



**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,
WEST BLOCK V, R. K. PURAM, NEW DELHI-110066**

Tel: JtCGDA (A&B)-011-26166265, SrDyCGDA (A&B) 011-26105741, Fax-011-6187540

A/Cs Circular No. 48

NoA/III/13348/FPB/XXIV

Dated 26 -11-09

To

The PCsDA/CsDA

**Sub: - Cancellation of signature/withdrawal of signing powers of officials
Timely intimation thereof.**

Reserve Bank of India vide their letter No. PAD. CH/ 2899/02.04.005/ 2009-2010 dt. 30-9-2009 has intimated that, at times, the fact of withdrawal of cheques signing powers of officials/ Cancellation of signatures of authorized officials is intimated several days later which is fraught with risks.

2. Therefore, they have desired that the fact of cancellation of signature is reported by Fax followed by a letter. A copy of the RBI letter is enclosed.
3. It is requested that these instructions may please be complied with meticulously.

Jt.CGDA has seen.

Please acknowledge receipt.

For CGDA

Copy to:-

RBI PAD, 16, Rajaji Salai,
PB No.40
Chennai- 600001

- For information.

For CGDA

RESERVE BANK OF INDIA

www.rbi.org.in

PAD.CH.2899/02.04.005/2009-2010

September 30, 2009

The Controller General of Defence Accounts
West Block-V, R.K.Puram
New Delhi-110066

Dear Sir,

**Cancellation of signatures/withdrawal of signing powers of officials-
Timely intimation thereof**

As you are very well aware, cheques drawn on your account maintained with us are required to be signed by officials, whose signatures have been made available by you for being taken on our records. In this connection, it is observed that, account holders, at times, intimate the fact of withdrawal of signing powers of officials/cancellation of signatures of authorized officials, **several days later**. As the delay in reporting is fraught with risk (fraudulent attempts to draw and present cheques during the intervening period), it is advised that the fact of cancellation of signatures is reported to us immediately by FAX etc. followed by a letter. You will appreciate that timely action by you would help us capture the fact in our records for necessary action.

2. We solicit your support in the matter to help us serve you better.

Yours faithfully,

xxsdxx
(Santhakumar K)
Asstt. General Manager

Public Accounts Department, Fort Glacis, 16, Rajaji Salai, PB No. 40, Chennai 600 0001, India (044)
25387207, 5393063; E- Mail:padchennai@rbi.org.in.Fax (044) 25393069
