

## **Frequently Asked Questions General Queries**

### **FAQ on M Section/ Store Contract Section.**

#### **1)Can a vendor submit his bill directly to the Pr. CDA (SWC)?**

Ans1. No. Vendors have to submit their bills to concerned units. Concerned units would send these bills to the Pr. CDA after due verification and enclosing all the documents like sanctions, Receipt vouchers etc.

#### **2)What is the procedure for payment to the vendors through ECS**

Ans2. Following procedural requirements are to be completed:

- ◆ A MANDATE in the prescribed format should be submitted by the vendor through concerned Unit authorities.
- ◆ All the columns in the MANDATE are to be completed with due care ; specially the Account Number of the Vendor.
- ◆ The Mandate should be countersigned by the Vendors' Bank.
- ◆ It would be preferable if the vendor enclosed a blank cancelled cheque which would facilitate in correctly transcribing the Account Number and MICR code of the vendor's bank. Unit authorities should forward such completed MANDATES through a forwarding letter to the Pr. CDA (SWC) Jaipur for commencement of the payments through ECS.

#### **3)Can a vendor submit the ECS MANDATE directly to the Pr. CDA (SWC) Jaipur with a request to commence the payment through ECS:**

Ans3.No. ECS MANDATES are to be submitted to the Pr. CDA through concerned units authorities only.