



CSIR Central Leather Research Institute Chennai
Adyar Chennai 600020



CLRI/Acctts/e-payments/2019-20

17th September 2019

Sub : epayments

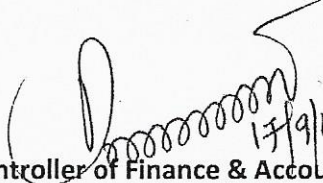
With an aim to attain digitalisation goals of government of India and in line with CSIR's instructions to promote digital payments, CLRI have been following the system of online transactions since 2014. In this endeavour Cash section of CLRI also closed during 2018.

Receipt of payments from funding agencies, Clients, staff etc are occurring through SBI Collect & NEFT/RTGS. Manual Receipts by Cheques / DD's are not in vogue. We could able to achieve 100% on receiving payments through electronic modes due to wholehearted support of HOD's/nodal sections/staff/clients. However, we are slightly lagging behind in settling the payments through online (epayments). Still 40% of payments are released manually by way of cheques / DD's .

In order to adhere to epayment system in toto, henceforth all the payments to our suppliers / contractors / parities / firms shall be made only by online viz., epayments through Corporate Internet Banking (CINB) of SBI and no more manual payments i,e by way of cheque or DD are allowed.

To enable us to make online payments it is requested to furnish the cancelled cheque of the suppliers / contractors / parities alongwith mandate form. Bills which are not supported with cancelled cheque & mandate form will not be entertained for payment (Barring existing parties in the epayment master file & LC payments).

This issues with the approval of Director.


17/9/19
Controller of Finance & Accounts

Form to provide details for E-payment

Name of the Beneficiary	
Address of the Beneficiary	
Account Number	
IFSC CODE	
Name & Address of Branch	
Branch Code	
NATURE OF ACCOUNT	
MOBILE NO	