



SPEED POST

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

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A/Cs Circular No. 131 of 04/2016

No. A/III/13348/FPB/ XXIV

Dated: 07-04-2016

To,

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


Sub: Confirmation of Specimen Signatures of Drawing and Disbursing Officers for the year -2016-17

Ref: RBI Banguluru letter No BD(BG) No/3792/04/02.001/2015-2016 Dt 09 Mar,2016.(Copy enclosed)

Reserve bank authorities have reported that the list of DDOs whose specimen signature are held by RBI required to be updated by Apr 15 every year after obtaining confirmation from Your office.

If the specimen signature are not confirmed, then Cheque signed by officials may be honoured even though officials concerned may have been transferred/retired/left from the service. Such a situation may cause trigger a fraud or other malpractices. RBI has informed that in absence of confirmation the existing signatures will be blocked in CBS and constrained to return the cheques drawn by them unpaid.

In view of the above it is requested that the list of existing signatories authorized to sign cheques along with drawing code may be forwarded to RBI by 10 Apr 2014 . A line of confirmation in this regard may be furnished to this HQrs office.


(RashPal)
ACGDA(A&B)



भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in.

BD (BG) No 13792/04.02.001/2015-2016

March 09, 2016

The Accounts Officer
O/o The CGDA
Ministry of Defence
West Block – V
Ramakrishna Puram
New Delhi – 110066

AD-III

Dear Sir/ Madam

Confirmation of Specimen signatures of Drawing and Disbursing Officers for the
year – 2016-17

As you are aware, the list of Drawing and Disbursing Officers (DDOs) whose specimen signatures are held by us is required to be updated by April 15 every year by obtaining confirmation from Government Departments concerned.

2. If the specimen signatures are not confirmed, then cheques signed by officials may be honoured even though the officials concerned may have been transferred/ retired/ left the service. Such a situation may cause to trigger a fraud or other undesirable malpractices. Therefore, if the confirmation is not received within April 15, 2016, the existing signatures will be blocked in CBS and we will be constrained to return the cheques drawn by them unpaid.

3. You are, requested to issue necessary instructions to all the Departments under your jurisdiction to submit the valid specimen signatures along with drawing code of the authorised officials to us, before April 10, 2016.

*May be Cir-
culated to
All PCs Dept
331 & AAO
28/3*

*Please put up
circular to
respective
offices*

बैंकिंग विभाग, क्षेत्रीय कार्यालय, 10/3/8, नृपतुंगा मार्ग, बेंगलूरु - 560 001
Banking Department, Regional Office, 10/3/8, Nrupathunga Road, Bengaluru -560 001
फोन Tel No : 080-22180517 फैक्स Fax No:080-22121106 ई-मेल Email : padbangalore@rbi.org.in
वेबसाइट Website: www.rbi.org.in

*ShSS
28/3*





भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
www.rbi.org.in

4. Please **note** that in case your office/department including all sub units under your jurisdiction do not issue any cheques drawn on RBI Bengaluru, you may keep us informed of the same.
5. Please **note** to compulsorily mention the Drawing Code No. below your signature while discharging the cheques and while signing letters.
6. We advise you to mention the following particulars (a) Name (b) Telephone No. (c) FAX No. (d) Mobile No. and (e) e-mail id etc. of the authorised signatories.
7. Please acknowledge receipt.

Yours' faithfully,

(Prabha R. Bali)

Assistant Manager