(5)

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

सत्यमेव जयते

TELE: 011 24616243 **email: rbrcbdt@gmail.com**

F.No. PCCA/CBDT/RBR/MICR/2021-22/ 5471 - 5522 Dated: 22.03. 2021

To

The Zonal Accounts Officer
Central Board of Direct Taxes
All ZAOs

Sub: Annual Indent for CTS-2010 Standards for the year 2021-22 - regarding.

Sir/Madam,

All ZAOs 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 **05th April, 2021**, which is to be forwarded to ISP, CSD, Nasik for printing. While forwarding the same, it may be ensured that:-

1. Indent of all Cheque books for ZAO, FPU, PCU including CIT shall be sent altogether rather than in various part.
2. Indent must reach in this office on or before the date mentioned above positively without fail.
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.
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 must be mention 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.

Keeping in view of these facts all ZAOs are requested to furnish their indents well in time.

Yours faithfully,

Encl: Annexure 'X' & 'Y'

22/03/2021

Accounts Officer (Exp)

Copy to:

Sr. A.O, e-Project for uploading on official website.

(4)

INDENT FOR 2021-22 **Annexure 'X'**

INDENT FOR PROCURING OF CHEQUES UNDER THE SCHEDULE OF NATIONAL CLEARANCE OF OUTSTATION CHEQUES AND INTRODUCTION OF MICR TECHONOLOGY 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*
1											

INDENT FOR 2021-22 **Annexure 'Y'**

INDENT FOR PROCURING OF CHEQUES UNDER THE SCHEDULE OF NATIONAL CLEARANCE OF OUTSTATION CHEQUES AND INTRODUCTION OF MICR TECHONOLOGY 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** 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*
1											