



नवोदय विद्यालय समिति
क्षेत्रीय कार्यालय, पटना
स्कूल शिक्षा एवं साक्षरता विभाग,
मानव संसाधन विकास मंत्रालय,
भारत सरकार

NAVODAYA VIDYALAYA SAMITI
REGIONAL OFFICE, PATNA
Ministry of Human Resource Development,
Deptt. Of School Education & Literacy,
Govt. of India

F. 5-20/NDPM/F & A/NVS (PTR)/2017-18/ 8454-SS

Dated 15.09.2017

E. Mail

To

The Principal
All Jawahar Navodaya Vidyalaya
Under Patna Region

Sub: **Action Plan for Promotion of National Digital Payment Mission (NDPM) of MHRD-reg.**

Ref: 1. Hqrs letter No. 1-68/2017-NVS(F&A) dated 31.08.2017.

Sir.

In continuation to this office letter on the subject cited above, the U/S would like to say that an Action Plan for promotion of Digital Payments is enclosed. The same is to be implemented strictly.

It is categorically informed that cash payment is to be discontinued with immediate effect, if it is not implemate/discontinued till date. The payment to staff/venders/others is to be made only in digital mode or Demand Draft/Cheque. However, payment in the form of Demand Draft/Cheque is to be made only when the same is not possible through digital mode. All out efforts are to be made for the payments in digital forms only.

A month- wise report in the prescribed format, as earlier communicated, must be submitted on or before 3rd day of every month.

This may be treated as most urgent.

Yours faithfully

Encl: As above


(Dr. D. S. Kumar)
Deputy Commissioner

Copy to: DDO, NVS, RO, Patna for similar compliance.

Navodaya Vidyalaya Samiti

Action Plan for Promotion of Digital Payments

A. Cash transactions by the outside parties.

Sl. No.	Details of cash transactions	Action to be taken
1.	Canteen rent	DDOs are advised not to accept the payment in cash from the outside parties/firms in any case. A clause will be inserted in the contract with vendor. Requisite particulars such as details of Bank Accounts, IFSC code etc. should be provided to the parties to enable them to make the payment by using digital payment methods. Required records should also be kept in the concerned units.
2.	Income from land and building (Guest House room rent etc.)	
3.	Receipt towards hiring of MP Hall, Auditorium and other premises of school building	
4.	Misc. Income towards sale of tender form etc.	
5.	Receipt towards sale of newspapers, periodicals etc.	
6.	Recovery of capital nature etc.	
7.	Amount received from outside agencies towards conduct of examination.	

B. Cash transactions by the teachers and other staff

Sl. No.	Details of Cash Transactions	Action to be taken
1.	Refund of un-utilized amount of advances/settlement of advances etc.	The teachers need to be encouraged for making the payment by using the digital payment methods including Net Banking. The requisite details regarding Vidyalaya's Bank Account number and its IFSC should be provided to the teachers. It will be disseminated among the teachers and other staff that no cash payment will be accepted. DDO is advised to pay/accept all payment/receipt in all NVS units through digital mode.
2.	Refund of TA/DA/LTC advance/Other advances etc.	
3.	Recovery towards lost/damaged articles.	
4.	Recovery of overpayment etc.	
5.	Any payment to the staff.	No payment should be disbursed in cash/cheque. In this regard, Office should collect the details of bank accounts and IFSC in respect of staff.

C. Cash Transactions by the students

Sl. No.	Details of Cash Transactions	Action to be taken
1.	Vidyalaya Vikas Nidhi received from students	The students need to be encouraged for making the payment by using digital payment methods including Net Banking.. The students should be provided Vidyalaya's Bank Account number and IFSC in order to enable them to complete the transaction successfully. Proper records in this regard should also be maintained at each Vidyalaya level.
2.	Recovery towards lost/damaged articles	

D. Cash transactions in Office Canteens and tuck Shops at JNVs.

- (1) ROs/JNVs are advised to collect the canteen rent through digital mode. Suitable cashless method is required to be adopted by the Canteen owner. The rent may be accepted through electronic modes such as NEFT/RTGS etc.
- (2) The Tuck Shop owners need to be encouraged to accept the payment from the children through debit card/credit card, eWallet and other digital payment methods only. Canteen/Tuck Shop owner has to make the necessary arrangements in the canteen for accepting the payment through digital modes.