

Pursuant to the F.C. Resolution dated 01.08.2016 and subsequently approved by the Syndicate dated 09.08.2016, the introduction of the University payment through Net Banking System are to be effective from 01.12.2016.

The payment through bank includes all major nationalised banks like SBI, BOB, UBI, Canara Bank etc. The mode of banking system are to be adopted like RTGS (Real Time Goss Settlement), NEFT (National Electronic Fund Transfer), ECS. etc.

- To maintain the RTGS system following data are to be required from the vendor/ recipient.
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|-----|----------------------|-----------------------------|
| (A) | i) I.F.S.C. | iii) Account Number |
| | ii) Beneficiary Name | iv) Branch Name of the Bank |

This are reflected in the cancelled leaf of the cheque submitted by the vendors/ recipient (on each occasion)

(B) For payment through NEFT (National Electronic Fund Transfer) system, following data are to be obtained from the vendor/ recipient.

- i) Account Number
- ii) Debit Account Number of the customer (i.e. Calcutta University)
- iii) Remitter's name and Address
- iv) Beneficiary Account Number, Name and address
- v) Destination Bank Name branch IFSC (code)
- vi) Finally, sender to receiver information if any (Purpose of Payment)

The vendor / recipient must mention all the above information to avail this payment system

All Head of the department (s) / Secretary/Assistant Secretary and other University office(s) / Department(S) from where bills are to be dispatched to the accounts department may gather the aforesaid information, (A) and (B), which one is applicable, must be reflected clearly on the bill for payment.

For any other Assistance/query please contact with the office of the Accounts Officer / Audit and Finance Officer and Cash Section.

Bill without having the banking details, are not to be considered for payment except cash payment below Rs.10,000/-.

At the time of sending payment list to State Bank of India, C.U. branch, a separate list should be prepared for State Bank of India and another separate list containing other than State Bank of India.

Please note that this payment system will start on and from 1st December, 2016.