



**OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,
ULAN BATAR ROAD, PALAM DELHI CANTT-110010**

Tel: JtCGDA (A&B)-011- 25674817, EPBAX-011-2566500, 25665555/56, 25666665/66,
Fax-011-25674786, 25674821

Accounts Circular No. 56 of 04/2010

NoA/III/13348/FPB/XXV

Dated 12-04-2010

To

All PCsDA / CsDA

Including PC of A (Fys) Kolkata, ZO, DPD, Chennai, AO, DAD, MOD
(Civil) New Delhi and Admin VI (Local)

**Subject: - Submission of fresh set of specimen signatures of the officials
Authorised to sign the inter- Government Adjustment Advices for the
financial year 2010-2011.**

2. A copy of the Reserve Bank of India, Central Accounts Section, Nagpur letter No. CAS/Govt.II/11641/10.01.101/2009-10 dated 25-02-2010 addressed to all Accounting Units alongwith their circular letter No. CAS/Govt.II/11640/10.01.101/2009-10 dated 25-02-2010 and format of Specimen Signature Card (PD 141), the contents of which are self-explanatory is forwarded herewith for necessary action.

3. It is requested that while sending the specimen signature to RBI, CAS, Nagpur the points highlighted in Para 3 a) to d) of their letter dated 25-02-2010 may please be ensured. It may please be ensured that the instructions contained in the above cited RBI letters are strictly followed.

4. Jt.CGDA (A/Cs & Bud) has seen.

Enclosures Six (6) only.

For CGDA
For CGDA



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

www.rbi.org.in

CAS / Govt. II / 11641 / 10.01.101 / 2009-10
Ev Speed Post

February 25, 2010

To
All Accounting Units

Sir/Madam

Submission of fresh set of specimen signature of the officials Authorized to Sign the Inter-Government Adjustment Advices for the financial year 2010-2011

We advise that for the financial year 2010-11 you may please submit up to April 15, 2010, the specimen signature(s) of the official(s) of your office that are authorized to sign the fax / post copy of Inter-Government Adjustment advice(s). The earlier set of signature(s) of authorized official(s) will stand cancelled on April 15, 2010. From April 16, 2010 booking of IGA Advices will be done as per the new set of specimen signature(s) to be furnished by you.

2. For this purpose, we are enclosing a copy of specimen signature card for your record and repeated use. Whenever you want to submit specimen signature(s), you please take a photo copy of this card and send to us the original signature of the official, to be authorized, on it, duly authenticated by the authorized official of your office whose specimen signature is on our record.

3. While reporting the specimen signature, please take the following care:-

- Specimen signature must be on the photo copy of the specimen signature card.
- Specimen signature should be in original and must be authenticated by an authorized official of your office whose specimen signature is on our record.
- Specimen signature should not be sent in letter or in a cyclostyled form.
- While submitting the specimen signature please mention in your forwarding letter full address, telephone number(s), e-mail address(s), fax number(s) of the official(s) to be authorised in order to facilitate any communication in future.

Yours faithfully,

Dinesh Kumar

(Dinesh Kumar)
Manager

केन्द्रीय लेखा अनुभाग, अतिरिक्त कार्यालय भवन, पूर्वी हाईकोर्ट रोड, नागपुर - 440 001

फोन : 0712- 2525034, 2554675 फैक्स : 0712- 2529457, 2548370, 2530608 ईमेल : gmcas@rbi.org.in

Central Accounts Section, Additional Office Building, East High Court Road Nagpur - 440 001
Tel.: 0712- 2525034, 2554675 Fax: 0712- 2529457, 2548370, 2530608 E-mail: gmcas@rbi.org.in

हिंदी अक्षरों में इसका प्रयोग न करें



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

www.rbi.org.in

Circular No. CAS / Govt. II / 11640 / 10.01.101 / 2009-10

February 25, 2010

By Speed Post

To
All Accounting Units

Sir/Madam

Submission of Inter Governmental Adjustment Advices – Instructions

We request you to adhere to the following instructions strictly while submitting the Inter Governmental Adjustment (IGA) Advices to Central Accounts Section (CAS), Reserve Bank of India, Nagpur.

- a) All IGA Advices must be in the prescribed format (sample enclosed).
- b) Since we have migrated to T+0 accounting from the T+1 accounting done earlier, the IGA Advices must reach Central Accounts Section, RBI Nagpur before 4.30 PM on the day of booking if they are sent by fax or before 6.00 PM if they are sent by email in ASCII format.
- c) Sender's name, address, telephone number/s and fax number/s should be clearly mentioned at the top. The sender code number, Advice number and date of Advice must be mentioned in the boxes meant for them.
- d) IGA Advices should be numbered serially starting with Advice No.1 from April Account to March Account every year, irrespective of the type of advice. Please do not give separate series for debit or credit advices or for different accounting units. There should not be any duplication of IGA advice number. IGA advices with duplicate advice numbers will not be booked but returned.
- e) Date of advice should be complete and there should not be any other date mentioned near it. Also the date of advice must not be later than the date on which the Advice is faxed or the value date of advice.
- f) Strike off Debit/Credit and corresponding contra Debit/Credit in text as well as the head of accounts clearly. Any ambiguity in this regard should be avoided.
- g) Amount mentioned in IGA Advice should be written in both words and figures.
- h) Paise portion should be filled in and should not be left blank even if paise figure is 'Nil'.
- i) Minus figures should not be incorporated in any of the IGA advices.
- j) There should be no cutting or over writing of figures.
- k) Debit and Credit transactions should not be included in the same advice. Separate IGA advices for debit and for credit transaction should be submitted.

केन्द्रीय लेखा अनुभाग, अतिरिक्त कार्यालय भवन, पूर्वी हाईकोर्ट रोड, नागपुर - 440 001

फोन : 0712- 2525034, 2554675 फैक्स : 0712- 2529457, 2548370, 2530608 ईमेल : cgmcas@rbi.org.in

Central Accounts Section, Additional Office Building, East High Court Road Nagpur - 440 001
Tel.: 0712- 2525034, 2554675 Fax: 0712- 2529457, 2548370, 2530608 E-mail: cgmcas@rbi.org.in

हिंदी आवाज़ है हमका प्रयोग बढ़ाए

p) A separate IGA advice should be issued exclusively for the transactions pertaining to the Government of Myanmar (Burma).

m) Month and year of account filled in IGA advice should be the current month and year (i.e. in which the advice is received at CAS), except in cases when:

1) At the financial year end: At the end of financial year an advice having month and year of account as 'March month' of that financial year is accepted at CAS till that date of 'April month' of the next financial year as decided by Government of India.

And

2) IGA Advices involving State Governments only: In this case IGA Advices bearing a month and year will be accepted at CAS till the 10th day of the immediate next month of the same year only.

n) If the value date of advice, (i.e. the date on which the sender desires the advice to be booked at CAS) is to be given, it should be a particular date and not merely any month and year and must be mentioned in the box quoting "The Amount to be Settled on-". Also, the value date should not be earlier than the date on which the advice is sent by fax or the date of advice itself.

o) The name of head of account and its Code Number should be complete and clear.

p) Scheme code and sanction number should be provide at the places mentioned in the format. Scheme code and sanction number if provided in annexure or anywhere on the advice, other than the place meant for it, will not be taken into consideration.

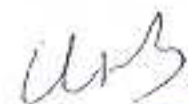
q) The IGA advice has to be signed by an authorized official whose signature is on our record. In case, the signature of the authorized official who has signed the advice is not on our records, the specimen signature of the official may be forwarded to us on the Xerox copy of the specimen signature card provided by us, along with the advice/s with proper attestation. Also note that authorized signatures should be sent through postal channels only. Signatures received through fax will not be accepted. Signatory must indicate his/her name and designation below his/her signature.

r) The IGA advices containing cancellation/adjusting entries in lieu of the erroneous entries passed earlier should be forwarded along with a prescribed certificate to that effect.

s) For timely detection of any ground/s for rejection of advice we request you to first send the IGA Advices by Fax and subsequently send the confirmation copy by post. Confirmatory advices sent by post should be marked in red ink "Not for Booking/Confirmation Copy" at the top of the advice.

t) We do not reopen Account once closed to give any retrospective effect. Correction or rectification of any transaction is possible only on the current available date.

Yours faithfully,



(C.N. Balwir)

Assistant General Manager

केन्द्रीय लेखा अनुभाग, अतिरिक्त कार्यालय भवन, पूर्वी हाईकोर्ट रोड, नागपुर - 440 001

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Central Accounts Section, Additional Office Building, East High Court Road Nagpur - 440 001
Tel.: 0712- 2525034, 2554675 Fax: 0712- 2529457, 2548370, 2530608 E-mail: gmcas@rbi.org.in

हिंदी आसान है इसका प्रयोग बढ़ाइए

Name of the Accounting unit
Full address
Phone / Fax Numbers

The Chief General Manager
Reserve Bank of India
Central Accounts Section
Additional Office Building
East High Court Road
Nagpur - 440 001

Code No.:-----

Advice No.:-----

Date:-----

Sir / Madam

Please **debit / credit** * our account with Rs. ----- (Rupees -----) by **contra credit / debit** * to the following accounts of the Governments / Ministries / Departments * with the amounts mentioned against each.

Month and year of
account: -----

The amount to be settled on: -----

Sr. No.	Name of the Government / Ministry/ Department	Code No. of the Government/ Ministry/ Department	Scheme Code	Amount (Rs.)	Sanction number and date
	Total				

* strike-off whichever is not applicable

Signature of the authorized official
Name:
Designation:

PAD 141

CODE NO. _____

SPECIMEN SIGNATURE CARD

TITLE OF ACCOUNT : _____

AUTHORISED OFFICIAL : _____

SPECIMEN SIGNATURE : 1. _____

: 2. _____

: 3. _____

ATTESTED BY : _____

(Signature with designation, seal and address)

FOR USE OF RESERVE BANK OF INDIA

Ref. No : _____

Date : _____

File No. : _____

p. Regional Director

PAD 141

CODE NO. _____

SPECIMEN SIGNATURE CARD

TITLE OF ACCOUNT : _____

AUTHORISED OFFICIAL : _____

SPECIMEN SIGNATURE : 1. _____

: 2. _____

: 3. _____

ATTESTED BY : _____

(Signature with designation, seal and address)

FOR USE OF RESERVE BANK OF INDIA

Ref. No : _____

Date : _____

File No. : _____

p. Regional Director

Format to be sent to RBI, CAS

To

Chief General Manager
Reserve Bank of India
Central Accounts Section
Additional Office Building
East High Court Road
Nagpur- 440001

Dear Sir/ Madam

With reference to your letter No. _____ dated _____,
We are furnishing herewith the information as stated therein.

Name of Office / Institution /
Ministry / Department / AG's/ Fin. Sec.
Postal / Railway / Defence / etc.:

Code No. (Allotted by RBI, CAS) :

Latest Postal Address (in detail) :
(With Pin Code No.)

Fax Numbers (with STD Code) :

Telephone Nos. (with STD code) :
Mobile No. (if any)

E-mail addresses / Web Site :

Yours faithfully

Signature of the authorized Official with Seal and date

Information received on _____ and noted in register/ Computer data system.

Assistant Manager, Govt. II Section, CAS, RBI.

Date: _____