



प्रधान महालेखाकार (लेखा एवं हकदारी), झारखण्ड का कार्यालय  
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E), JHARKHAND

No. WM-II-CDA-27/2024-25/150

Date: 21/02/2024

To,

All Executive Engineers,  
Public Works Divisions,  
(As per mailing list)  
Government of Jharkhand.

Subject: Criteria for issuance of Cheque Drawal Authority for Financial year 2024-25.

Sir,

On the above mentioned subject I am directed to intimate that criteria for issuance of Cheque Drawal Authority (C.D.A) up to 31<sup>st</sup> March 2025 to Works Divisions of Jharkhand for the Financial Year 2024-25 has been fixed as follows:-

1. In case of permanent Divisions, Cheque Drawal Authority may be issued subject to the following Criteria:-
  - a. Monthly Accounts received upto March,2024 and accepted without objection by this office.
  - b. Revised Form -51 received for the month prior to the month for which Treasury Account has been received in this office.
2. In case of temporary Divisions the following conditions may apply for issuing of Cheque Drawal Authority
  - a. Proper Sanction for extension of life of Temporary Division has been received in this office.
  - b. Conditions as prescribed in 1(a) and (b) above.
  - c. When the sanction for extension of life of temporary division is received after April 2024, the monthly account and Revised Form-51 due at that time must have been received in this office.
3. The Monthly Account for the month of March'2024 may also accompany a certificate stating "No Bank Account are being operated in personal or any other capacity by any of the officials/personnel except as required by specific centrally sponsored scheme (CSS) duly permitted by the Planning and Finance Department, Govt. of Jharkhand"
4. Statement of commitments on incomplete Capital public works contracts as on 31<sup>st</sup> March 2024, as downloaded from WAMIS in Excel Sheet by all the Divisions may be sent to this office in hard copy (duly signed by Executive Engineer) as well as soft copy through email at [agaejharkhand@cag.gov.in](mailto:agaejharkhand@cag.gov.in) with copy to [dinanathb.jhr.ae@cag.gov.in](mailto:dinanathb.jhr.ae@cag.gov.in) latest by 25<sup>th</sup> April 2024. The Column for work name in Hindi and English should be same as translated.
5. Time bound action plan to recover/adjust or write off of old and outstanding temporary advance.
6. It was intimated to all departments of P.W.D. that monthly accounts are to be submitted by 10<sup>th</sup> of the following month. If the monthly accounts are not received within the prescribed period, complete in all respect, the C.D.A. will be liable to be cancelled. C.D.A. may also be cancelled for delay in submission of RF-51.

It is therefore, requested that necessary instruction may be issued to all concerned officers for compliance of the aforesaid criteria/instructions so that Cheque Drawal Authority may be issued in a timely manner.

Yours faithfully,

Sr. Accounts Officer/WM

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