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आई सी एम आर – राष्ट्रीय व्यावसायिक स्वास्थ्य संस्थान
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य और परिवार
कल्याण मंत्रालय, भारत सरकार

ICMR - National Institute of Occupational Health
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No. 1/Circular/24-25/ 2776

Date : 20.03.2025

परिपत्र / CIRCULAR

Sub: Discontinuation of Small Receipt Notes and Implementation of Digital Payment Procedures

It has been observed that the current practice of using small receipt notes is inefficient, prone to errors, and difficult to audit. It is emphasized that digital payment methods offer increased efficiency, security, and accountability. In line with the Government's Digital India initiative and in compliance with the Comptroller and Auditor General (CAG) guidelines, the following measures are being implemented with immediate effect:-

- Efforts shall be taken to demote/discontinue the issuance of small receipt notes for payment purposes.
- All payments must be processed through approved digital payment platforms.
- All transactions must be recorded electronically, with clear audit trails.

Regular pre-payment checks will be conducted to ensure compliance with this circular and any deviations from the prescribed procedures will be dealt with according to established disciplinary procedures.

All concerned staff are requested to take note of the above and ensure compliance with immediate effect.

(Handwritten signature)
25/3/25

(राहुल वाधवानी/Rahul Wadhvani)
प्रशासनिक अधिकारी/Admn. Officer

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2. Notice Board
3. Dr. L K Sharma, Head (IT Div)-with a request to upload on ICMR-NIOH website
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