

**Office Of the Principal Controller of Defence Accounts(BR)**  
**SEEMA SADAK BHAWAN RING ROAD, NARIANA DELHI CANTT. -110010**

No. Work Cell/1133/SSD /FDRs/Vol-IV

Date- 06 /01/2015.

To

The All AO (P)/AO TF

(As per the standard list)

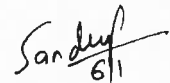
Sub: - Delay in releasing of Security Deposits after expiry of contracts.

Of late, it has been observed that Security deposits of the contractors even after completion of the contract are not being released to the firm or there is a considerable delay in our parts in releasing the Security Deposit to the concerned firms. This has invited frequent representation by firm/ vendors to the higher formation which is a matter of concern.

In view of the above all are advised to take prompt action in releasing SD amount as soon as the contract is completed and the firm applies for the release of SD. Any delay in releasing SD amount will be the personal responsibility of the officer-in-charge of the sub offices. So as to monitor prompt action on the issue a quarterly report as per the format enclosed is being introduced. The report may be submitted quarterly viz 03/2015, 06/2015, 09/2015 etc. The report must be submitted to reach this office by 10<sup>th</sup> of the month following the end of the quarter.

The time schedule of the report may be strictly adhered to.

Receipt of this communication may please be acknowledged.



(S K Yadav)

CDA (Works Cell)

