

SPEED POST/FAX

कार्यालय, रक्षा लेखा महानियंत्रक
OFFICE OF CONTROLLER GENERAL OF DEFENCE ACCOUNTS
उलान बटार मार्ग, पालम, दिल्ली छावनी-110010
ULAN BATAR MARG, PALAM, DELHI CANTT-110010



File No. A/III/13348/PSB/FPB

Date: 15 /11/2018

To

✓ PCDA (NC) Jammu

PCDA (WC) Chandigarh

PCDA (SWC) Jaipur

PCDA (CC) Lucknow

PCDA (SC) Pune

PCDA (AF) New Delhi

PCDA (AF) Dehradun

CDA Guwahati

CDA Patna

PCDA (N) Mumbai

Sub: SoP for Emergency Cash Requisition (ECR)

In this context, it is intimated that RBI has been holding discussion with representative of Service HQs for preparing an SoP on withdrawal of funds through Emergency Cash Requisition (ECR) by the Defence Forces. In this regard, copy of draft SoP prepared by RBI is forwarded, herewith, for your examination and comments thereon.

It is therefore, requested that your comments on the draft Sop may please be submitted at the earliest for conveying the same to RBI.

This may be accorded top priority.

Encl : As above *AK*

प्रशा.-I.-र.ले.प्र.वि. (उ.क.) जम्मू
AN.-I.-PCDA (NC)- Jammu
प्राप्त किया / Received on 22/11/18

र. ले. प्र. वि. / AAO

AK
Sr. ACGDA (A&B)

- MoD to declare ECR "Active". This information is to be conveyed to MoF, Mod(Fin) and the Service HQs.
- MoF to inform RBI about ECR invocation and RBI to issue necessary instructions to keep all concerned bank branches to open on holidays and non-working hours and keep the cash ready at short notice
- MoF to inform the Banks HQ of branches of Defence Forces on invocation of ECR provisions and advise banks to honour cash against ECR requisition
- Bank HQs concerned to inform their respective branches on ECR invocation and need to give cash against ECR slip
- ECR slips to be signed by the commanding officer or in his absence permanent incumbent who is carrying out those duties, no below the rank of Major/ equivalent
- The third copy of the ECR with full particulars will be sent to the CDA concerned immediately after the withdrawal of cash from the concerned bank branch
- In case of loss of ECR slips during ECR situations, the bank branch officials to be informed of the ECR slips that are lost so that no fraudulent withdrawal against the lost ECR slips are undertaken
- The process flow that need to be followed internally by the stake holders will be drafted by the respective stake holders in the form of internal SOP for ECR.
- ECR slip is enclosed

SOP discussed on November 1, 2018 meeting

- Defence forces require funds to move the troops at short notice in case of war / war like / natural disaster situations. Rule 316 of financial regulations Part I discusses about Emergency cash requirement. The form to be used for emergency cash requirement is given in Annexure A. The standard operating procedure that to be followed in the case of ECR situation is given below, which is subject for further discussion and confirmation from all stake holders.
- ECR approved by MoF to be printed by CGDA with adequate security features. The leaflets are to be serially numbered and issued to command headquarters of the armed forces through PCDA/CDA, as the case may be, by CGDA.
- On receipt of ECR booklets from PCDA/CDA, the command HQs are to distribute to the commanding units.
- At the time of handing over or taking over of charge by commanding officers, physical verification of ECR forms to be carried out and recorded in the handing over/ taking over certificates
- The preservation period, account keeping etc., to be drafted as internal SOP by the respective stake holders
- The field units of Army/ Navy/ Air Force are to estimate their cash requirements that may be required when ECR is evoked and also revise these estimates alternate year. The exercise may be of estimate/ revision in estimate may be commenced during April -June quarter and completed by May end of that year. This estimate needs to be submitted to command HQs by the units along with details of bank branch they are banking with. Command HQs may consolidate the likely total requirements of cash, bank branch details to CGDA by June 30 that year.
- Commanding officers of the Army/ Navy/ Air Force units are to forward their specimen signatures to the bank branch concerned and on change of command, specimen signature of the new incumbent to be forwarded to the bank branch concerned