



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

NO. F.1-12/2012 (IA) E-Payment/ 1351

Dated: 19.11.2012

OFFICE MEMORANDUM 2012

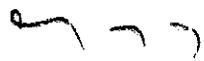
Subject: E-Payment System in UGC.

Reference is invited to this Office Memorandum No.F.1-12/2012 (IA-E-Payment)/07 Dt. 21.05.2012, followed by O.M. Dt. 21.06.12, Dt. 05.07.12 & Dt.23.08.2012 on the aforesaid subject. The payments to the grantee institutions (Colleges/Universities etc.), suppliers, vendors etc. was to be made through electronic mode mandatorily w.e.f 01.08.2012. It has been observed that the compliance of said instructions is yet to be made. Hence, it is decided that in the expenditure sanction or grants sanction/release order issued on or after 01.01.2013, the bank details of payment receiving party will mandatorily be indicated as already advised vide O.M referred above. Finance Division/ Accounts Section will not make any payment either by cheque or by demand draft on the basis of sanctions issued on or after 01.01.2013.

As already advised vide this office memorandum dt. 21.05.2012, on the following day of the transaction, the Finance division/DDO will obtain necessary details of remittances done by the bank on the previous day and will reconcile the figures with the payment authorized by them 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 under intimation to expenditure sanctioning authority.

Compliance of these instructions may please be made and a report thereof may be sent to the undersigned by DS (FD) and regional heads on monthly basis.

This issues with the approval of Secretary, UGC.


(Dr. C.S. Meena)
Financial Advisor

- (1) All Bureau/Divisional Heads, UGC
- (2) All Branch Officers/Section Officers, UGC
- (3) DS (FD), UGC New Delhi
- (4) All Regional Heads, UGC

Copy forwarded for information to:

- (1) PS to Chairman, UGC
- (2) PS to Secy., UGC
- (3) PS to AS-I/AS-II/Director (Admn.)
- (4) PS to FA, UGC


ISSUED