
	<p>भारत सरकार / Govt of India  रक्षा मंत्रालय / Min of Defence  रक्षा लेखा नियंत्रक, नं.1, स्टाफ रोड, सेकंदराबाद 009 500 -  Controller of Defence Accounts  No.1, Staff Road, Secunderabad - 09  ( ई-मेल/email: <a href="mailto:secd-miscsn-cda@nic.in">secd-miscsn-cda@nic.in</a> )  दूरभाष/Tel: 040-27843385/Ext-209 फैक्स/Fax: 040-27810499</p>	
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सं./No. Misc/7136/Gen corr/Vol II

दिनांक/dt.17/09/2020.

सेवा में / To,

The Commdt,  
MC EME  
PIN-900453  
Secunderabad

The GOC,  
HQrs TASA,  
Bollarum,  
Secunderabad

The GOC  
Hqrs 54 Inf Div  
PIN-908454

The Commdt,  
CDM,  
Sainikpuri,  
Secunderabad ([ssoadm.cdmap@nic.in](mailto:ssoadm.cdmap@nic.in))

The DQA (R&S)  
DGQ A Complex,  
Karkana, Secunderabad ([rs-dgqa@nic.in](mailto:rs-dgqa@nic.in))

**विषय/Sub:** Forwarding of NEFT mandate form – reg.

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Of late it has been observed that NEFT madate forms are being received in this office without proper details and countersignature of Bank/Unit authorities concerned, which may lead to rejection or return of bills. To avoid delay in payment on such reasons, a proforma/format is enclosed herewith for information and circulation amongst all the units for adherence please.

It is therefore requested that please make a note of it and all the Units/Formations down the line may kindly be instructed to submit NEFT mandate form in the prescribed format only hence forth for the new vendors.

Encl: As above

Sd/xxx

(के.राम नारायण चारी / K. Ram Narayana Chary)  
वरिष्ठ लेखा अधिकारी (भंडार) / Senior Accounts Officer (M)

**Copy to:**

01. The Comdt  
AOC Centre  
PIN-900 453 ([airawat789@gov.in](mailto:airawat789@gov.in))

For information and necessary action please.

02. The Comdt  
1 EME Centre  
Secunderabad

-do-

03. The Comdt  
Artillery Centre  
Hyderabad

-do-

04. The Cdr  
76 Inf Bde  
PIN-908076  
C/o 56 APO

-do-

05. The Cdr  
54 Inf Bde  
PIN-908047  
C/o 56 APO

-do-

06. The Cdr  
54 Arty Bde  
PIN-926954  
C/o 56 APO

-do-

07. The Comdt  
SDD  
PIN-900453

-do-

08. The DDG  
NCC Dte  
T & AP Area  
Secunderabad ([ddg.andhra@nccindia.nic.in](mailto:ddg.andhra@nccindia.nic.in))

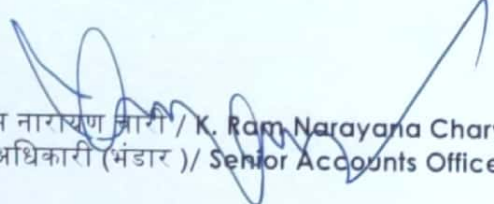
-do-

09. The Station Commander  
Station Hqs Cell  
Bollarum, Sec'bad

-do-

10. AO i/c  
IT Section (Local)

For uploading in CDA website.

  
(के .राम नारायण चारी / K. Ram Narayana Chary)  
वरिष्ठ लेखा अधिकारी (भंडार) / Senior Accounts Officer (M)

NEFT MANDATE FORM

1. Vendor Name:
2. Vendor Address:
3. MSME Industry: Yes/No
4. Mobile Number:
5. e-mail Id:
6. PAN Number:
7. GST Number:
8. Bank Name:
9. Bank IFSC Code:
10. Bank Account Number:
11. Bank Account Type: Saving/Current

Date:

SIGN OF BANK AUTHORITIES WITH SEAL

COUNTERSIGNATURE BY OC OF THE UNIT WITH SEAL