



SPEED POST

OFFICE OF THE CONTROLLER GENERAL OF DEFENCE ACCOUNTS,  
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A/Cs Circular No. of 98 of 09/2013

No. A/III/12157/LXXX/SAC/PC

Dated: 19-09-2013

To

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

Sub: Updating of Specimen signatures of cheque Signing officials.

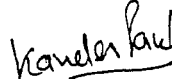
As per existing instructions all the DDO's are required to undertake the following actions:-

- (i) Before a new series of cheques is brought into use, an intimation is to be sent by DDO's to Banks/Treasuries on which cheques are generally drawn. The new series of cheques likely to be brought into use in the succeeding four months may be intimated to the banks (Refer para 6 of Annexure "A" to para 321 OM Pt-II Vol.I).
- (ii) The specimen signature of the officer signing the cheques should also be sent simultaneously to the concerned Bank/Treasury.
- (iii) An annual confirmation of existing authorized signatories of cheques may be forwarded to RBI/SBI by 15<sup>th</sup> of April each year.

It has however, been pointed out by SBI, GAD Mumbai that some of the DDO's of PCsDA/CsDA are not forwarding the specimen signatures as well as the cheque series to the paying branches of the banks to honour the cheque.

In view of the above it is requested that the requirement of sending the cheque series likely to be used in succeeding four months and list of existing signatories authorized alongwith specimen signatures to sign cheques may be forwarded to all concerned Treasuries/Banks. A line of confirmation in this regard may be furnished to this HQrs office by return Fax. This requirement may also be noted down for strict compliance henceforth.

Jt.CGDA (A & B) has seen.

  
(KanderPaul)  
SAO (A/Cs)