

## **Guidelines for State Universities for converting to digital platform of payments and propogating financial literacy:**

It has been felt that in order to move the economy in a progressive direction both the Government and the citizens must work together towards creating a digitally enabled and cashless financial system, since this would bring in greater transparency and economic growth.

The State Universities of Rajasthan can play a vital role in collaborating with the Government in this effort not only by setting an example of transforming themselves into organizations based on cashless transactions but also by educating citizens in using the digital payments platform.

Therefore, as directed by Hon'ble Governor and Chancellor, the following guidelines are hereby issued :-

### **(I) Steps to be taken within the organization:**

- (i) All Universities should set an example by converting to digital mode of payment for all receipts and financial transactions within the organization. This would include fees, fines, penalties, grants, wages, payments to vendors, payment in hostels / cafeterias / book shops and other retail outlets.

- (ii) In particular, payments towards salaries, allowances, honorariums, scholarships, etc. should be made through RTGS / NEFT.
- (iii) All cash transactions should be discouraged and eventually completely stopped. PoS (Point of Sale) machines may be set up for all retail / small outlets within the campus.
- (iv) Universities should set up a payment gate way, which would allow students / vendors and public at large to make online payments.
- (v) All employees, contractual staff, wage workers, students etc. should necessarily have bank accounts to facilitate digital payments.
- (vi) Smart cards may be introduced for staff and students, which could be used for various purposes of payments within the organization.
- (vii) Faculty, staff and students must be encouraged to turn to digital modes of payment in their personal life by educating their family members and household staff.

(viii) Vice Chancellors may carry out an intensive review by **10<sup>th</sup> January, 2017** and draw up a work plan with specific timelines for the tasks identified for converting to a digital payment platform within the University, under intimation to this Secretariat.

**(II) Steps to be taken for financial literacy**  
**(वित्तीय साक्षरता अभियान):**

- (i) The University should use the network of its institutions to disseminate information about advantages of a cashless economy.
- (ii) A separate work plan must be created for educating the public on the various modes of digital payment available to citizens such as Debit Cards, Ru Pay Cards, Aadhar Cards, Pre-paid Bank Cards, USSD, UPI, e-Wallets etc. The details about these modes of payment have already been forwarded to the Universities vide this Secretariat's letter dated 08.12.2016. Universities may use various methods for propagation such as camps, workshops, seminars etc.
- (iii) Each University should constitute at least 25 teams of teachers' and students' volunteers for educating the public about these digital modes of payment.

The students will be part of the financial literacy campaign (वित्तीय साक्षरता अभियान). Specific targets may be set for these teams.

- (iv) The student volunteers should be encouraged to use these digital modes of payments themselves and also educate their family members, domestic staff etc. They should be identified as 'engines of change' in the transformation of the country's economy.
- (v) Each University should select one major market center in the city, where cash transaction are dominant and carry out an intensive exercise to educate the shop keepers and customers to adopt the digital mode of payment.
- (vi) As a special project, the University should take up an intensive financial literacy campaign in the Smart Village adopted by them and ensure that the village is on a digital payment platform by 31<sup>st</sup> March, 2017.
- (vii) The University should appoint one officer as Nodal Officer for coordinating this campaign, who shall report progress directly to the Vice Chancellor.

(viii) Universities draw up their respective work plans for the financial literacy campaign by **10<sup>th</sup> January, 2017** under intimation to this Secretariat.

(ix) Constituent and affiliated colleges may be asked to draw up similar Work Plans. Vice Chancellor of the respective Universities shall monitor the progress achieved by the constituent and affiliated colleges.

**Progress under both the aforesaid Work Plans will be reviewed in the forthcoming Vice Chancellor Coordination Committee Meeting scheduled to be held on 21<sup>st</sup> February, 2017.**





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**All Vice Chancellors,**  
**State Universities,**  
**Rajasthan.**

Sub:- Guidelines for State Universities for converting to digital platform of payments and propagating financial literacy.

Sir,

Hon'ble Governor and Chancellor is of the view that the State Universities of Rajasthan should play a proactive role in establishing a cashless economy in the country.

In order to do so, Hon'ble Governor has desired that not only should the State Universities convert to digital forms of payments in their own organisations, but also propagate financial literacy in the community at large. Accordingly, a set of guidelines have been drafted by this Secretariat with due approval of the Hon'ble Governor and are enclosed herewith.

You are therefore, requested to take necessary steps to implement the enclosed guidelines under intimation to this office.

Encl: As above.

Yours faithfully,

  
(Sreya Guha)