

**Government of India
Ministry of Railways
(Railway Board)**

RBA No. ⁷¹/2005

No. 2005/AC-II/1/7

New Delhi, Dated: 13/12/2005

FA&CAOs,
All Zonal Railways & Production Units etc.

**Sub: :- Issue of Inter Governmental advice through RBI CAS,
Nagpur for the settlement of Inter Governmental
transactions.**

Enclosed please find a copy of Dy. Controller General of
Accounts's letter no-1(8)/2005/TA/763 dated 16.11.05, on the above subject, for
information and necessary action.

DA:- As above.


(J. Srinivas)
Director Finance (CCA)
Railway Board

DF/Fin

F.No.1(8)/2005/TA /763
Ministry of Finance,
Department of Expenditure
Controller General of Accounts
Lok Nayak Bhwan, Khan Market
New Delhi.

Dated: 16-11-2005

OFFICE MEMORANDUM

Sub: Issue of Inter Governmental advice through Reserve Bank of India CAS, Nagpur for the settlement off Inter Governmental transactions – reg.

As per the provisions of Civil Accounts Manual, the Pr. Accounts offices Ministries/departments and the PAOs of certain ministries issue advices to RBI, CAS, Nagpur for the settlement of inter-departmental and inter Governmental transactions. On receipts of these advices RBI, CAS, Nagpur makes necessary adjustments in the accounts of these ministries/departments/Governments.

2. RBI, CAS, Nagpur has brought to the notice of this office that the specimen signature of officials signing inter-Governmental Adjustment advices are received either by FAX and some times alongwith the Govt. adjustment Advices themselves from the Ministries. RBI have informed that such practices are not acceptable as there are risk associated with them.

3. In order to avoid any wrong payments the following precautions/steps need to be taken by the Ministries/departments:

- (1) The inter-Governmental advices should be signed only in ink by the officers authorized for the purpose.
- (2) The specimen signature of the officers authorized to sign the Advice should be forwarded in advance, in the prescribed format, (copy of format is enclosed) duly attested by an officer whose signature is already available with RBI, CAS, Nagpur.
- (3) The specimen signature should not be sent by fax and only by post and it should reach RBI, CAS, Nagpur in advance and not with the advice.

All CCAs/CAs are requested to instruct the staff concerned that these instructions are followed scrupulously.

Encl. Specimen of signature card

N.M. JHA
(N.M. JHA)

Dy Controller General of Accounts

To All CCAs/CAs

- 66 -

Mr. Nayak
25/11
20/11
Mr. Sriv
Acc

764
7.12.05

DF/CCA

24-11

Copy to:

1. Controller General of Defence Accounts, Ministry of Defence, West Block-V, R.K.Puram, New Delhi.
2. Dy. Director General of Posts, Dak Bhawan, New Delhi
- ✓ 3. Director (Finance), Ministry of Railways, New Delhi.
4. Director General, Department of Telecommunication, Sanchar Bhawan, New Delhi.
5. General Manager, RBI, CAS, Nagpur Additional Office Building, East High Court, Nagpur with reference to their letter No.CAS/10.01/134/2005-06 dated 19-10-2005

SPECIMEN SIGNATURE CARD

PAD 141

Card No. _____

TITLE OF ACCOUNT :

AUTHORISED OFFICIAL : _____
(SURNAME) (FIRST NAME)

DESIGNATION : _____

SPECIMEN SIGNATURE : 1. _____
2. _____
3. _____

ATTESTED BY : _____

(Signature with designation, seal & address)

For RESERVE BANK OF INDIA

Ref.No.
Date :
File No:



p.Regional Director.

SPECIMEN SIGNATURE CARD

PAD 141

Card No. _____

TITLE OF ACCOUNT :

AUTHORISED OFFICIAL : _____
(SURNAME) (FIRST NAME)

DESIGNATION : _____

SPECIMEN SIGNATURE : 1. _____
2. _____
3. _____

ATTESTED BY : _____

(Signature with designation, seal & address)

For RESERVE BANK OF INDIA

Ref.No.
Date :
File No:



p.Regional Director.