



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

F. No.2-64/2015-Estt./.....

02-01-2017

परिपत्र /Circular

The undersigned is directed to enclose the copies of Department of Higher Education, MHRD, letter No. F.No.38-6/2016-TS-I dated 14/12/2016 and Department of Expenditure, Ministry of Finance, Govt. of India, OM No. F.No. 25(30)/E.Coord/2016 dated 01/12/2016 and No. 25(6)/E.Coord-2014 30/11/2016 regarding usage of debit cards by the Govt. employees.

Heads of Schools/ Centres/Sections are requested to bring it to the notice of all concerned for information & compliance.

Assistant Registrar (E&A.)

Encl : as stated

To

1. All Deans/ Heads of Schools/ Academic Coordinators
2. All PICs/Chairmen/ Coordinators
3. President Students' Gymkhana
4. Warden/ Assistant Wardens
5. Deputy Librarian
6. Superintending Engineer (Civil)
7. Dy. Registrar (F&A)
8. Assistant Executive Engineer (Electrical)
9. All Assistant Registrars
10. Career Development and Placement Officer
11. Medical Officer
12. Secretary to Director/ Registrar

AR(EST)

F.No.38-6/2016-TS.I
Government of India
Ministry of Human Resource Development
Department of Higher Education
Technical Section - I

Shastri Bhavan, New Delhi
Dated the 14th December, 2016

To
Registrars of all IITs.

Subject:- Communications received from Ministry of Finance.

Sir,

I am directed to forward a copy each of Office Memorandum No.25(6)/E.Coord-2014 dated 30.11.2016 regarding economy in use of paper and O.M. No.25(30)/E.Coord/2016 dated 1.12.2016 regarding usage of Debit Cards for necessary action.

Encl.: As above.

Yours faithfully,
(Signature)

(Kundan Nath)
Under Secretary to the Government of India
Ph. No.23381698

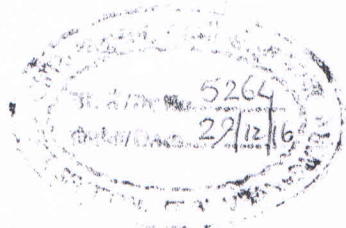
Copy for information to Under Secretary(TC), MHRD.



YP
Pl. put up a draft circular enclosing copies of 1/12/16 & 30/11/16 letters
29/12/16

- 1. DRFA
- 2. All ARs
- 3. PS

28/12



FTS No. 148342 / Secy (HE)
Date 02/12/16

IMMEDIATE

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

New Delhi, 01st 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 its 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
01/12/16
(H. Atheli)
Director

ES on tour
JSA

To:

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

EA
Rao
02/12
DSCEDN
VSC
1/12

[Signature]
5/12/16

[Signature]

No. 25(6)/E.Coord-2014
Government of India
Ministry of Finance
(Department of Expenditure)

JS (Admin.)
S No.
02 DEC 2016 *
148725
MHRD Office

North Block, New Delhi.
Dated the 30th November, 2016.

Many like to
Sec. (Handwritten signature)
02/12/2016

JS (A)

OFFICE MEMORANDUM

Subject: Economy in use of paper – Digitisation of publications to save on stationery and expenditure.

Ministry of Finance has been issuing instructions from time to time on expenditure management, fiscal discipline and on the need for economy and rationalisation of Government expenditure. Instructions on use of judicious use of paper have been issued by this Department in the past and similar instructions are also contained in the Manual of Office Procedure published by Department of Administrative Reforms and Public Grievances.

2. Expenditure Management Commission has also recommended that publications should be digitised wherever possible, to save on stationery and expenditure. Considering that electronic publications (e-publications) are environment friendly, all Ministries / Departments may review the utilisation of their different publications and, to start with, e-publish some of their non-Statutory publications while considerably reducing use of paper e-publications would also serve as a good digital repository for posterity that can be accessed anywhere unlike manual publications.

3. All Ministries / Departments may issue suitable instructions in this regard in respect of organisations / entities and field organisations under their administrative control.

4. This issues with the approval of FS and Secretary Expenditure.

(N. Radhakrishnan)
Director (E. Coord)

Rao
02/12
SCCPN

All Secretaries to the Government of India
All the Financial Advisers

Copy for kind information to :

Cabinet Secretary
Finance Secretary

OS (Tech)
2/12

SHAM

Copy also to : NIC -- With a request to upload the O.M. on official website of Deptt. of Expenditure.

FA