

O-13013/1/2022/Finance A/c-CGA/C. No. / 7008/ 358
Government of India
Ministry of Finance, Department of Expenditure
Controller General of Accounts
Mahalekha Niyantrak Bhawan, Block-E
General Pool Office (GPO) Complex, INA, New Delhi.

Dated : 01.09.2026

Office Memorandum

Subject: Outstanding balances under Cheques and Bills – reg.

During the course of audit of the Draft Union Government Finance Accounts (UGFA) 2025-26, audit has observed outstanding balances under various minor heads below Major Head 8670- Cheques & Bills.

As per the prescribed accounting procedure, when cheques are issued by the Government, the expenditure head is debited and the relevant minor head below Cheques & Bills is credited. Subsequently, on receipt of payment scrolls from the banks in respect of cheques encashed, the amount is cleared from the Cheques & Bills head. Thus, the balances outstanding under these heads mainly represent the value of cheques issued but not yet accounted for as encashed.

Further, the validity of the cheque is three months from the date of its issue and normally, no balances should remain outstanding under this head at the end of financial year in respect of cheques before 31st December of the relevant financial year. This office has been regularly requesting all Ministries/Departments to review and clear the outstanding balances under Cheques & Bills heads. Ideally, such balances should be settled before the close of the financial year or shortly thereafter.

It is, therefore, requested to urgently review the outstanding balances under various minor heads below the Major head 8670-Cheques & Bills and take necessary action for their clearance at the earliest. Further, a report indicating the outstanding cheques as on 31.03.2026 in respect of cheques issued on or before 31.12.2025, may kindly be furnished to this office at the earliest for appraisal of audit.

(Dr. Madhu Sharma)

Dy. Controller General of Accounts

To

Pr.CCAs/CCAs/CAs (IC)/Heads of Accounting Organisation

Copy to-

Sr.A.O. (GIFMIS), is requested to upload the OM on the website of O/o CGA.