

MOST IMPORTANT

 <p>DEPARTMENT</p>	<p>कार्यालय, रक्षा लेखा नियंत्रक, नं. 1, स्टाफ रोड, सिकंदराबाद.09 - OFFICE OF THE CONTROLLER OF DEFENCE ACCOUNTS NO.1, STAFF ROAD, SECUNDERABAD – 500 009 (ई-मेल/email: aomsec.dad@hub.nic.in) दूरभाष/PHONE: 040-27843385 फैक्स/FAX:040-27817275</p>	 <p>भारत 2023 INDIA वसुधैव कुटुम्बकम् ONE EARTH • ONE FAMILY • ONE FUTURE</p>
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No.A/I/13134/SBI CMP

Dated: 8th July, 2025

CIRCULAR

To

All Sections of Main Office
All Sub-Offices of CDA Secunderabad

Sub:- Mandatory submission of copy of correct ECS mandate duly certified by the Bank along with the Bills – Reg.

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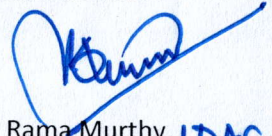
It has been observed that a significant number of bills are being returned with Status – 09, CMP Rejections due to incorrect or incomplete ECS Mandates submitted by Vendors/Third Parties causing infructuous delay in payment of Bills that affects the efficiency of Bills passing system.

In order to streamline the process and avoid such rejections the competent authority has directed all Bill Sections to ensure a copy of correct ECS Mandate duly certified by the concerned bank authorities along with their bills.

Instructions to be followed:-

1. The ECS Mandate must be in the prescribed format and should include all requisite details such as:
 - i. Name of the Accounts Holder/Vendor
 - ii. Bank Account No
 - iii. Branch Name and Branch
 - iv. IFSC Code
 - v. Address of the Bank
2. The mandate must be attested by the concerned bank branch either by seal and signature or through a printed bank confirmation.
3. No Bills should be processed without a copy of ECS Mandate especially for new vendors or any change in the previous Bank details.
4. Without the copy of ECS Mandate, bill must be returned without further processing, in case of New Bills.

Sections of Main Office / Sub-offices are requested that the above aspects may please be noted for strict compliance before passing the bills.


T. Rama Murthy, IDAG
DCDA (Accounts)