

LOK SABHA SECRETARIAT
(B&P BRANCH)

409, Parliament House Annexe,
New Delhi – 110 001

No. **30523**

Dated: 27.02.2017

CIRCULAR

Subject: Introduction of e-payment in the Lok Sabha Secretariat.

It is informed that the system of e-payment to officers of the Secretariat and other organizations/individuals is in advance stage and the Competent Authority has directed to **implement the same w.e.f. 1st March, 2017**. Accordingly, payments on accounts of salary, allowances and personal claims of all the Officers/employees will be processed through e-payment portal by Pay and Accounts Office and will be credited to their Bank Account directly and the present practice of making payment by cheque is being discontinued.

2. For this purpose, the Branch has already fed the bank details and mobile number of all the employees in the eWisdom software. To ensure the accuracy, all the officers are requested kindly **to check their bank details on their pay slip** and if there is any discrepancy, the same may be brought to the notice of the concerned Dealing Assistant of this Branch. If the details are not available, the Officers/employees are requested to furnish the details in the enclosed proforma (**Annexure-I**) immediately without any further delay.

3. Similarly, the payment to suppliers, service providers, vendors, individuals, etc. will also be made through e-payment. To implement the above decision, all the Branches forwarding the bills/invoices of suppliers, service providers, vendors, individuals, etc. are requested to obtain their Bank Account details in the enclosed proforma (**Annexure-II**) along with a cancelled cheque and enclose the same with the Bills before these are forwarded to B&P Branch so that their payment will be credited to their Bank Account.

All Officers/Branches are requested to ensure that the Bank details of individuals/organizations are correct to avoid wrong payments.


(M.C. GUPTA)

Drawing & Disbursing Officer
Lok Sabha Secretariat
F.No. 7(2)/LSS/B&P/2017

All Officers/Staff/Branches (including Offices of HS/HDS/Chief Whip)

