



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN : NEW DELHI-110 001**

**URGENT  
IMPORTANT**

**F.No.21-14/2016-CDN.**

**Dated the 15<sup>th</sup> December, 2016**

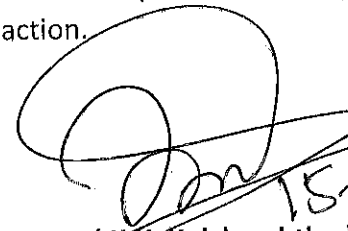
**C I R C U L A R**

This has reference to Council's earlier circular of even number dated 30.11.2016 on the subject of cashless/digital transactions in ICAR/ICAR Institutes. In order to scrupulously implement the above system in ICAR Institutes a performa is enclosed herewith which may be sent to ADG(TC) on day to day basis. The following points may also be kept in view to effect compliance in the above matter:

i) No cash transactions (receipts/payments including imprest) of more than Rs.5,000/- be done. Accordingly, payments above Rs.5,000/- be essentially made or accepted by Demand Draft/Cheque/Internet banking/Cards/e-Wallet.

ii) Swipe machines and Prepaid cards be arranged from the Banker.

In view of above it is requested that Directors of ICAR Institutes personally monitor the progress and send the report on the performa on day to day basis/weekly report for further necessary action.

  
(K.K. Kulshreshtha)  
Deputy Secretary(GAC)

- (i) All the Directors of ICAR Institutes/Project Directorates/Bureaux.
- (ii) PSO to DG, ICAR/PPS to Secretary, ICAR/PPS to AS&FA, DARE/ICAR.
- (iii) ADG(TC), ICAR.
- (iv) PD, DKMA to upload this circular

"A"

**Review of Progress of Digital/Cashless Transactions in ICAR Institutes**

(Receipt side)

Name of the Institute/Regional Centre.....

Date of Report as on.....

| S.No. | Point of sale<br>(Please describe point e.g. -<br>-Sale Counter/Proceeds<br>-Guest Houses etc.) | Volume of transactions in<br>Rs. | Mode of receipt<br>(a)Cash<br>(b)Debit/Credit card<br>(c)Cheque/DD<br>(d)Bank Transfer<br>NEFT etc.<br>(e)e-Wallet<br>(Please specify) | Have you installed<br>POS Machines<br>(Please give details) | Have you established<br>e-Wallet. If yes, give<br>details |
|-------|---|----------------------------------|--|---|---|
| 1.    |   |                                  |  |   |   |
| 2.    |   |                                  |  |   |   |
| 3.    |   |                                  |  |   |   |

**'B'**

**Review of Progress of Digital/Cashless Transactions in ICAR Institutes**

**(Payment side)**

**Name of the Institute/Regional Centre.....**

**Date of Report as on.....**

| <b>S.No.</b> | <b>Description</b>        | <b>Amount of payments which are more than Rs.5000/-</b> | <b>Mode of payment</b> |
|--------------|---------------------------|---|------------------------|
| 1.           | Internal Payments         |   |                        |
| 2.           | Outside/external Payments |   |                        |