



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhavan, 2, Rafi Marg, New Delhi-110 001



No.30-2(37)/2011-IFD
Dated 30-04-2014

To,
The Directors of All Labs./Instts

Subject: Signing and countersigning the Authority Letter/List to the Banks

Sir,

CSIR vide letter No.2(37)/97-Finance dated 24-5-1997 had delegated power to Directors of National Labs/Institutes to authorize officers of concerned Labs./Institutes to sign/countersign the cheques for payments. With the introduction of payments through RTGS, NEFT, ECS etc., the banks are provided with list of bank accounts details of the beneficiaries along with the cheques(s) duly signed and countersigned by the authorized officers of the laboratory/institute. However, it has been brought to the notice of CSIR that in some of the Lab./Instts, the Authority Letter/List sent to the bank are not being signed and countersigned by the authorized signatories. This faulty practice followed in such labs has led to credit of payments to the accounts of unintended beneficiaries in some cases and depriving the legitimate payees of their dues.

In view of the above it is requested that necessary instructions may kindly be issued to the concerned functionaries of your lab to ensure that the authority letters/payment list/statements are signed and countersigned by the authorized signatories only. The branches of the banks dealing with laboratory accounts may also be advised that they should entertain only such authority letters/list of payment/statements signed and countersigned by the authorized signatories.

A line in confirmation of the compliance of the above will be appreciated.

Yours faithfully

Padam Singh
(Padam Singh)

Deputy Financial Adviser(IFD)

Copy to :

1. IT, Division for updating CSIR website
2. PS to DG, CSIR
3. PA to FA, CSIR
4. PS to JS(A), CSIR
5. PA to CVO, CSIR
6. Legal Adviser, CSIR
7. Head, RAB/ISTAD/IT/URDIP/HRDC/IPMD/USD/PPD/HRDG
8. Sr.COAs/COAs/AOs of all National Labs./Instts.
9. COFAs/F&AOs of all National Labs./Instts.
10. Sr.Dy.Secretaries/Dy.Secretaries/USs at CSIR Hqrs./Complex
11. Sr.Dy.FAs/Dy.FAs/FAOs at CSIR, Hqrs./Complex