



CBSE/AC&BW/ACCOUNTS/2016-17/Circular/279

28.08.2017

### CIRCULAR

In order to promote digital payment system & in compliance to orders of Ministry of HRD, all the ROs/Units/COEs are hereby advised to undertake all financial transactions in the digital mode. For implementation of this, you are requested to identify the areas wherein payments are made from non-digital mode and to make earnest efforts to replace them with digital modes.

2. You are further requested to provide the information on payments made by your unit on monthly basis in the revised format enclosed herewith by 3<sup>rd</sup> of the following month positively through e-mail followed by hard copy.
3. Reasons why non-digital mode could not be converted to Digital mode should also be recorded in detail.

*Bharti*

(Bharti Zade)  
I.A.F.A.

#### Distribution:-

1. EO to Chairman, CBSE for Information
2. SPS to Secretary, CBSE for Information
3. SPS to all HODs
4. All DDOs of the Board

**Annexure 'B'**

Organisation:..... (Report for the month of ..... 2017)		Target for the year (2017-18): .....										Total Transactions		
SN	Items	Number of non-digital transactions (receipts & payments)					Number of Digital transactions (receipts & payments)					Total Transactions		
		Cash	Bank Draft /Cheque	Other modes including NEFT/RTGS	Total (column 3+4+5)	% of total Transaction	UPI	USSD	IMPS	Debit Card /credit card	AEP S		Total (column 8+9+10+11+12)	% of total Transaction
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Salaries/other dues of teaching/non-teaching staff													
2	Payments made to vendors													
3	Receipt of school fees/other charges													
4	School canteen/Office Canteen payments													
5	Other payments/receipts (pl specify)													
6	<b>Overall Transactions</b>													
Note :- UPI( Unified payment interface) built on IMPS, allows a payment directly and immediately from your bank account.												Authorized signature		
IMPS-( Immediate payment system) service offered by NPCI for money transfer through Bank on mobile phones														
USSD-( Unstructured supplementary service data)- This service allows mobile banking transactions using basic feature mobile phone, there is no need to have mobile internet data facility for using USSD based mobile banking.														
AEPS-( Aadhar enabled payment system)-AEPS is a bank led model which allows online interoperable financial inclusion transaction at PoS (MicroATM) through the Business correspondent of any bank using the Aadhaar authentication.														

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