



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

Tel: OSD (A&B)-011-25665614, Tele:-011-25665548,25665583/84, 25665738/737,  
Fax: 011-25674786, 25674819

No.A/III/13345/FPB./Pvt.Banks/Vol-IV

Dated: 18 -01-2017

To,

All PCsDA/ CsDA

(Through CGDA Website)

Sub:

**KYC Documents for opening of Government Accounts**

Office Memorandum of Controller General of Accounts, Department of Expenditure, Ministry of Finance letter no S-11012/2/3(17)/RBI/2015/RBD/2053-2139 dated 30.12.2016 regarding **KYC Documents for opening of Government Accounts** is forwarded herewith for your information and necessary action.

This has the approval of Jt.CGDA (A&B).

  
(Rajiv Kumar)  
SAO (A/Cs)

*MC III*

F.No. S-11012/2/3/(17)/RBI/2015/RBD | 2053-2039

Government of India

Ministry of Finance, Department of Expenditure

Controller General of Accounts

Mahalekha Niyantarak Bhawan, E-Block, GPO Complex,

INA, New Delhi-110023

Tel: 24665384, Fax: 24649365 E-mail: [sao-rbd@nic.in](mailto:sao-rbd@nic.in)

Dated 30th December 2016

**OFFICE MEMORANDUM**

The Reserve Bank of India, Department of Banking Regulation has in its Master Directions of RBI on Know Your Customer (KYC) Direction issued vide RBI MD no. RBI/DBR/2015-16/18 (Master Direction DBR.AML.BC.No.81 /14.01.001/2015-16) dated February 25, 2016 (Updated as on December 08, 2016), has added **Section 33A** on 8<sup>th</sup> December 2016 (vide their Notification no. RBI/2016-17/176 dated December 8, 2016). It makes it mandatory for the Government or its Departments to provide KYC documents for opening of accounts. The provision of Section 33A is reproduced below.

**33A:** For opening accounts of juridical persons not specifically covered in the earlier part, **such as Government or its Departments**, societies, universities and local bodies like village panchayats, a certified copy of the following documents shall be obtained:

- i. Document showing name of the person authorised to act on behalf of the entity;
- ii. ~~Officially valid documents for proof of identity and address in respect of the person holding a power of attorney to transact on its behalf and~~
- iii. Such documents as may be required by the RE to establish the legal existence of such an entity/juridical person.

As government/departmental bank accounts, already in operation, may not be KYC compliant after the issue of abovementioned directions by RBI to Banks, all the Ministries/Departments are requested to comply with the RBI orders dated 8<sup>th</sup> December 2016 and to furnish under mentioned KYC documents as required in the said notification in respect of Zonal PAOs/Pay and Accounts Offices/CDDOs etc.

- 1) Document showing name of the person authorised to act on behalf of the entity;
- 2) Officially valid documents for proof of identity and address in respect of the person holding a power of attorney to transact on its behalf.

In respect of field Accounts Offices of Government of India concerned Head of the Departments may send the KYC documents in respect of official signatories of the bank account on the official letter head of their Office to the concerned bank branch accompanied by the proof of identity and address of the official so authorised in compliance with the RBI's directions mentioned above.

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In respect of CDDO's concerned Head of Offices/Head of the Departments may give the KYC documents to the bank, on the official letter head, in which the CDDO has an account. If any Head of Office is the CDDO, the HOD may issue the letter to the bank to this effect.

An immediate action is requested in this regard.



(Neeraj Kumar Sharma)  
Dy. Controller General of Accounts

To,

1. The Financial Commissioner (Railways), M/o Railways
- ✓ 2. The Controller General of Defence Accounts, M/o Defence
3. All Pr.CCA's/CCA's/CA's of the Civil Ministries/Departments
4. Dy. Director General (Accounts), Department of Posts
5. Dy. Director General (Accounts), Department of Telecommunications

Copy for information to:

1. The Joint CGA(PFMS), O/o CGA, 3<sup>rd</sup> Floor, Shivaji Stadium Annexe, Shaheed Bhagat Singh Marg, New Delhi-110001.
2. The Chief General Manager, DGBA, RBI, Mumbai for information.
3. The General Manager (Govt. Business) of all the authorised banks as per standard list.
4. Sr.A.O.(ITD), O/o CGA with the request to upload this OM on the website of CGA.



Dy. Controller General of Accounts