

Government of India  
Ministry of Railway  
(Railway Board)

RBA No. 22 /2009

No.2008/ACII/25/12

New Delhi, Dated: 31.03.09

FA&CAOs  
All Zonal Railways/ PUs

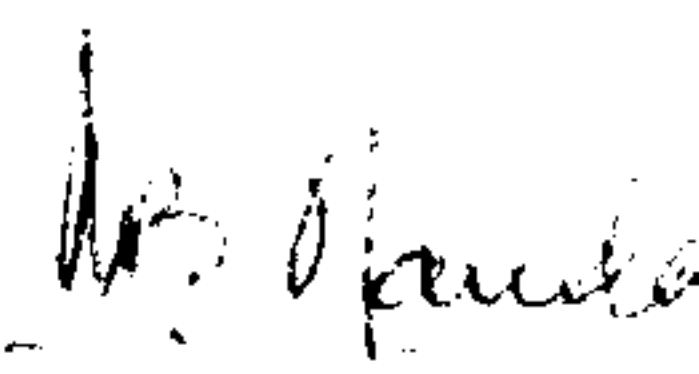
Sub: Disposal of unused cheque stationery.

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References have been received from some of the Zonal Railways seeking guidelines on disposal of unused/obsolete cheque books lying in stock on Railways. The matter has been examined and following guidelines are issued :-

- In cases where the cheque books issued to any Accounts Officers are not required due to closing of the drawing account or for any other reason, he shall after keeping a note in the relevant records, send partly used/unused cheque books/cheque leaves to the Headquarter's office which issued the same, per bearer/registered post. The HQ office shall take such cheque books into stock in the Stock Register of cheque books and re-issue to any other Accounts Officer under their control or in Headquarter's office itself, if found feasible. However, cheque books which are not required at all shall be destroyed in the presence of Section Officer (A/Cs) of HQ Books section and representative from Railway Protection Force not below the rank of Sub -Inspector, keeping a note thereof in the Cheque Stock Register. The certificate regarding destruction of cheque books signed by SO/Books and RPF representative shall be pasted in the stock register.
- Further, if and when an Accounts Office is wound up, all partly used/wholly unused cheque books in the custody of that office shall be returned along with a complete accountal of the cheque books so remaining as per the Stock register, to the HQ office, which shall in turn take action on the same lines as indicated in the above para.

Kindly acknowledge receipt and ensure compliance.

  
(K.B.Nanda)  
Executive Director (Accounts)  
Railway Board