

**DELHI DEVELOPMENT AUTHORITY**

[FINANCE AND EXPENDITURE]

**F&E Circular No. 35/2016**

**Sub: Promotion of Digital Payments.**

The GOI has emphasized the Promotion of Digital Payments in different segments of the society. In order to promote the digital payments, the Cabinet Secretary, GOI has drawn up An Action Plan to involve the Officers and Staff. The following are the initiatives and digital options to achieve the desired goals:-

- (i) All payments and receipts of the Department may be done only through digital options. Cheque payments and receipts to be discontinued.
- (ii) Specific targets may be laid down for on boarding target groups and beneficiaries and the progress be monitored on a regular basis.
- (iii) Massive campaign may be launched among target groups and beneficiaries. Awareness material has been uploaded on NITI Aayog's website (<http://niti.gov.in/content/digital-payments>).
- (iv) The target groups, beneficiaries etc., coming into contact with the functionaries of the Department may be enabled to transact digitally. Field functionaries may be encouraged to handhold the members of public to onboard them onto the digital platform.
- (v) Training and awareness camps may be organized for the general public involving Banks, Corporates, Self Help Groups, NGOs etc. to train the targeted population in using digital options. CSR funds could also be utilized for this purpose.

In this regard, the following decisions have been taken which may also be adhered to/complied with scrupulously by all concerned:-

**(i) Encouragement of e-Payment instead of Cheque**

The public/allottees and the employees may be encouraged for making e-Payment instead of Cash/Cheque/Draft.

**(ii) How to make payment online is to be mentioned on the website**

Director (Systems) will provide a hyperlink "Digital Payments" on the website of DDA (<http://dda.org.in>) which will be linked directly with Awareness material uploaded on NITI Aayog's website (<http://mniti.gov.in/content/digital-payments>) for the awareness of the DDA Employees and its other Stakeholders.

(iii) **Banners will be prepared**

Public Relation Section shall display Banners on the Public Area in Head Quarters and Zones for increasing awareness of staff and public to promote digital payments. Also, information on Digital Payment be put up on Notice Board of each office.

(iv) **Pension/Family Pension**


The Pension Branch is already making payment of Gratuity, Commutation of Pension, Arrears etc. directly in the Account of Pensioners/Family Pensioners. However, Pension Branch may ensure that no payment be made through Cheques.

(v) **Payment by Cash (Main) Branch/Zones**

All the payment to Staff, Contractors, Suppliers etc. may be made through online mode only.

(vi) **Payment of Medical Claims**

No cash payment be done in respect of reimbursement of Medical Claims. All payment may be credited directly into the account of the employees.

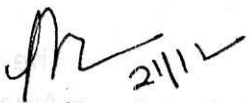
  
21/12/16  
[Santosh Kumar]  
Chief Accounts Officer

No. FE.5(44)/2016/DDA/721

Dated: 21-12-2016

Copy to:-

- 1) PS to VC/FM/EM/PCs/CVO for kind information of the latter;
- 2) All Chief Engineers/HODs;
- 3) Director (Systems)/OSD (Sports);
- 4) Director (LC)/FA (H)/Director (Fin.)/Director (M&P);
- 5) All Dy. CAOs/Dy. FA(H)-I & II;
- 6) Dy. Director (PR);
- 7) Sr. AO, Cash (Main)/AO(Sports)/PAO(EW)/AO(PE).

  
21/12/16  
Sr. Accounts Officer(F&E)