

**TIME BOUND Hqrs letter, to be replied by 5 pm 19.7.2023 through email only**



कार्यालय रक्षा लेखा नियंत्रक :  
OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS  
नं. 1 स्टाफ रोड, सिकंदराबाद - 500 009  
NO.1, STAFF ROAD, SECUNDERABAD - 500 009.  
फोन/:PHONE: 040-27843385 फैक्स/FAX NO:040-27817275  
Email: [secd-acsn-cda@nic.in](mailto:secd-acsn-cda@nic.in) [cda-secd@nic.in](mailto:cda-secd@nic.in)



No.A/ III/13027/AROB Corr.

Dated : 19 .07.2023

मेवा में / To,

प्रभारी अधिकारी / Officers in Charge,

01. सभी उप-कार्यालय / All Sub Offices,  
सिकंदराबाद, विशाखापट्टनम, सुर्यलंका और एडुमैलारम / Secunderabad /Visakhapatnam/  
Suryalanka and Eddumailaram
02. सभी अनुभाग / All Sections  
मुख्य कार्यालय / Main Office  
स्थानीय / Local

Sub:- Records of unclaimed security deposits and disposal thereof.

Ref:- HQrs.Lr.No.AN/Grievance/Misc/Corr/2023/e-3631, dated: 22.06.2023

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उपर्युक्त विषय पर मुख्यालय पत्र की एक प्रति जानकारी, मार्गदर्शन और सख्त अनुपालन के लिए इसके साथ अग्रेषित की जाती है

A copy of HQrs letter referred above on the subject is enclosed for information and immediate action please.

मंलग्न / Encl: ऊपरोक्त अनुसार /as above

*Please accord 'TOP PRIORITY'.*

*GO (Accounts) has seen.*

सी.एच. वी. रमण मूर्ति / Ch. V. Ramana Murthy  
लेखा अधिकारी / Accounts Officer (Accounts)

प्रतिलिपि/Copy to:-

AO i/c,  
IT Section,  
LOCAL

with a request to upload this letter in CDA's website.

सी.एच. वी. रमण मूर्ति / Ch. V. Ramana Murthy  
लेखा अधिकारी / Accounts Officer (Accounts)

7/19/23, 12:30 PM

Email: Inbox (2)

**From:** "GRIEVANCE CGDA" <grievancecgda.dad@gov.in>  
**To:** "PCDA SC PUNE" <cda-pune@nic.in>, "Balbir Singh" <cda-chd@nic.in>, "edp centre pcda" <cda-jammu@nic.in>, "PCDASWC JAIPUR" <pcdaswc.cgda@nic.in>, "रक्षा लेखा प्रधान नियंत्रक (मध्य कमान)" <cda-luck@nic.in>, "PCDA Bangalore" <cda-blor@nic.in>, "CDA Chennai" <cda-mad@nic.in>, "रक्षा लेखा नियंत्रक, पटना" <cda-patna@nic.in>, "CDA Secunderabad" <cda-secd@nic.in>, "CDAARMY MEERUT" <cdaamymeerut.dad@gov.in>, "CDA JABALPUR" <cda-jbl@nic.in>, "CDA GUWAHATI" <cda-guw@nic.in>, "रक्षा लेखा प्रधान नियंत्रक (वा से), नई दिल्ली / PCDA (AF), New Delhi" <cdaaf-deihi.cgda@nic.in>, "Pr.C.D.A. (Air Force)" <cda-dehr@nic.in>, "pcdanavy" <pcdanavy@nic.in>, "PCDA New Delhi" <pcda\_nd@nic.in>, "Deepak Kumar Saha" <cda.ids@nic.in>, "PCDA (R&D) NEW DELHI" <cdaradnd@nic.in>, "PRINCIPAL CONTROLLER OF DEFENCE ACCOUNTS research" <cdard-hyd.cgda@nic.in>, "CONTROLLER OF DEFENCE ACCOUNTS RnD" <cdard.blor.cgda@nic.in>, "PCDA Pensions" <cda-albd@nic.in>, "General query PCDA (O) Pune" <generalquery-pcdaopune@nic.in>, "CDA PD Meerut" <cdapd.cgda@nic.in>, "JTCDA Funds" <jcdafunds@nic.in>, "CDA FUNDS" <cdafunds.dad@hub.nic.in>, "CDA CSD" <cscd-mumb.cgda@nic.in>, "CDANCG DELHI" <cdancgdelhi.dad@hub.nic.in>, "PCA(Fys) KOLKATA" <cda-cal@nic.in>, sectpcdap@gmail.com  
**Sent:** Tuesday, July 18, 2023 12:57:21 PM  
**Subject:** Records of unclaimed Security Deposits and disposal thereof.

Respected Sir/Madam  
Please refer to previous mail of this office dated 22/06/2023 on "unclaimed security deposits", you are requested to send the report in excel format latest by 4 PM today.

Regards

Grievance Cell  
CGDA Office





“हर काम देश के नाम”

कार्यालय, रक्षा लेखा महानियंत्रक

उलानबटाररोड, पालम, दिल्लीछावनी-110010

**Controller General of Defence Accounts,**

Ulan Batar Road, Palam, Delhi Cantt.- 110010

Phone:011-25665558, 25665745

Fax:25674806 / 25674821

email: [grievancecgda.dad@gov.in](mailto:grievancecgda.dad@gov.in)

शिकायत प्रकोष्ठ (Grievance Cell)

File No. AN/Grievance/Misc/Corr/2023/e-3631

Date: 22/06/2023

To,

All PCsDA/ PCA(Fys)/ CsDA

(Through mail only)

**Sub :** Records of unclaimed Security Deposits and disposal thereof.

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Instances of outstanding security deposits after the termination of contract/ expiry of retention period has been observed by the Competent Authority.

2. In this connection, the kind attention is invited towards Rule -218 of FR Part-I, volume-I (2016) under the heading “LAPSED DEPOSIT” wherein, the disposal of securities tendered as Security deposits by contractors have been described.

3 However, it has been observed that the laid down procedure are not being adhered to. This result into a system wherein security deposits (SDs) & bank guarantees (BGs) lying unclaimed with PCsDA/ CsDA for a long period.

4. Hence, all the O/o Pr. Controllers/ Controllers are requested to direct the sections concerned/ sub-offices (i.e. Area Accounts Office) to prepare a list of outstanding Security deposits held with them and take due action on priority.

5. Further, a Consolidated report of outstanding security deposits in chronological order(as per Annexure enclosed) may also be furnished to this HQrs. office by 30<sup>th</sup> June, 2023 through mail only.

Please, accord top priority.

This issue with the approval of Sr. Jt. CGDA & Nodal Appellate Authority.

Enclosure:- As above.

(Mohan Lal Meena, IDAS)  
Sr. ACGDA (Grievance)

Reminder received on  
19/7 but original letter  
not received in the mail  
16/7  
19/7

Annexure to letter No. AN/Grievance/Misc/Corr/2023/e-3631 Date: 22/06/2023

S. No.	Details of Security deposits kept with PCDA/ CDA office	Name of the Contractor	Issue date of Security deposit	Amount	Date of completion of the contract	Reasons of Retention of Security Deposit after completion of contract	Remarks, if any

*Handwritten signature and text, possibly a date or reference number, located at the bottom right of the page.*