

INDIAN INSTITUTE OF TECHNOLOGY ROORKEE
FINANCE & ACCOUNTS OFFICE

No: - F&A/E.T/418/ 21

Dated: 19th April, 2012

NOTIFICATION

Sub: All the Payment to suppliers, employees & Government Departments above Rs. 25,000/- through E- Payment.

In compliance of Office Memorandum No. F.No. 1(1)/2011/TA/291 & 292 (copy enclosed) dated 31st March, 2012 issued by the Ministry of Finance, it has been decided that all payments to suppliers, employees & Government Departments above Rs. 25,000/- shall be made through E- Payment only. Accordingly all the payments will be directly credited to the bank account only instead of issuing cheques.

In view of above, it is requested that all the suppliers / employees may be informed that in future payment above Rs. 25,000/- will be made electronically only. Therefore, all the suppliers / service providers shall provide the required information for direct bank transfer in the enclosed proforma with their bills / claims. This proforma may also be sent with the purchase order to the vendors to avoid delay in payment.

Your kind co- operation in this regard will be highly appreciated.

P. Kumar
(Pradeep Kumar)
Dean Finance & Planning

(This has the approval of the competent Authority)

Copy to:-

- All Deans / All Heads of Deptts. / Offices / Centres.
- Chairman JEE / GATE / JAM
- Dean SRIC
- Head Continuing Education Centre
- All Professors-in-Charge.
- Liaison Officers SC / ST & OBC Cell.
- Registrar.
- All Deputy Registrars / Assistant Registrars.
- P.S. to Director for Director's kind information.
- Suddt. to Dy. Director for Dy. Director's kind information.

PROFORMA FOR DIRECT PAYMENT / TRANSFER TO BANK ACCOUNT BY IIT ROORKEE

Sl. No.	Particulars	Information
1.	Firm (Beneficiary) Name	
2.	Code No. allotted by the IIT Roorkee <i>(If code is not allotted yet, please enclose a cancelled cheque and copy of PAN card. Cancelled cheque & PAN card is to be submitted only once)</i>	
3.	Complete Bank Account No. of the Firm (beneficiary). <i>(in case of change in bank account vendor should write to Accounts Office)</i>	
3.	Bank Name	
4.	Branch Address	
5.	IFSC Code No.	
6.	Permanent Account Number	
7.	Mobile No (for SMS)	
8.	Email ID (for information)	

We undertake that all information provided above is correct and IIT Roorkee will not be responsible in case of any error on the part of firm.

(Seal and Signature of the firm)