

**CENTRE FOR TECHNOLOGY DEVELOPMENT AND TRANSFER  
ANNA UNIVERSITY, CHENNAI 25**

**DIRECTOR**

**Phone No.22357929**

Letter No.941/CTDT-NEFT/2015

dated: 22.06.2015

**CIRCULAR**

Sir / Madam,

Sub: CTDT - Payments - Introduction of National Electronic Fund Transfer (NEFT) -Regarding.  
Ref: Vice Chancellor's Note approval dated 15.06.2015.

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In the Finance and Accounts Manual - 1999, it is provided to make payment through "Crossed Cheque" for all non-salary expenses. In order to avoid delay in this regard, it is now decided to make all payments through **Electronic mode from 01.07.2015**. Hence, all claims shall be preferred along with the bank account details of the supplier / contractor as prescribed in the format enclosed (soft copy for the first time of the claimant and hard copy with every claim bill) so as to effect the payments directly to the supplier through NEFT / RTGS.

All the Drawing officers shall strictly adhere to the instructions scrupulously. The claim bills without the bank account details will be summarily rejected. The claims for R&D Project / Consultancy / Testing / Training / Technology Transfer submitted by the Directors of Centre / Institutes / Heads of the Department / Faculty members / Project Staff shall be accompanied with the bank account details of the concerned. It is the responsibility of the Drawing Officer to ensure the prompt payment and mistakes / irregularities, if any, shall be brought to the notice of the Director, CTDT immediately, for information.

The soft copy should be sent by e-mail to the Director, CTDT to the below mentioned mail ID:

(i) directorctdt@annauniv.edu

  
22/06/15  
**DIRECTOR**

**Encl: Annexure as above.**

To

1. The Deans (CEG / ACT /SAP / MIT / Regional Centres)
2. All the Directors of the Centres / Institutes / Library / P & D
3. All the HODs
4. The Professor & Estate Officer
5. All Unit Officers / Section Heads
6. The Deans (Constituent Colleges)

Copy to:

1. The Additional Registrar
2. The Finance Officer
3. The Deputy Registrar (Personnel) / Finance / Contingency & Grants
4. P.S. to Vice Chancellor
5. P.A. to Registrar

## ANNEXURE

### Supplier's Details

1. Supplier Name
2. Bankers Name & Address
3. Branch Code
4. Account No. of the Firm
5. Type of Account
6. MICR Code
7. Swift No. (if applicable)
8. IFSC Code / RTGS No.
9. PAN No.
10. E-mail ID
11. Phone No.
12. Fax No.
13. Suppliers cancelled cheque leaf to be enclosed -
  - (i) Suppliers cancelled cheque leaf in original for first bill only and
  - (ii) photocopy of suppliers cheque leaf with self attestation for the subsequent bills.