

5030/Dir(GTE)

29-8-17

IMMEDIATE

F.No. 25 (30)/E.Coord/2016  
Ministry of Finance  
Department of Expenditure

New Delhi, 01<sup>st</sup> December 2016

## OFFICE MEMORANDUM

Subject: Encouraging usage of Debit Cards among Government employees

In the recent years advancements in banking technology, progress in mobile banking and innovative technologies to facilitate digital payments have enabled large number of small denomination transactions to be handled smoothly in electronic mode. The Government of India has taken policy decisions encouraging cashless/electronic transactions.

2. In the recent years, in the endeavour on moving towards electronic payments, Central Government Ministries/Departments have been crediting the salary and other payments for the majority of its employees electronically, direct into the designated bank accounts of the employees. Given the progress made in banking technology, it is assumed that each employee would be in possession of a Debit/ATM card linked to his/her bank account. Ensuring and encouraging government employees to maximise the usage of Debit cards for personal related transactions instead of cash would go a long way serving with the employees serving as 'ambassadors' for the digital push and also motivate, encourage the general public in taking up the cause.

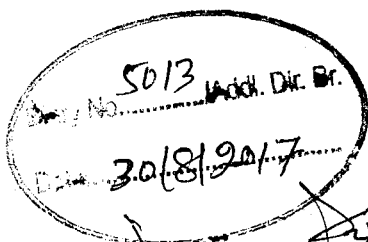
3. All Ministries/Departments are requested to encourage their employees to make use of Debit Cards for personal related transactions instead of cash. Ministries/Departments should liaise with their accredited banks and set up special camps to facilitate obtaining of and ensure that all its employees are in possession of Debit Cards. Ministries/Departments may also issue similar advisories to their attached/subordinate offices, PSUs, Autonomous Bodies etc.

(H. Atheli)  
Director

To: Director  
The Secretaries of all Ministries/Departments  
(Government of India)

Copy to:

1. Dy. Comptroller & Auditor General (Admn.), O/o C&AG
2. Financial Commissioner, Ministry of Railways
3. Financial Advisor (Defence Services), Ministry of Defence



2717/E-IV  
01/09/17

(H. Nish)  
Notice Board

31/08/17  
Supd. (Admn.)  
30/12/17

E-24687  
02/12/16

947/CAN  
05/09/2017

1575/A/A  
31-8-17

JS(REC)

6  
2/12

20/12/17  
PS to Dir  
29-8-17

Coord  
30-8  
Addl. Dir

Adm. (Admn.)

31/08/17  
30/12/17

Subject: Promotion on Digital mode of transfer of money

Date: 07/12/16 01:01 PM

To: secy-dea <secy-dea@nic.in>, Secretary FS <secy-fs@nic.in>, secyhtw@gmail.com, SECRETARY AYUSH <secy-ayush@nic.in>, Sulanu Behuria SECRETARY OFFICE <sulanu.behuria@nic.in>, hshso@nic.in, n chatterjee <secy-mhupa@nic.in>, Dr Arvind Mayaram <secy-mma@nic.in>, secy-mines <secy-mines@nic.in>, "Shri K. K. Jalan" <secretary-msme@nic.in>, Secretary <secy.inb@nic.in>, secy-mnre <secy-mnre@nic.in>, sec.png@sb.nic.in, Secretary Power <secy-power@nic.in>, K VijayRaghavan <vijay.dbt@nic.in>, DG CSIR <dgcisr@csir.res.in>, Rajive Kumar <secyship@nic.in>, secy-steel <secy-steel@nic.in>, secy-textiles@nic.in, Secretary Tourism <sectour@nic.in>, Secretary Tribal Affairs <secy-tribal@nic.in>, Madhusudan Prasad <secyurban@nic.in>, Shashi Shekhar <secy-mowr@nic.in>, secy.dhe@nic.in, secy-agri@nic.in, S Ayyappan <dg.lcar@nic.in>, chm@dae.gov.in, O/o Secretary (DAE) <secy-dae@nic.in>, (C&FC) <secy-fertsec@nic.in>, V Somasundaran <secy.moca@nic.in>, Secretary Ministry of Coal <secy.moc@nic.in>, csoffice <csoffice@nic.in>, J S Deepak <secy-dot@nic.in>, secretary@mil.gov.in, Vrinda Sarup <secy-food@nic.in>, secydoner <secydoner@nic.in>, secy-dea <secy-dea@nic.in>, vksubburaj80@gmail.com, Ashok Kumar Gupta <sdpns@nic.in>, secy-moef <secy-moef@nic.in>, Stuti Kacker <secretaryda-msje@nic.in>, chairman@isro.gov.in, srppscrb@gmail.com, chm@dae.gov.in, fertsec@nic.in, secy.moca@nic.in, secy.moc@nic.in, csoffice@nic.in, secy-dot@nic.in, sdpns@nic.in, secydoner@nic.in, secyhtw@gmail.com, secy-ayush@nic.in, shiofi@nic.in, secy.dhe@nic.in, secy.inb@nic.in, secy-mines@nic.in, sec.png@sb.nic.in, secy-power@nic.in, secyship@nic.in, secretaryda-msje@nic.in, secy-steel@nic.in, secy-textiles@nic.in, sectour@nic.in, secy-tribal@nic.in, secy-mowr@nic.in, srppscrb@gmail.com, secy-mnre@nic.in, vksubburaj80@gmail.com, subburaj@ias.nic.in, sec.cpc@nic.in, vijay.dbt@nic.in, dgcisr@csir.res.in

From: R K Chaudhry <chaudhry.rk@nic.in>

"HS busy/en  
7/12

JS(C)

Promotion on Digital mode of transfer of money.pdf... (873kB)

Sir/Madam,

Please find attached document.

Rajesh Kumar Chaudhry,  
Joint Secretary  
Department of Public Enterprises  
Block No. 14 CGO Complex,  
Lodhi Road, New Delhi-03  
Tel: 011-24360672  
Fax: 011-24364193

JS CC 7-1

JS (C)  
Ready  
7/12

15/12/16

52/16

F.No.7/8/2016-IT  
Government of India  
Ministry of Home Affairs  
(IT Cell)

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North Block, New Delhi  
Dated: 13<sup>th</sup> December 2016.

Office Memorandum

Subject: Promotion on Digital mode of transfer of money in day-to-day affairs - reg.

The undersigned is directed to forward herewith a copy of an email dated 07-12-2016 received from Department of Public Enterprises on the subject matter mentioned above. It is requested that suitable instructions may be issued to organizations under your administrative control to take initiative for imparting trainings to their employees to promote cashless transactions for personal related transactions.

13/12/16

US (D)

US (Coord)

Encl: As above.

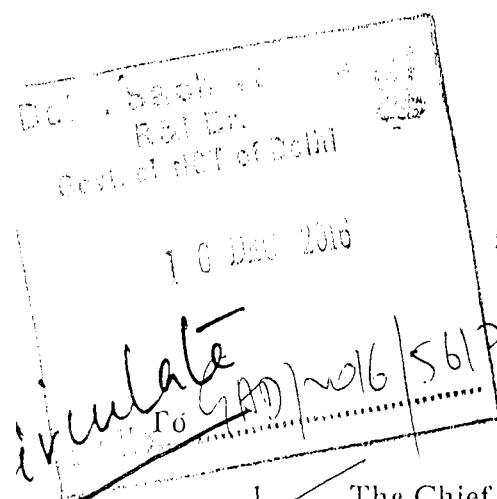
To

1. All Divisional Heads of MHA including RG & CCI
2. US (Cash) -- with a request to take suitable action in respect of para 3 of O.M. of Department of Expenditure dated 01<sup>st</sup> Dec 2016 (Copy enclosed).

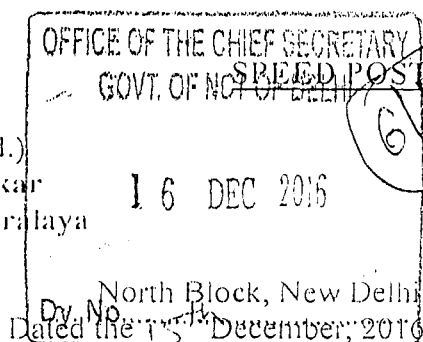
14.12.2016

SD / W-ord  
Lester  
Signature

(Arjun Kumar Dhyani)  
Under Secretary to the Govt. of India  
Tele. No.23094916



F.No.15039/108/2016-UT(Coord.)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya



1. The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.
2. The Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
3. The Administrator, UT of Lakshadweep, Kavaratti.
4. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
5. The Adviser to the Administrator, UT of Chandigarh, Chandigarh.
6. The Administrator, UT of Daman & Diu Secretariat, Daman, Moti Daman.
7. The Chief Secretary, Government of Puducherry, Puducherry.

Subject: Promotion on Digital mode of transfer of money in day-to-day affairs - regarding.

I am directed to forward herewith a copy of OM No. 7/8/2016-IT dated 13/12/2016 along-with a copy of an e-mail dated 07/12/2016 received from Department of Public Enterprises on the subject mentioned above and requested that suitable instructions may be issued to offices under your administrative control to take initiative for imparting trainings to employees to promote cashless transactions for personal related transactions.

Yours faithfully,

Encl : As above

(Brij Paul)  
Section Officer[UT(Coord.)]  
Ph.: 23093265

For circulation to  
all offices  
22/12  
22/12  
22/12

6/12/16  
F. No. 312(1)/2016/R&P Rules/Amendment/ 649

Ministry of Finance  
Department of Expenditure  
O/o Controller General of Accounts  
Mahalekha Niyantrak Bhawan,  
GPO Complex, E-Block, INA  
New Delhi-110023

Date: 05-12-2016

OFFICE MEMORANDUM

Subject: Payment to Suppliers etc. by Government Departments through e-Payment

A reference is invited to this office O.M. No. 1(1)/2011/TA/366 dated 1<sup>st</sup> August 2016 regarding payment to Suppliers etc. above Rs. 10,000/- by Government Departments through e-Payment.

2. In order to attain the goal of complete digitization of Government payments, the existing limit of Rs. 10,000/- prescribed in paragraph 2 of this office O.M. dated 1<sup>st</sup> August 2016 has been further reviewed. It has now been decided to lower the threshold limit to Rs. 5,000/- (Rupees five thousand only).

3. All Ministries/ Departments of the Government of India shall ensure with immediate effect that all payments above Rs. 5,000/- (Rupees five thousand only) to suppliers, contractors, grantee/loanee institutions etc. are made by issue of payment advices only.

This issues with the approval of the Finance Minister.

Soma Roy Burman  
5.12.16  
(Soma Roy Burman)

Joint Controller General of Accounts

To

1. Secretaries of all Ministries/Departments of the Government India
2. Dy. C&AG, O/o C&AG
3. Secretary, Defence Finance
4. Financial Commissioner, Railways
5. Member Finance, Department of Telecommunications
6. Controller General of Defence Accounts
7. Financial Advisers of all Ministries/ Departments
8. All.Pr. CCAs/ CCAs/CAs of the Civil Ministries/ Departments

For Secretary  
R. N. N. N.  
R. N. N. N.  
R. N. N. N.  
06/12/2016  
Soc (Cm. I)

Dy. No. 2888/UT (Coord.)  
15/12/16

9/12

Immediate  
Time Bound Compliance

No.G-24017/40/2016-Cash-I  
Ministry of Home Affairs  
Cash-I Section

08<sup>th</sup> Floor, NDCC-II  
New Delhi, dated 07<sup>th</sup> December 2016

OFFICE MEMORANDUM

Subject:-Payment to Suppliers etc. by Govt. Departments through e-payment -reg.

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The undersigned is directed to draw attention to the O.M. No. 3(2) (1)/2016/R&P Rules/Amendment/649 dated 05<sup>th</sup> Dec. 2016 on the subjects cited above (Copy enclosed for ready reference). Accordingly, all Joint Secretaries in the Ministry of Home Affairs(P) are requested to issue similar directions to all Attached/Subordinate Offices/Organisations under their administrative control and ensure with immediate effect that all payments above Rs. 5000/- (Rupees Five Thousand only) to suppliers, contractors, grantee/loanee institution etc. are made by issue of payment advices only.

*S.L. Shah*  
(S.L. Shah)

Under Secretary to the Govt. of India  
Ph. 23438194

- (i) All Joint Secretaries in the Ministry of Home Affairs (Proper).  
(ii) SO(IT Cell) to upload the O.M. on the website/e-office of the Ministry of Home Affairs.

Copy to: Dir.(Adm.) & CSO for information and requisite compliance.

Delhi  
Conf.

F.No.15039/108/2016-UT(Coord.)  
Government of India/Bharat Sarkar  
Ministry of Home Affairs/Grih Mantralaya  
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OFFICE OF THE CHIEF SECRETARY  
SPEED POST  
GOVT. OF NCT OF DELHI  
16 DEC 2016  
North Block, New Delhi  
Dated 16/12/2016

Pl. circulate  
By R.G. 16/12/2016/56173

The Chief Secretary, Govt. of NCT of Delhi, Delhi Sachivalaya, I.P. Estate, New Delhi-110002.

MQ

2. The Administrator, UT of Dadra & Nagar Haveli, Secretariat, Silvassa.
3. The Administrator, UT of Lakshadweep, Kavaratti.
4. The Chief Secretary, UT of Andaman and Nicobar Islands, Port Blair.
5. The Adviser to the Administrator, UT Chandigarh, Chandigarh.

The Administrator, UT of Pondicherry, Puducherry.

7. The Chief Secretary, Government of Puducherry, Puducherry.

Subject:

Payment to Suppliers etc. by Govt. Departments through e-payment - regarding.

16.12.16  
Rajiv (H)  
S. N. SAHAI  
Pr. Secretary Finance

I am directed to forward herewith a copy of OM No. G-24017/40/2016-Cash-I dated 07/12/2016 along-with Ministry of Finance, Department of Expenditure OM No. 3(2)(1)/2016/R&P Rules/Amendment/649 dated 05/12/2016 on the subject mentioned above and requested that to issue directions to all offices under your administrative control and ensure that all payments above Rs 5000/- to suppliers, contractors, etc. are made by issue of payment advices only.

Yours faithfully,

Encl : As above

22/12

JSR/P

22/12

DYA  
m. consult 21/12 (E.H.-D)

(Brij Paul)

Section Officer[UT(Coord.)]  
Ph.: 23093265

CD-012410411

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

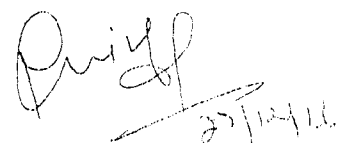
FINANCE DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.  
I.P. ESTATE, NEW DELHI 110002

F.No 1 (2)/FD/Rev-II/EXCH BANK NOTE/2016/Pt.file-I/ds-V \1384 Dated: 27/12/2016

**CIRCULAR**

Copies of the under mentioned paper are forwarded for information and necessary action to the following:-

1. All Head of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers,& Pay and Accounts Officer, Vikash Bhawan, New Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D.(North)
5. Commissioner M.C.D(South)
6. Commissioner M.C.D(East)
7. Chairperson, NDMC, Palika Kendra, New Delhi.
8. Chief Executive Officer, Delhi Cantonment Board, Delhi.
9. CEO, Delhi Urban Shelter Improvement Board, IP Estate, New Delhi.
10. Assistant Programmer/e-administrator, Finance Deptt, Govt of NCT of Delhi.(To upload on website of Finance Deptt)
11. Guard File.



(MANOJ KUMAR SHARMA)

DY. SECRETARY-II

LINK: DY. SECRETARY-V

(FINANCE)

**List of paper forwarded**

| S.No | Name of the Ministry/<br>Deptt.             | Letter/<br>O.M. No. and Date                                     | Subject   |
|------|---|--|---|
| 1.   | Ministry of Home Affairs,<br>Govt of India, | Letter F. No<br>15039/108/2016-<br>UT(Coord)<br>Dated 15.12.2016 | Payment to Suppliers<br>etc. by Govt Departments<br>through e-payment<br>regarding      |
| 2    | Ministry of Home Affairs,<br>Govt of India, | Letter F. No<br>15039/108/2016-<br>UT(Coord)<br>Dated 15.12.2016 | Promotion on digital<br>mode of transfer of<br>Money in day-to-day<br>affairs regarding |



CD-012411332

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI

FINANCE DEPARTMENT  
4<sup>TH</sup> LEVEL, 'A WING' DELHI SECRETARIAT.  
I.P. ESTATE, NEW DELHI 110002

F.No 1 (2)/FD/Rev-II/EXCH BANK NOTE/2016/Pt.file-I/DSV/933 Dated: 23/8/17

CIRCULAR

In continuation to this office Circular F.No1(2)/FD/Rev-II/EXCHBANK NOTE/2016/Pt.file-I/DSV/1384, dated 27.12.2016 (copy enclosed), regarding Payment to Suppliers etc. by Govt. Departments through e-payment and Promotion of digital mode of transfer of Money in Day-to-day affairs. It is, hereby, once again requested to make it convenient to adopt digital mode of transactions for all the Government receipts and payments. Further, you are also requested to give wide publicity to promote digital mode of transactions.

  
(MANOJ KUMAR)  
DY. SECY.-V (FINANCE)

1. All Head of Department, Govt. of NCT of Delhi.
2. All Pay & Accounts Officers, & Pay and Accounts Officer, Vikas Bhawan, New Delhi.
3. All Heads of Autonomous Bodies, Govt of NCT of Delhi.
4. Commissioner M.C.D.(North)
5. Commissioner M.C.D(South)
6. Commissioner M.C.D(East)
7. Chairperson, NDMC, Palika Kendra, New Delhi.
8. Chief Executive Officer, Delhi Cantonment Board, Delhi.
9. CEO, Delhi Urban Shelter Improvement Board, IP Estate, New Delhi.
10. Assistant Programmer/e-administrator, Finance Deptt, Govt of NCT of Delhi,(To upload on website of Finance Deptt)
11. Guard File.