



OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS
NO.1, STAFF ROAD, SECUNDERABAD - 500 009

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No. A/1/13348/FPB/Apex/XXIII

Date: 16 Dec 2015

To
The Officer I/c
PAO (ORs) EME/PAO (ORs) AOC
All AO GEs & AAO (A) Vizag

Subject: Implementation of Cheque Truncation System (CTS) in PAO of Central Govt Cheques: Dispensation of paper to follow (P2F).

As you are aware, implementation of Cheque Truncation System and Dispensation of Paper to Follow (P2F) is under active consideration. As per requirements of SBI, uniqueness of the cheques for a particular Govt Account is to be ensured with a Short Account Number in addition to Account Number. HQrs Office vide Letter No. A/III/13348/CH./Trun/Vol-IV dated 19.10.15 has intimated that the issue was taken up with CGA and in turn, it has been clarified by them that the Account No. and SAN are to be get printed in the cheque books. Since the Account Number of the DDO is allotted by the accredited Bank Branch, the SAN will also be generated by the same dealing branch (copy enclosed).

2. Therefore, it has been advised that all Cash Assignment Holders may obtain the requisite Account Number as well as Short Account Number from the dealing branch and intimated to the Main Office to get the same printed on the cheque books issued to them.

3. However, as regards indicating Account Number on the Defence Cheques being operated by the DDO of Defence Accounts Department, it has been intimated by the HQrs Office that the matter was referred to SBI GAD Mumbai and further communication will follow in this regard.

4. It is also intimated that CTS-2000 cheque books without SAN may be used for the time being but in future cheque books with SAN are mandatory.

CDA has seen.


Assistant Controller (A/Cs)

Copy to:

The Officer I/c
D-Section (Local)

For information & necessary action. Copy of HQrs Office is enclosed for ready reference. Printing of SAN in the ensuing cheque books may please be ensured.


SAO (A/Cs)



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OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,
ULAN BATAR ROAD, PALAM, DELHI CANTT. -110010
PCDA, OSD (A&B) Tel No 011-25674835, Section Tel No. 011-25665736, FAX No 011-25674786

No.A/III/13348/CH./Trun./Vol-IV

Dated:19-10-2015

To,

All PCSDA/CsDA CDA Secunderabad

Sub: - Implementation of Cheque Truncation System (CTS) in PAO of Central Govt
Cheques: Dispensation pf Paper to Follow (P2F)

Ref: (i) In continuation of HQrs Circular Letter No A/III/13348/ChTrun/Vol IV Dt 28/11/2014 and A/III/13348/HL meeting/2014-15/Agenda point No 14 dt. 21/08/2015.

As per requirements of SBI, uniqueness of the cheques for a particular Govt Account is to be ensured with a Short Account Number in addition to Account No. The matter was referred to CGA for clarification. In this connection Controller General of Accounts, New Delhi No 1(1)/2012/CTS/TA/VolII/817 dt. 16/09/2015 along with enclosures is forwarded herewith for necessary action at your end.

As per clarification of the CGA, the Account No and SAN are to be get printed in the cheque books. The Account No of the DDO will be allotted by the Bank Branch. The SAN is also generated by the dealing branch, maintaining the account. Both the numbers are to be obtained by the DDO from the dealing branch of the accredited bank.

3. It is, therefore requested that all Cash Assignment holders may be advised to obtain their Account No and short Account Number from the dealing branch to get the same printed on the cheque books issued to them.

4. As regards indicating Account Number on the Defence Cheques being operated by the DDOs of Defence Account Department, the matter has been taken up with the SBI, GAD Mumbai for clarification. A further communication in this regard will follow.

5. It has also been clarified that CTS-2010 cheque books without SAN may be used for the time being but in future cheque books with SAN are mandatory.

PCDA, OSD(A&B) has seen.

discovery
26/10/15
AAO

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27/10/15

CDA's Query
No: 632
Date: 27/10/15

SAO (A/Cs)

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in t
SA

No.1 (1)/2012/CTS/TA/Vol.II/817
Government of India
Ministry of Finance
Department of Expenditure
Controller General of Accounts
LokNayakBhawan, Khan Market
New Delhi-110511

Dated: 16.09.2015

To,

The ACGDA(A & B),
O/o the CGDA,
Ulan Batar Road,
Palam, Delhi Cantt.
Delhi.

Handwritten signature
A/10

Sub: Implementation of Cheque Truncation System (CTS) ir. PAOs of Central Government Cheques: – Dispensation of Paper to Follow (P2F).

Sir,

Please refer to your office letter No. A/III/13348/CH/TRUN/Vol-IV dated 04.09.2015 on the above cited subject.

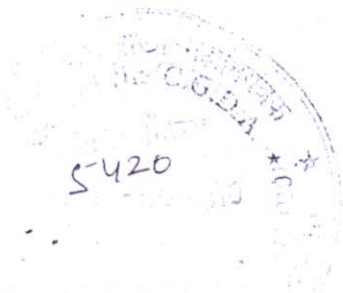
2. The specification for CTS-2010 Standard compliant Cheque Books are enclosed. It may please be ensured that the account numbers are printed in the cheque books.
3. Unique Short Account Number (SAN) is generated by the Bank Branch which maintains the account. SAN may please be obtained by the DDOs from the dealing branch of Accredited Bank.
4. CTS - 2010 compliant cheque books without SAN may be used. However, it may be ensured that cheque books to be printed in future must contain SAN.

Yours faithfully,

Encl: As above.

Handwritten signature

Deputy Controller General of Accounts (TA)



Handwritten notes:
Put up on file
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Annexure to Circular DPSS.CO.CHD.No.1832/04.07.05/2009-2010 dated February 22, 2010

"CTS-2010 Standard" for Cheque Forms – Specifications

1. Mandatory features

1.1 **Paper (At Manufacturing Stage)** : Status quo shall be maintained in relation to paper specifications as it exists currently. Details of current specifications are contained in the document '*Mechanised cheque processing using MICR technology - Procedural Guidelines*', available at - <http://www.rbi.org.in/scripts/PublicationsView.aspx?id=4551>. Additionally, paper should be image friendly and have protection against alterations by having chemical sensitivity to acids, alkalis, bleaches and solvents giving a visible result after a fraudulent attack, CTS-2010 Standard paper should not glow under Ultra-Violet (UV) light i.e., it should be UV dull. This shall ensure that the feel of cheques is uniform across banks.

1.2 **Watermark (At Manufacturing Stage)** : All cheques shall carry a standardised watermark, with the words "CTS-INDIA" which can be seen when held against any light source. This would make it difficult for any fraudster to photocopy or print an instrument since this paper would be available only to security printers handling cheque printing. The watermark should be oval in shape and diameter could be 2.6 to 3.0 cms. Each cheque must hold atleast one full watermark. Sample watermarks that would be used in CTS will be finalised in consultation with Indian Banks' Association (IBA) / National Payments Corporation of India (NPCI) and could (illustratively) appear as under -



1.3 **VOID pantograph (At Printing Stage)**: Pantograph with hidden / embedded "COPY" or "VOID" feature shall be included in the cheques. This feature should not be visible on the scanned image at the resolution specified in CTS but should be clearly visible in photocopies and scanned colour images as resolution used in such cases would be above the prescribed CTS standards. This would act as a deterrent against colour photocopy or scanned colour images of a cheque.

- 1.4 **Bank's logo printed with invisible ink (ultra-violet ink) (At Printing Stage) :** Bank's logo shall be printed in ultra-violet (UV) ink. The logo will be captured by / visible in UV-enabled scanners / lamps. It will establish genuineness of a cheque.
- 1.5 **Field placements of a cheque :** Placement of significant fields on the cheque forms shall be mandated. However, placement of additional fields shall be left to banks. This will enable data capturing by Optical / Image Character Recognition (OCR / ICR) engines in off-line mode and help banks in automating their payment processes. A sample cheque with recommended field placements is placed at 4 below.
- 1.6 **Mandating colours and background :** Light / Pastel colours shall be mandated for cheques so that Print / Dynamic Contrast Ratio (PCR / DCR) is more than 60% for ensuring better quality and content of images. The colours will be finalised in consultation with IBA / NPCI.
- 1.7 **Clutter free background :** Background of cheques shall be kept as clutter free as possible for improving quality and clarity of images.
- 1.8 **Prohibiting alterations / corrections on cheques :** No changes / corrections should be carried out on the cheques (other than for date validation purposes, if required). For any change in the payee's name, courtesy amount (amount in figures) or legal amount (amount in words), etc., fresh cheque forms should be used by customers. This would help banks to identify and control fraudulent alterations.
- 1.9 **Printing of account field :** All cheques should, as far as possible, be issued with the account number field pre-printed. This should be considered must for current account holders and corporate customers.
- 1.10 **Use of UV feature on cheque images :** Though bank's logo in UV ink is a strong deterrent for forgery and duplicate cheques, there are challenges in terms of increased image size, stabilisation of UV technology in CTS environment, availability of UV-enabled scanners, etc., in implementing this feature. However, the benefits outweigh the limitations and hence this feature shall be incorporated. Presenting banks can subject instruments beyond a threshold value to UV verification using the UV lamps currently available for currency note verification. In case UV technology stabilises in future, the UV image view could be incorporated in CTS as an additional image view or by dropping one of the existing image views.

2. Desirable features

2.1 In addition to the mandatory security features as above, banks can consider including additional security features as per their risk perception like (i) supplementary watermark containing their own logo, (ii) embedded fluorescent fibres, (iii) fugitive ink, (iv) secondary fluorescent ink, (v) micro-lettering, (vi) toner fusing, (vii) check-sum, (viii) patterns, (ix) floral designs, (x) bleeding ink, (xi) structural magnetics, (xii) security thread, (xiii) hot stamped holograms on multi-city cheques and demand drafts, (xiv) auto-detection tools, (xv) use of UV band on sensitive and key areas of interest on a cheque such as Legal Amount Recognition (Amount in Words), Courtesy Amount Recognition (Amount in Figures), Signature, Beneficiary Name, (xvi) pre-encoding of amount field on the MICR band for demand drafts / pay orders (above a self-decided cut-off) before issue to customers, (xvii) use of check-sum on the face of demand drafts / pay orders (other than the MICR band), etc.

2.2 Use of additional features by banks will be subject to the features being compatible with CTS requirements. While incorporating additional features, banks should take care that –

- i. The additional security features do not overlap or be very close or clash against the prescribed minimum security features.
- ii. The features are compatible with CTS specifications.
- iii. The features are not image heavy, i.e., increase the image size.
- iv. They should not block any important data on images or hinder payment processing.
- v. Presenting banks are not expected to verify the additional features.

3. Implementation modality

3.1 IBA and NPCI shall be jointly vested with the task of certifying additional / optional security features. IBA and NPCI would ensure that the additional / optional features are compatible with CTS and MICR clearing schemes before releasing them to banks.

3.2 IBA and NPCI shall be entrusted with the responsibility for empanelment of vendors with capability to provide the new security standards.

3.3 Use of UV image view in CTS is being kept on hold for the present. The decision would be revisited in future once UV technology stabilises.

4. Layout of a sample cheque leaf

4.1 The layout of a cheque leaf and location of various security features as prescribed above would appear as under –

Sample Cheque Leaf

