



OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,  
ULAN BATAR ROAD, PALAM, DELHI CANTT.- 110010

Tel: Jt CGDA(A&B)-011-25674817, EPBAX-011-2566500,25665555/56,25666666/66,  
Fax: 011-25674786, 25674821

A/Cs Circular No. 68

NoA/III/13348/TPB/XXV

Dated: 28-01-2011

To

All PCsDA/CsDA  
{AN-VIII (Local)}

*A/c's IV Local.*

~~CGDA (PD), Mumbai.~~

Sub: - Delay in payment of Govt. Cheques: Non availability of specimen signatures  
of Drawing and Disbursing Authorities at Payee Branches.

SBI, GAD Mumbai vide their letter No. GAD/CENT/PAKP/02/581 dt. 9/15.11.2010. has intimated that their various branches often receive Defence Cheques drawn on them for payment though these branches are not the dealing branches for the Defence unit, which have drawn the cheque on them. Therefore, these branches are facing hardships for payment of such cheques, as they do not have the specimen signatures of the Drawing and Disbursing Authorities on their record as well as the cheque series allocated to the Defence units. The Ministry of Defence authorities allowed to draw the cheques on any branch of the accredited Bank only in exceptional circumstances. The practice of issuing the cheques on non-dealing branches in ordinary course of business unnecessarily delays the payment of such cheques and resultants complaints by the beneficiaries.

2. In this connection, please refer to this office Important Circular No. 35 of 4/09 dated 30/04/2009 in which instructions/guidelines have already been issued. In addition to the general orders/ instructions to be observed in the matter, are again reiterated for strict compliance to all concerned.

3. In view of the above, to avoid the payment of fraudulent cheques etc. by non-dealing branches and to make timely payment of Defence cheques, please arrange to restrict the drawing of cheques on their respective Dealing branches only. If exigencies so warrant they may make the payment by using other channels of payments through respective Dealing branches where the unit is maintaining its account. It is requested that above instructions may please be complied with meticulously.

Please acknowledge receipt.

Jt. CGDA (A/Cs & Budget) has seen.

*Venkat Reddy*  
For CGDA

Copy to:-

SBI GAD, National Banking Group, 5<sup>th</sup> Floor,  
Global I.T. Centre, Sector-11  
CBD Belapur, Navi Mumbai-400 614

For information w.r.to above.

*Sd/-*  
For CGDA