

COMMISSIONERATE OF MUNICIPAL ADMINISTRATION,

MRC Nagar, Chennai - 600028

Circular

Circular No. 1479/2018/WB

Dated: 13/03/2020

Sub: Tax Collection – Corporations / Municipalities – Through cheques – Annual Accounts closing – Preventing problems in generating DCB – Action to be taken – certain instructions issued – Reg.

Ref: 1. This office Letter Roc.No.20555/2018/R1 Dated :
26.03.2019

Special attention is invited to the references cited. Based on the guidelines given in the above reference, it is informed that, **In order to avoid cancellation of cheque for the dishonoured cheques in the last minute , the cheque collection provision will be disabled in UTIS software from 25th to 31st March every year.** Hence it is instructed to strictly adhere to the instructions of the CMA and not to entertain collection of cheques from 25th to 31st March every year.

Encl: Reference Letter .


for **Commissioner of Municipal Administration**

To
All Corporation Commissioners
All Regional Director of Municipal Administration
All Commissioners of Municipalities


13/3/20