

**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
KRISHI BHAVAN: NEW DELHI: 110 001**

**F. No.: 6(124)/2020-Budget**

**Dated: 26<sup>th</sup> August 2020**  
*28*

**CIRCULAR**

**To**

**Director of All ICAR Institutes/PDs/Bureaus/ATARIs**

**Subject: Change in authorized Bank signatories in Treasury Single Account: regarding**

The Council is in receipt of number of references from institutes seeking procedure for change in authorized signatory in Treasury Single Account being maintained with the RBI due to transfer/promotion of present signatories. The matter has been taken up with RBI and accordingly, procedure for change in authorized signatory will be as under:

The application for change in authorized signatory must have the following:

- a. Triplicate (3 copies) of signatures of signatory. The signatures of the new comer signatory must be attested by the person who is the existing signatory of the account.
- b. E-mail id and contact no. of the signatory.
- c. KYC documents of the new signatory.

The application in prescribed format, as attached as annexure to this circular should be signed by existing authorized signatory only. The request for change in name of authorized signatory must be routed through the nodal officer at Council.



(Kunal Kalia)

Finance & Accounts Officer

Name of the institute with complete address as in letter head of the Sub-Abs

To  
The General Manager  
New Delhi Regional Office  
Reserve Bank of India, New Delhi

Subject:-Change in authorized signatory operating Assignment Account under the Treasury Single Account (TSA) System (TSA Number: \_\_\_\_\_)

Sir,  
Sri \_\_\_\_\_ (*Complete name & Designation*), an authorized signatory to the TSA Account of this institute (Sub-ABs) has since then left this institute (Sub-AB) due to transfer/superannuation/etc. Competent authority/Head of Sub-AB of the institute (Sub-AB) has nominated Sri \_\_\_\_\_ (*Complete name & Designation*) to operate the TSA Account of this institute (Sub-AB). It is therefore requested that Sri \_\_\_\_\_ may kindly be incorporated as authorized signatory to TSA Account No.: \_\_\_\_\_ of this institute (Sub-AB).

2. The name and other detail of the authorized signatories are as under:-

Name and Designation of the Authorized Signatory	Mobile No. of the Authorized Signatory	Email id of the Authority Signatory	Name of the KYC/OVD document attached of the first authorized signatory

Specimen Signatures of the Authorized Signatory	Attestation by the Authorized Signatory
1.	
2.	
3.	

The specimen signatures as above along with KYC duly attested in respect to copy of of the new signatory are enclosed herewith.

Yours faithfully,

( \_\_\_\_\_ )  
Signature & Stamp of Authorized Signatory

Enclosed: KYC duly attested.

Forwarded to RBI for incorporating changes in authorized signatory as requested.

Signature and Stamp of Nodal Officer  
ICAR, Krishi Bhavan, New Delhi: 110 001  
011-2338 4879