ZAFAR MARG
NEW DELHI-110 002

F. No. 1-12/2012 (IA-E-Payment)/07

21st May, 2012

21 MAY 2012

OFFICE MEMORANDUM

Sub: Minutes of the Meeting held in University Grants Commission on 09.05.2012 for introduction of e-payment system in UGC.

In order to fall in line with the policy of Govt. of India, it has been decided to introduce e-payment system in UGC. For this purpose, a meeting was held on 09.05.12 in UGC. The minutes of said meeting is forwarded herewith for compliance. It may be ensured that all the payments to Universities/Colleges/grantee institution/vendors etc. be made electronically and no payments is to be made through cheque or demand draft after 31st July 2012.

The Bureau Heads/ROs may also ensure that while preparing bills against the sanctions, the account details of e-payments obtained from the concerned institutions/Universities/Colleges/vendors through Bank Mandate Form is also incorporated in the bill (as per specimens attached) so as to facilitate the Finance Division/DDO to advise the same to the bank for crediting the sanctioned amount in the account of beneficiary through electronic mode only.

On the following day, the Finance Division/DDO will obtain necessary details of remittances done by the bank on the previous day and will reconcile the figures so as to ensure the correctness of the payment. The UTR (Unique Transaction Reference) Number and date of each transaction may be obtained from the bank and be noted in Grants in aid Register against the relevant entry.

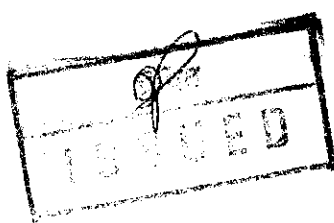
This issues with the approval of Chairman, UGC.

(A.K.DOGRA)
Financial Advisor

etc

Encl.: As above

- (1) PS to Chairman, UGC
- (2) PS to Secy., UGC
- (3) PS to AS-I, UGC
- (4) PS to FA, UGC
- (5) All Bureau Heads/Divisional Heads/ Branch Officers, UGC
- (6) All R.O., UGC



Minutes of the Meeting held in University Grants Commission on 09.05.2012
for introduction of e-payment system in UGC

The Honble Chairman UGC vide his note dt.04.05.2012 desired that in order to fall in line with the policy of the Government of India, e-payment system is required to be introduced in office of the UGC in consultation with Chief Controller of Accounts (CCA), MHRD, Controller General of Accounts (CGA) or his representative, Consultant (Finance), and Director (Admn.). Accordingly, a meeting was fixed for 09.05.2012 to discuss the modalities for the same. Following officers were present in the meeting.

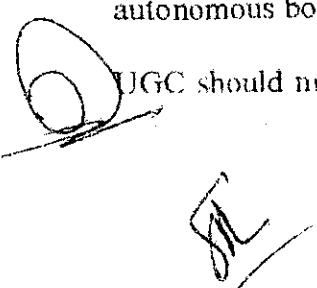
1. Sh. S.K. Ray, Consultant (F), UGC
2. Sh. A.N. Bokshi, CCA, MHRD.
3. Sh. A.K. Dogra, FA, UGC
4. Sh. Sanjay Pandey, C.A., MHRD
5. Sh. Hament Jain, DGM, Canara Bank
6. Dr. K. Gunashekhra, Director (Admn), UGC could not attend.

Officers from FD & I.A. Cell of the level of Section Officer and above, UGC were also present.

Sh. A.K. Dogra, FA, UGC, welcomed the MHRD officers and outlined the purpose of the meeting. He gave the background for convening this meeting and explained the present system of payment and compilation of the Accounts in the UGC and requested Sh. A.N. Bokshi, CCA, MHRD to apprise the UGC officers of the present system of Accounting and e-payment in the Govt. of India.

Sh. Bokshi categorically stated that the orders issued by the Controller General of Accounts, Ministry of Finance on e-payment is directly not applicable to UGC being the autonomous body. But he suggested that in order to fall in line with the policy of Govt. of India,

UGC should make an endeavour to switch over to e-payment system. He requested Sh. Sanjay



Pandey, Controller of Accounts, MHRD to briefly apprise the existing system of Accounting and Payments in the Government of India. Sh. Sanjay Pandey, CA, MIIRD informed that in the Govt. of India the software package known as COMPACT developed by NIC is used for passing and compilation of the accounts in Govt. of India and e-lekha package is used for uploading the daily expenditure of the Ministry/Deptt. The another package known as CPMS (Central Plan Monitoring System) is used for monitoring the disbursement and utilization of Plan Grants.

Earlier payment of salary, payments against supply of goods, grants in-aid and was being made through NEFT and RTGS but w.e.f. 01.04.2012 all payments to suppliers and grantee institutions are being made through electronic mode only. Sh. Pandey pointed out that the system of payments in Govt. of India and UGC are different, therefore the COMPACT package can not be implemented directly in the UGC for accounting and payments. However, he will ascertain from O/o Controller General of Accounts about the possibility of customisation of COMPACT software packages as per the needs of the UGC. For this purpose he desired that a formal letter from UGC may be sent to CCA, MHRD so that they may take up this matter for further action in this regard with CGA.

(Action: FA, UGC)

In order to make the payment to suppliers/grantee institutions through electronic mode, he requested FA to immediately stop the existing arrangements and start payments through RTGS/NEFT mode only. For this purpose, he advised that all suppliers/colleges/universities and other grantee institutions may be asked to provide Bank. Mandate form (as per specimen enclosed). For this purpose all the Bureau Heads /RO's authorized to issue sanction may be asked to obtain Bank Mandate form from all vendors and beneficiaries and incorporate the details in the sanction order itself to enable as well as facilitate the Finance Division in transfer of funds to all the concerned Universities/Colleges/Institutions/ vendors/ grantee institutions

(15) (2)

electronically. The responsibility of providing bank details of the payee will be that of sanctioning authority issuing sanction letter. For this purpose, a dead line be fixed and after that no payment through cheque or demand draft may be made.

(Action : All Bureau Heads/ DS with independent Charge/RO's

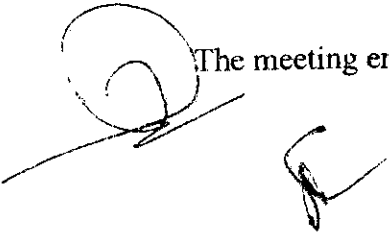
Consultant (F), UGC pointed out that at present in UGC a single sanction order of Grants-in-aid to Universities/Colleges/Institutions is being issued to be booked under different head of accounts with classification such as General/ Capital/SC/ST etc. by various Division/Bureau/RO's to Universities/Colleges/ Institutions. In case of non-availability of funds against a particular single head, the entire sanction become inoperative and FD is unable to honour the sanction order even for the heads where funds are available. He suggested that this problem can be sorted out by issue of separate sanction order for each head of account with only one classification. It was decided that FD will issue necessary circular to all Bureau Heads/Ro's in this regard for immediate compliance.

(Action: FA, UGC)

Concluding the meeting the CCA, MHRD suggested that to implement the computerization of Accounts in UGC, a committee may be formed in which representatives from of office of Chief Controller of Accounts, MHRD, Finance Division (UGC), Admn. and outside experts may be included and for training in computerization for UGC staff a formal letter may be sent to him to enable him to arrange the same.

(Action: AS-I/FA)

The meeting ended with thanks to all the officers present in meeting.



MANDATE FORM

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

....

A. DETAIL OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S IFSC CODE	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT)	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
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. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(.....)
Signature of Customer

Date:

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

(Bank's Stamp)

(.....)
Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

University Grants Commission

Grant-in-aid Bill

1. Name of the beneficiary Institution:
(University/college/Institute)
2. Sanction No. and date
3. Amount sanctioned
4. Purpose of grants-in-aid
5. Head of Account
6. Name of the Authorized Officer
(Registrar/Finance Officer/Director)
7. Payment Details:
 - (a) Bank Name & Address of Branch
 - (b) Account No. :
 - (c) Type of Account: SB/Current/Cash Credit
 - (d) IFSC Code: -
 - (e) MICR Code of Branch:
 - (f) Whether bank branch is RTGS or NEFT enabled: RTGS/NEFT/Both
 - (g) Name and address of Account Holder:.....

Note: This data may be checked from Bank Mandate Form/copy of cheque sent by the beneficiary.

Received a sum ofbeing amount of sanction number
F.No..... Dated (copy enclosed) for disbursement to

Certified that the condition of the grant has been accepted by the grantee.

Signature with stamp of the Officer

FOR THE USE OF THE UNIVERSITY GRANTS COMMISSION (FINANCE DIVISION/DDO)

Pay Rs. (Rupees)

to the beneficiary through e-payment mode as detailed at Sl. No. 7 above.

US (FD-II)/D.D.O.