

No:PAO/MNRE/01/e-payment/11-12/1176-1178  
PRINCIPAL ACCOUNTS OFFICE  
MINISTRY OF NEW AND RENEWABLE ENERGY  
9<sup>th</sup> FLOOR, PARYAVARAN BHAWAN,  
C.G.O. COMPLEX, LODHI ROAD  
NEW DELHI – 110 003.

Dated: 16/11/12

### Office Memorandum

Subject:- Implementation of E-payment system in Pay and Accounts Offices(PAO's) of Civil Ministries/Departments.

In terms of Ministry of Finance (Department) of Expenditure, Controller General of Accounts OM No.S-11012/e-payment/3/2011/RBD/1248-1319 dated 3.11.2011,e-payment system shall be implemented in PAO's of Civil Ministries wef 29.2.2012.

To facilitate electronic mode of transfer, information such as name of beneficiary, beneficiary's Bank address, Bank Code no, Bank Account No. etc, should be incorporated in the sanction letter to be issued from 29.2.2012.

In addition, a mandate Form(copy enclosed) duly completed and signed by the beneficiary/customer should be sent to Pay and Accounts Office(MNRE) in respect of all type of bills(ie GIA, Subsidy, Salary/Contingencies) for every new beneficiary/customer by the DDO, MNRE.

Mandate form in respect of staff of Ministry of New and Renewable Energy for salary payment may be sent to PAO well in advance before the payment of salary for the month of March 2012 paid on 1<sup>st</sup> April .

  
SANJEEV SHRIVASTAVA  
(CONTROLLER OF ACCOUNTS)

Encl :Mandate Form

To,

- 1.Joint Secretary(Admn, MNRE) for necessary action in this matter.
- 2.All Advisers/Divisional Heads /DDOs to collect the necessary information from all Agencies/SNA.
- 3.Director, NIC,(MNRE) to upload on the website of MNRE.

For information:-

- 1.PSO to Secretary(MNRE)
- 2.PS to AS&FA, MNRE.

**MANDATE FORM**

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/REAL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS**

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A. DETAIL OF ACCOUNT HOLDER:-

NAME OF ACCOUNT HOLDER	
COMPLETE CONTACT ADDRESS	
TELEPHONE NUMBER/FAX/EMAIL	

B. BANK ACCOUNT DETAILS:-

BANK NAME	
BRANCH NAME WITH COMPLETE ADDRESS, TELEPHONE NUMBER AND EMAIL	
WHETHER THE BRANCH IS COMPUTERISED?	
WHETHER THE BRANCH IS RTGS ENABLED? IF YES, THEN WHAT IS THE BRANCH'S <b>IFSC CODE</b>	
IS THE BRANCH ALSO NEFT ENABLED?	
TYPE OF BANK ACCOUNT (SB/CURRENT/CASH CREDIT )	
COMPLETE BANK ACCOUNT NUMBER (LATEST)	
MICR CODE OF BANK	

DATE OF EFFECT:-

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information I would not hold the user Institution responsible. I have read the option invitation letter and agree to discharge responsibility expected of me as a participant under the Scheme.

(.....)

Signature of Customer

Date:

Certified that the particulars furnished above are correct as per our records.

(Bank's Stamp)

(.....)

Signature of Customer

Date:

1. Please attach a photocopy of cheque along with the verification obtained from the bank.
2. In case your Bank Branch is presently not "RTGS enabled", then upon its up gradation to "RTGS Enabled" branch, please submit the information again in the above proforma to the Department at earliest.

**COMPILED INFORMATION PROVIDED BY DDOs**

**Name of the Office:**

S.NO.	Name & Designation of Govt. Servant	Name of Bank & Branch with full address	Bank Accounts Number	Indian Financial Service code Number of Bank Branch