



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

No. WM-II/CDA/2025-26/192

Date: 04.03.2025

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 2025-26.

Sir,

On the above mentioned subject, I am directed to intimate that criteria of issuance of Cheque Drawal Authority (CDA) upto 31th March 2026 to Works Divisions of Jharkhand for the financial year 2025-26 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, 2025 and accepted without objection by this office.
  - b. Revised Form-51 received for the month prior to the month for which Treasury Accounts 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 of 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 of extension of life of temporary division is received after April, 2025 the monthly accounts and Revised Form-51 due at that time must have been received in this office.
3. The Monthly Accounts for the month of March-2025 may also accompany a certificate stating "No any bank account is 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, 2025 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 [jhap.jhr.ae@cag.gov.in](mailto:jhap.jhr.ae@cag.gov.in) latest by 25<sup>th</sup> April 2025. The Column for work name in Hindi and English should be same as translated.

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5. Time bound action plan to recover/ adjust or write off of old and outstanding temporary advance.
6. It is to also be intimated to all departments of P.W.D. that monthly accounts are to be submitted by 5<sup>th</sup> of the following month. If the monthly accounts are not received within the prescribed period. complete in all respect, the CDA will be liable to be cancelled/ withheld. CDA may also be cancelled/withheld for delay submission of RF-51.

It is therefore, requested that necessary instruction/(s) 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)