



CSIR - NATIONAL GEOPHYSICAL RESEARCH INSTITUTE
(Council of Scientific & Industrial Research)
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No.NGRI/SPO/E-Payment

Dated: 18/11/2011

NOTICE

Introduction of E-Payment System in NGRI, Hyderabad

In terms of CVC Guidelines and vide CSIR OM No.3(34)/2010-Finance dated 9th July, 2010 it has been decided to dispense with the system of cheque payments against supply of material/services in CSIR. The Director, NGRI has approved that all Payments shall be by E-Payment mode namely Electronic Clearance System (ECS); National Electronic Fund Transfer (NEFT); Real Time Gross Settlement (RTGS); Net Banking by direct credit to the account of the beneficiary (Vendors/Service Providers). All Vendors and Service Providers are therefore, advised to submit relevant details of their account immediately as indicated in the annexure enclosed.

Stores & Purchase Officer
CSIR-NGRI, Uppal Road,
HYDERABAD – 500 007

VENDOR/CONTRACTOR/AGENCY
DETAILS & ADDRESS ON LETTER HEAD

Ref. No. _____

Date_____

National Geophysical Research Institute
Uppal Road,
HYDERABAD – 500 007

Dear Sirs,

The following is a confirmation / updation of my bank account details and I hereby affirm my / our choice to opt for payment of amounts due to me under various purchase orders / contracts through electronic mode. I understand that NGRI also reserve the right send the payment due to me by a Cheque/Demand Draft/electronic mode or through a banker.

A. SUPPLIER DETAILS

1. Supplier Name :
2. Address (including pin Code) :
3. Fax No. :
e-mail ID :
4. PAN No. :
5. Mobile No. :

B. PARTICULARS OF BANK ACCOUNT

1.	Bank Name	
2.	Branch Name/ Branch Code	
3.	Branch Address (including Pin Code)	
4.	9 Digit MICR No. Of bank and branch as appearing on the Cheque	
5.	Account type (Saving/ cash credit/ current)	
6.	Account Number (as appearing on Cheque book)	
7.	IFLCS code of the branch (for RTGS)	
8.	IFLCS code of the branch (for NEFT)	

I hereby confirm that the particulars given above are correct and complete and also undertake to promptly advise any changes to the above details to NGRI. If the transaction is delayed or not effected for reason of incomplete or incorrect information or banking delays, I shall not hold NGRI responsible. The online banking charges will be borne by us.

Name (in Capitals) of Supplier
Authorised Signatory
Official Rubber Stamp

NOTE:

1. Bank details to be confirmed by the bankers. Such confirmation shall be duly signed by the bankers.
2. Please enclose cancelled/photo copy of a cheque.