

Time Bound/Most urgent



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH
KRISHI BHAWAN : NEW DELHI-110001**

F.No.FIN-6(124)/2020-Budget

Dated the 10th July, 2020

To

Directors of all ICAR Units

Subject: Rolling out of Treasury Single Account (TSA) in ICAR.

Reference: E-mail dated 9.7.2020 from Sr. AO (GBA) Office of CGA.

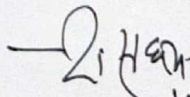
Sir/Madam,

As per direction of Ministry of Finance, the Council is in the process of rolling out TSA in ICAR w.e.f. 1.8.2020 with the support of Reserve Bank of India and Office of Controller General of Accounts.

The process has already been started and desired information in respect of all units of ICAR are being provided to O/o CGA. For opening of Assignment Account under TSA in RBI, a specimen application form has been devised by RBI. All units are requested to fill in the form in all respect and hard copy with signature of authorised signatories in original and copy of legible KYC/ OVD (Official Valid Documents) may be forwarded to Budget Section of the Council by Speed Post/Courier etc. **latest by 17.7.2020** positively without fail. It is re-iterated that the application through mail or any other electronic form will **NOT** be accepted as per RBI norms.

The matter may be treated most urgent.

Yours faithfully,


10/07/2020
(Rajesh Sahay)
Deputy Director (F)

Enclosure: Application form & RBI instructions

Specimen of the Application Form
(Application must be on the Letter Head of the AB/Sub AB)

To

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

Sub:- Opening of Assignment Account under the Treasury Single Account (TSA) System

Sir,

As per the direction of Ministry of Finance, Government of India Treasury Single Account (TSA) System has to be implemented in _____ (Name of the AB/Sub AB) which is an Autonomous Body/Sub AB incorporated in _____ (year). You are, therefore, requested to open an assignment account in New Delhi Regional Office, RBI for this organisation.

2. The details of the AB/Sub AB are as under:-

Name of the AB/Sub AB	Name of Head of the AB/Sub AB and Email id	Address of the AB/Sub AB	Email id of the AB/Sub AB	Contact Number

3. The purpose for opening of account in RBI is to bring the AB/Sub AB under the Treasury Single Account (TSA) System prescribed by the Ministry of Finance, Govt. of India.

4. There will be two authorised signatories who will operate this assignment account using their Digital Signatures through PFMS. The names of the authorised signatories are as under:-

Name and Designation of the First Authorised Signatory	Name and Designation of the Second Authorised Signatory

5. The specimen signatures alongwith the proof of identity, email id, mobile no. and KYC who will operate the assignment account in the RBI, duly attested by the Head of the AB/Sub AB are enclosed herewith.

Yours faithfully,

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Head of the AB/Sub AB

Forwarded to the Nodal Officer of the AB for necessary action.

Specimen Signatures of the Authorised Signatories who will operate the Assignment Accounts

For First Authorised Signatory:-

Name and Designation of the First Authorised Signatory	Mobile No. of the First Authorised Signatory	Email id of the First Authority Signatory	Name of the KYC/OVD document attached of the first authorised signatory

Specimen Signatures of the First Authorised Signatory	Attestation by the Head of the AB/Sub AB
1.	
2.	
3.	

For Second Authorised Signatory:

Name and Designation of the Second Authorised Signatory	Mobile No. of the Second Authorised Signatory	Email id of the Second Authority Signatory	Name of the KYC/OVD document attached of the Second authorised signatory

Specimen Signatures of the Second Authorised Signatory	Attestation by the Head of the AB/Sub AB
1.	
2.	
3.	

Signature and Stamp of Nodal Officer of the AB:-

Signature and Stamp of concerned PAO:-

Step By Step Procedure for opening of Assignment Account in NDRO, RBI

Please find enclosed herewith the Procedure for Opening TSA accounts for 18 new Autonomous Bodies (ABs) prescribed by New Delhi Regional Office, RBI. The following procedure is to be followed for opening of accounts in NDRO, RBI.

- (i) All the ABs and Sub Autonomous Bodies under the Main Autonomous Body will submit an account opening application for opening of Assignment Account signed by Head of the AB/Sub AB addressed to General Manager, New Delhi Regional Office, RBI alongwith specimen signatures of the authorised signatories (format enclosed) and enclosing all the KYC/Officially Valid documents (OVD) such as for establishing the existence or identity of the person opening the account **to the Nodal Officer** of the Autonomous Body. OVD means the passport, the driving license, PAN Card, Voters ID issued by Election Commission of India, Aadhaar Card or any other document as notified by the Central Govt. Official ID card can also be treated as OVD. **It is mentioned that Hard Copies of all the documents are to be sent to the Nodal Officer.**
- (ii) It is also mentioned that accounts will be opened upto **two levels** only i.e. the account of the Main AB and Sub ABs under the Main AB. **No account below the level of Sub AB will be opened in NDRO, RBI.**
- (iii) The Nodal Officer of the Autonomous Body will verify all the documents (Hard Copies) received from the AB/Sub ABs and ensure that all the prescribed documents are enclosed by the Main AB/Sub AB. The Nodal Officer will then sign and stamp all the documents and shall forward the documents to the concerned PAO of the Ministry/Department with a covering letter that all the documents are in order.
- (iv) On receipt of all the documents from the Nodal Officer, the PAO of the concerned Ministry/Department, will also ensure that all the documents required by the RBI for opening of accounts are in order and also sign and stamp all the documents provided by the Nodal Officer. The PAO of the concerned Ministry/Department will enclose a covering letter addressed to General Manager, New Delhi Regional Office, Reserve Bank of India enclosing all the documents and submit the same to the New Delhi Regional Office of the RBI. **PAO of the concerned Ministry need to provide the name of the Ministry/Department alongwith the UDCH Code under which the TSA account is required to be opened/mapped in e-kuber.**

A Schedule for implementation of the TSA indicating the names and addresses of the Nodal Officer of the ABs, the names of the concerned PAOs of the Ministries/Departments are attached herewith.

The Accounts of the ABs/Sub ABs mentioned in Group I of the Implementation Schedule will be opened from 13th July 2020 and account of remaining 8 ABs/Sub Abs will be opened from 1st August 2020.
