



MINISTRY OF FINANCE, DEPARTMENT OF REVENUE
OFFICE OF THE PR. CHIEF CONTROLLER OF ACCOUNTS
CENTRAL BOARD OF DIRECT TAXES
9TH FLOOR, LOK NAYAK BHAWAN
KHAN MARKET, NEW DELHI-110 003
email: rbrcbdt@gmail.com

F.No. PCCA/CBDT/RBR/MICR/2023-24/ 8231 - 8282

Date: 03/03/2023

To

The Zonal Accounts Officer
Central Board of Direct Taxes
All ZAOs

Sub: Annual Indent for CTS-2010 Standards cheques for the year 2023-24 - regarding.

Sir/Madam,

You are requested to furnish the necessary indent for CTS 2010 standard cheque stationery of all categories (i.e- A, B & C) along-with other required information in the prescribed format as per Annexure- 'X' and 'Y' (enclosed) by **10th March 2023**, which is to be forwarded to ISP, CSD, Nasik for printing. While forwarding the same, it may be ensured that:-

1. Indent may be sent according to requirement in appropriate Annexure- X for continuous leave/Y for cheque book.
2. Indent of all Cheque books for ZAO, FPU, PCIT including CIT shall be sent altogether rather than in various parts.
3. Please ensure that all the columns viz. DDO/ZAO/Bank Codes, SAN (Short Account Number), Accounts Number, etc. are correctly filled in the prescribed format, in consultation with concerned bank if necessary.
4. Enclose Photocopies of Cheque leave of all categories (A, B & C) including FPU's along with Annexure 'X' and 'Y'.
5. Accurate email ID and telephone number may be mentioned in all correspondences.

It is must to mention that the requests may be as minimum as possible; as e-payment is to be made up to 100%, as per the direction of CGA, through PFMS.

In case of no requirement, 'NIL REQUIREMENT' is to be submitted by the above mentioned date.

Encl: Format of Annexure 'X' & 'Y'

Yours faithfully,

Namath

Sr.Accounts Officer
(Exp & RBR Section)

Copy to:

Sr. A.O, IT Cell for uploading on official website.

*Please upload on website
3/3/2023*

O/o.Pr.CCA, CBDT

INDENT FOR 2023-24

Annexure 'X'

**INDENT FOR PROCURING OF CHEQUES UNDER THE SCHEDULE OF NATIONAL CLEARANCE OF OUTSTATION
CHEQUES AND INTRODUCTION OF MICR TECHNOLOGY FOR MECHANISED CHEQUE PROCEEDING**

| No | Account Holder's name | Name of Reserve Bank/State Bank Nationalised Bank & Branches at Mumbai/ Calcutta/Chennai/ New Delhi/Delhi | Designation of Drawing Officer | City Code (3 digits) | Bank Code (3 digits) | Branch Code (3 digits) | 10 digit A/c code in r/o RBI or 6 digit code & 2 digit transaction code for other Banks | Category & No of continuous stationery (Cheque leaves) required | SAN (Unique Short Account Number (6 digits) | A/C No. & IFSC | Remarks |
|----|-----------------------|---|--------------------------------|----------------------|----------------------|------------------------|---|---|---|----------------|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |

INDENT FOR 2023-24**Annexure 'Y'****INDENT FOR PROCURING OF CHEQUES UNDER THE SCHEDULE OF NATIONAL CLEARANCE OF OUTSTATION CHEQUES AND INTRODUCTION OF MICR TECHNOLOGY FOR MECHANISED CHEQUE PROCEEDING**

| No | Account Holder's name | Name of Reserve Bank/State Bank Nationalised Bank & Branches at Mumbai/ Calcutta/Chennai/ New Delhi/Delhi | Designation of Drawing Officer | City Code (3 digits) | Bank Code (3 digits) | Branch Code (3 digits) | 10 digit A/c code in r/o RBI or 6 digit code & 2 digit transaction code for other Banks | Category & No of Cheque Books requirepd | SAN (Unique Short Account Number) (6 digits) | A/C No. & IFSC | Remarks |
|----------|-----------------------|---|--------------------------------|----------------------|----------------------|------------------------|---|---|--|----------------|-----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |