



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

Date : 11-11-2014

To,

The Directors of All Labs./Instts

Subject : Opening of new bank account.

Sir,

Kind attention is invited to CSIR instructions for opening of new bank accounts which mandate approval by FA, CSIR. Instances have come to the notice where some of the Labs./Instts. have opened bank account without the approval of competent authority. The matter was also discussed in the Directors' conference and it was decided that the guidelines on the subject be circulated to all the CSIR Labs./Instts. once again. Accordingly, CSIR letter No.2(37)/97-Finance dated 24-5-1997 & letter No.30-2(37)/2011-Finance dated 15-11-2011 are forwarded herewith.

It is requested that for opening of any new bank account whenever and wherever required, a self-contained proposal should be sent to CSIR, Hqrs. for approval of FA, CSIR.

Yours faithfully

(Ratan Lal Sharma)

Sr. Deputy Financial Adviser





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No. 2(37)/97-Finance

Date 24th May 1997

From

संयुक्त सचिव (प्रशासन)

Joint Secretary (Admin.)

\*\*\*\*\* FINANCIAL ADVISER

To

The Agent,  
State Bank of India,  
Parliament Street,  
New Delhi- 110001.

Sub: Signing/Countersigning of Cheques of CSIR  
Labs./Instts. - Delegation of Powers.

Sir,

At present officers of CSIR Labs./Instts. are being authorised to sign/countersign the cheques of the respective Labs./Instts. by DG, CSIR and after obtaining his approval, the same is conveyed to the concerned branch of the Bank through your main office. To streamline the procedure, the Director General, Council of Scientific & Industrial Research has now been pleased to delegate his powers to the Directors of the Labs./Instts. to authorise officers of the concerned Labs./Instts. to sign/countersign the cheques.

2. Officers authorised to sign/countersign the cheques in order of preference would be as under :-

Signing

- i) Senior Finance & Accounts Officer/Senior Finance & Accounts officer (SG)
- ii) In the absence of Sr.F&AO/Sr.F&AO(SG), the cheques would be signed by F&AO and in case there is no F&AO these would be signed by Section Officer (Finance & Accounts).
- iii) Where there is no Sr.Finance & Accounts Officer the cheques would be signed by Finance & Accounts Officer and in his absence by the Section Officer (Finance & Accounts).

Countersigning

- i) Sr./Controller of Administration
- ii) In the absence of COA by the Administrative Officer
- iii) Where there is no COA/Administrative Officer the cheques would be countersigned by Section Officer (General) in the absence of COA/AO.



3. In case of various Regional Centres of the Labs./Instts., the cheques will be signed/countersigned by the Senior Scientists posted at the Centres provided no officer from the Administration/Finance is posted at that Centre.

4. Deviation, if any, in the above arrangement, would require approval of CSIR, Hqrs..

5. Proposal for opening of any new Account whenever and wherever required would be approved by CSIR.

6. It is, therefore, requested that necessary instructions in this regard may kindly be issued to your respective branches.

7. A list of all the Labs./Instts. and name of the branch of Bank where they are maintaining their Accounts is sent herewith.

Yours faithfully,

(A.D. BHARDWAI)  
Sr. Finance & Accounts Officer

Copy forwarded for information and necessary action to:

- i) Directors of all the Labs./Instts.
- ii) Senior Finance & Accounts Officer/Finance & Accounts Officer of all the Labs./Instts.

Proposals for opening new Accounts and any deviation in the above arrangement will continue to be referred to CSIR for obtaining approval of the Competent Authority.

Sr. Finance & Accounts Off





No.30-2(37)/2011-Finance  
Dated 15-11-2011

To

Heads of all National Laboratories/Institutes

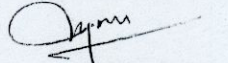
Subject : Delegation of power to Open/Close/Transfer of bank account of CSIR and its Laboratories.

Sir,

In continuation to CSIR letter No.2(37)/97-Finance dated 24-5-1997, Director General, Council of Scientific & Industrial Research has now been pleased to delegate the powers to open/close/transfer of bank accounts of CSIR and its Laboratories to Financial Adviser, CSIR. Hence, it is restated that proposal for opening of the new account whenever and wherever required would continue to be referred to CSIR, Hqrs.

Kindly acknowledge receipt.

Yours faithfully,

  
(M.K.Jain)

Dy.Financial Adviser

Encl : a/a

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
12. All Notice Boards