

**DELHI JAL BOARD: GOVT. OF N.C.T. OF DELHI**  
**OFFICE OF THE Jt. DIRECTOR ( F&A )-II**  
**VARUNALAYA: PHASE-II: KAROL BAGH: N.D.**

NO. DJB/Jt. Director(F&A)/ 2014-15/

DATED:08-01-2015

**INSTRUCTIONAL ORDER**

It has been observed that some fraudulent cheques are being presented in DJB accounts from various branches of Corporation Bank or other banks from Delhi or outside Delhi. Taking precautionary measure in the first instance all cheques issued to DJB accounts no. 4116 should be cancelled with immediate effect. No cheque should be entertained on this account. Only fund transfer instructions from headquarter treasury to divisional accounts be entertained.

Further it has also been decided that in other account also no cheque should be issued to any beneficiary including Municipal Corporation of Delhi and payments should be remitted through NEFT/RTGS only. Further cheque for the same amount should be drawn in the name of Bank as usual for debiting the matching account from their account.

In case it is mandatory to issue cheque then information will be sent to the bank through official mail so that while clearing the cheque the bank should verify the genuineness of the cheque.

All AAOs should reconcile all accounts immediately and report, if any, discrepancies is pointed out.

All EES/AAOs should register their mobile numbers with the bank.

It is also mentioned here that account no 12261 is being maintained in Syndicate Bank, Rani Jhansi Road, New Delhi for receiving the earnest money electronically and the amount of earnest money is being refunded through NEFT/RTGS.

All AAOs/ AOs should ensure that receipt in this account should be entered along with their UTR numbers in tally. The refund should also be ensured only to those accounts from where it was received. UTR number from which account the amount was received should also be mentioned on all **EFT INSTRUCTIONS** being sent for refund of earnest money in case of unsuccessful bidders. Bank should not entertain any refund without reference of UTR number.

The instructions are issued for strict compliance. This issues is with the approval of competent authority.

  
( AMIT SATIJA )  
Addl CEO/Director(F&A)

All DDos/AOs/AAOs

Copy for kind information to:-

- 1.CEO,DJB
- 2.Member(Finance)
- 3.Director of Vigilance
4. EE(EDP) to upload it on the website under intimation to this office.

  
Addl CEO/Director(F&A)