

नवोदय विद्यालय समिति  
मानव संसाधन विकास मंत्रालय  
(स्कूल शिक्षा और साक्षरता विभाग)

भारत सरकार  
बी-15, इन्स्टीटयुशनल एरिया, सेक्टर-62, नोएडा (उ.प्र.) - 201309  
दूर. 0120-2405969, 70, 71, 72, 73, फैक्स : 0120-2405182



Navodaya Vidyalaya Samiti  
Ministry of Human Resource Development  
(Deptt. of School Education & Literacy)  
Government of India

B-15, Institutional Area, Sector-62, NOIDA (U.P.) - 201309  
Tel. 0120-2405969, 70, 71, 72, 73, Fax : 0120-2405182  
बयमोड/ Website : www.nvshq.org

F.No.1-68/2016-NVS(F&A)

Dated:23.06.2017

To

The Deputy Commissioner/Directors/Principals  
All Regional Offices/NLIs/JNVs.

**Sub: National Digital Payment Mission (NDPM) of MHRD - Promoting Digitals Transaction in Educational Institutes - reg.**

Madam/Sir,

In reference to the subject cited above, I am to inform you that the MHRD has intimated vid their letter no.F.No.C-30018/01/2017-CDN dated 31<sup>st</sup> May, 2017 (copy enclosed) that for a payments to be made to any of the institutions/individual associated with Navoday Vidyalayas/Regional Offices/NLIs/JNVs, Draft and Pay Order should not be insisted upon ti further orders. Instead, online payments including RTGS and NEFT or Cheque with the valid ID c the person submitting the cheque should be accepted. It is, further intimated by the MHRD tha NVS has been given a target of 5 Crore Digital Transactions and Institutions should prepare action plan for transition to cashless mode for all financial transactions. A monthly consolidate status report of your region in this regard may please be forwarded to this office regularly fo further submission to the Ministry.

Accordingly, this office identified the details of few cash transactions which take place in th Vidyalayas. The Competent Authority of NVS has decided to issue directions to all the Deput Commissioner/Directors of the Regional Offices/NLIs to instruct all the Principals/DDOs to go fo cashless transactions. Although most of financial transactions in NVS are being done througl cashless mode, yet some areas where some petty transactions are done through cash. An illustrative list of such transactions, along-with the required action to be taken at Vidyalaya level i depicted at Annexure-A of this letter.

You are requested that the contents of this letter may be brought to the notice of all th Principals / DDOs under your jurisdiction for appropriate action at their end.

Yours faithfully

(A.N. Ramachandra)

Joint Commissioner(Admn)

Copy to:

1. PA to Commissioner, NVS - for kind information.
2. Asstt. Commissioner(Admn.) - for similar action at NVS Hqrs.
3. Asstt. Commissioner(IT) - for uploading letter on NVS Website.
4. Deputy Secretary. (UT), Ministry of HRD for information. P.S.
5. Asstt. Commission. (SA), NVS Hqrs. Noida - with request for further instructions (if any).

Joint Commissioner(Admn)

Illustrative details of cash transactions take place in Vidyalayas and required course of action for cashless transaction.

**A. 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 the digital payment methods such as Debit Card/Credit Card, e-Wallet, USSI and other digital payment methods. 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.	

**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 such as Debit Card/Credit Card, e-Wallet, USSI and other digital payment methods. The requisite details regarding Vidyalaya's Bank Account number and its IFSC should be provided to the teachers. It should be disseminated among the teachers that no cash payment will be accepted. DDO may be 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.	As already instructed vide the office letter of even no. on dated 5.12.2016 that no payment should be disbursed in cash. In this regard, Vidyalaya should collect the details of bank accounts and IFSC in respect of staff.

**C. Cash transactions by the outside parties.**

<b>Sl.No.</b>	<b>Details of Cash transactions</b>	<b>Action to be taken</b>
1.	Canteen Rent.	DDOs may be advised not to accept the payment in cash from the outside parties / Firms in any case. A clause should be inserted in the concerned agreement. Requisite particulars such as details of Bank Accounts, IFSC 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.	

**D. Cash transactions in Office Canteens and Tuck Shops at JNVs.**

- 1) Instructions should be issued to all ROs / HQ 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 etc.
- 2) The Tuck Shop owners need to be encouraged to accept the payment from the children through debit card / credit card, e-Wallet and other digital payment methods, similar instructions may be issued to the canteen owners at Hqrs. Office, Regional Office/NLI(if any) to receive all payments through Digital Mode only. Canteen / Tuck Shop owner has to make the necessary arrangements in the canteen for accepting the payment through digital payment modes.

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No. C.30018/01/2017-CDN  
Ministry of Human Resource Development  
Department of Higher Education

31<sup>st</sup> May 2017

Office Memorandum

**Subject: National Digital Payments Mission (NDPM) of MHRD – promoting digital transactions in educational institutions – reg.**

With a view to promote transparency in the system, Government has launched the National Digital Payments Mission, under which all monetary transactions of the educational institutions shall be done using digital modes of payment (viz online IMPS/BHIM/Debit cards/AEPS). The institutions are also expected to actively promote the adoption of digital payment modes by all their faculty/students and take leadership in this Mission.

2. For implementing the above vision of Government, the following officers have been appointed as Nodal Officers for implementing the Mission in their respective institutions:

Nodal Officer	Institutions	Targeted digital transactions in 2017-18 (in Cr transactions)
Secretary, University Grants Commission	All Universities/affiliated institutions	50
Chairman, AICTE	All technical educational institutions	30
Directors of IITs/IIMs/IISERs/IIITs/other CFIs	For their respective institutions	6
Chairman, Central Board for Secondary Education	For all CBSE affiliated schools	5
→ Commissioner, Kendriya Vidyalaya Sanghatan	All the KVs	3
→ Commissioner, Navodaya Vidyalaya Sanghatan	All the JNVs	5
Chairman NIOS	For all the NIOS centres	1
Total		100

DS(SS)/Sch-3  
DS (W/T)

To be monitored closely.

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So CUR-2) - 22/5/18  
S. P. ... ..

3. **Strategies to be followed:** Each Nodal Officer is requested to guide the institutions under their control to prepare an Action Plan to identify all transactions being carried out in cash currently, and find ways for replacing them with digital modes. In this effort, the following broad strategies may be considered:
- All receipts and payments related to the functioning of the institution viz. student fees, exam fees, vendor payments, salary/wage payments etc shall be made only through online or digital modes.
  - All Canteens and business establishments on the campus may be encouraged to use only digital modes for their receipts and payments.
  - All the students in higher educational institutions, and the agencies running the canteens and the business establishments on the campuses, may be trained in using the BHIM app by linking their bank accounts with the mobile number/AADHAAR number.
4. **Planning:** All the Nodal Officers may issue guidelines at the earliest to the Heads of institutions to prepare/submit, before 30<sup>th</sup> June 2017, an Action Plan for promoting digital payments in their respective campuses so that implementation can begin from the forthcoming academic year. The plan may consist, inter alia, (i) points of financial transaction (ii) total number of students/vendors and others in the campus (iii) number of likely transactions per month (iv) total digital transactions to be achieved in 2017-18.
5. **Monitoring:** All Nodal Officers are requested to get monthly reports from their institutions and also send a Quarterly Report to MHRD for review.

Yours faithfully,

*Subba Rao*  
(V.L.V.S.S. Subba Rao)  
Economic Adviser

To

- Secretary, University Grants Commission, New Delhi
- Chairman, ALL INDIA COUNCIL FOR TECHNICAL EDUCATION NEW DELHI Nelson Mandela Marg, Vasanth Kunj, New Delhi - 110 067.
- Chairman, CBSE, Shiksha Kendra, 2, Community Centre, Preet Vihar, Delhi - 110092
- Commissioner, Navodaya Vidyalaya Samiti, B-15, Institutional Area, Sector-62, Noida, Distt- Gautam Budh Nagar, UP Pin 201307
- Commissioner, Kendriya Vidyalaya, Sangathan, 18, Institutional Area, Shaheed Jeet Singh Marg, New Delhi-110016
- Director, IITs
- Director, IITs
- Director, IIMs
- Director, IISERs
- Chairman, National Institute of Open School, A-24/25, Institutional Area Sector 62 Noida, Distt- Gautam Budh Nagar, UP Pin 201309
- Indian Institute of Science, Bengaluru- 560012

Copy to:-

- Sh. Manish Garg, JS (SE-II) (for information)
- Sh. Sanjay Kumar, JS (SE-II) (for information) - 224692(5)/1297

*order*  
*M. T. A.*