

Government of Jammu and Kashmir
Finance Department.
Directorate General of Accounts and Treasuries
(www.jkdat.nic.in)

CIRCULAR

Subject: KYC detail of Government Accounts.

Reserve Bank of India vide Circular no. CO.DGBA.GBD.NO./S1522/44-02- 001/2021-2022 dated March 9 2022 has issued instructions with respect to frequency of obtaining KYC details from the government accounts.

As per the revised instructions, the requirement of obtaining KYC documents are applicable to government accounts maintained with Reserve Bank of India. The banking Department have been issued instructions to arrange KYC documents for government Departments. Wherever there is a change in incumbency of official government accounts KYC documents of the relieving officials are required to be obtained along with their specimen signatures. In the event of change in the present signing official the specimen signature of the relieving officials along with KYC documents will be furnished by government departments duly attested by an authorized officials whose signature is already available with the bank.

Where authorized signatories are absent for a brief period, they may delegate powers to other officials to draw bills/cheques on their behalf in such cases the specimen signatures of the relieving officials along with KYC documents duly attested by the relieved official may be filed separately and the date when the relieving officials authority to draw bills/cheques ceases will be captured in SSR master.

The list of the following documents are acceptable by Reserve Bank of India for updation of KYC in respect of Govt. accounts of Treasury Officers/DDOs:

1. Document showing name of the person authorized to act on behalf of the entity.
2. Official ID.
3. Officially Valid Documents (OVD) defined in PML Rules 2005.
4. Specimen signatures of new incumbent.

"Officially Valid Document" (OVD) means the passport, the driving license, Permanent Account Number(PAN), proof of possession of Aadhar number, the Voter's Identity Card issued by the Election Commission of India, job card issued by NREGA duly signed by an officer of the State Government and letter issued by the National Population Register containing details of name and address".

All 121 treasuries of UT of Jammu and Kashmir have respective bank account with Reserve Bank of India for implementation of e-kuber , payment

gateway of Reserve Bank of India for which KYC is required for smooth operation of Government Business.

Accordingly, all treasury officers are directed to furnish the above mentioned KYC documents as per standing instructions of RBI in vogue for timely updation of Govt Accounts with RBI as conveyed by RBI Circular vide No. CO.DGBA.GBD.No. S1522/44-02-001/2021- 2022 dated 22.04.2022 (Copy enclosed).

Sd/-

(Mahesh Dass)

Director General,
Accounts and Treasuries,
Finance Department
Dated: 12.07.2022.

No: DGAT-COMP0E-Ku/2/2021-01/ 50

Copy to the:

1. Advocate General, High Court of J&K.
2. Additional Chief Secretary, Health & Medical Education Department, J&K.
3. Additional Chief Secretary, Home Department, J&K.
4. All Financial Commissioners.
5. Director General of Police, J&K.
6. All Principal Secretaries to the Government.
7. Principal Resident Commissioner, J&K Government, New Delhi.
8. Principal Secretary to the Hon'ble Lieutenant Governor.
9. All Commissioners / Secretaries to the Government.
10. Chief Electoral Officer, J&K.
11. Director General, J&K Institute of Management, Public Administration and Rural Development.
12. Chairman, J&K Special Tribunal.
13. Divisional Commissioner, Jammu / Kashmir.
14. Joint Secretary, J&K, Ministry of Home Affairs, Government of India.
15. All Heads of Department/Managing Directors/Secretary, J&K Advisory Boards.
16. All Deputy Commissioners.
17. Director Information, J&K for wide publicity in the leading daily news papers.
18. Director, Archives, Archeology and Museums, J&K.
19. Regional Director, Reserve Bank of India, J&K.
20. Director Estates, J&K.
21. Secretary, J&K Public Service Commission.
22. Secretary, State Election Commission, UT of J&K & Ladakh.
23. General Manager, Government Press, Jammu/Srinagar.
24. Private Secretary to Chief Secretary, J&K.
25. Private Secretary to Financial Commissioner (Additional Chief Secretary), Finance Department for information of the Financial Commissioner.
26. Senior Private Secretary to the Advocate General J&K.
27. Private Secretary to Advisor (B) to Lieutenant Government.
28. I/C Website DGAT.
29. Relevant File.

Yours Faithfully

(Anudeep Kaur Sudan)

Chief Accounts Officer,
Accounts and Treasuries,
Finance Department.

Instruction No: 015/2021-22

CO.DGBA.GBD.No.S1522/44-02-001/2021-2022

March 9, 2022

The Regional Director/ Officer-in- Charge
Reserve Bank of India
All Regional Offices

Madam/Dear Sir

Banking Department Manual volume - II updation thereof – Period of obtaining of KYC documents

As per BD Manual Vol II (updated up to March 31, 2021) it is observed that the frequency of obtaining KYC details from the Government accounts is not mentioned in the Manual. Taking in account queries received from Regional Offices regarding the same, para No. 2.2.2 and 2.4.4 of BD Manual volume II are changed as below.

Para No	Present Instruction	Revised instruction
2.2.2	...The above requirement of obtaining KYC documents are applicable to Government accounts with the Reserve Bank of India. Accordingly, Banking Departments are required to arrange to obtain KYC documents for Government/Departments already having accounts with RBI. Further, while opening new accounts, ROs/CAS have to obtain KYC documents as specified in Section 33B of the Master Direction on KYC referred to above.	...The above requirement of obtaining KYC documents are applicable to Government accounts with the Reserve Bank of India. Accordingly, Banking Departments are required to arrange to obtain KYC documents for Government/Departments already having accounts with RBI. In addition, whenever there is a change in incumbency of the authorised officials of government accounts, the KYC documents of the relieving official/s may also be obtained

		along with their specimen signature. Further, while opening new accounts ROs/CAS have to obtain KYC documents as specified in Section 33B of the Master Direction on KYC referred to above.
2.4.4(b)	In the event of change in the incumbency of the signing officials, the specimen signatures of the relieving officials will be furnished by government departments duly attested by an official whose signature is already available with the Bank	In the event of change in the incumbency of the signing officials, the specimen signatures of the relieving officials along with their KYC documents will be furnished by government departments duly attested by an authorised official whose signature is already available with the Bank.
2.4.4	... When authorised signatories are absent for a brief period, they may delegate power to other officials to draw cheques on their behalf. The specimen signatures of the relieving officials duly attested by the relieved official may be filed separately and the date when the relieving officials' authority to draw cheques ceases will be captured in SSRS master.	... When authorised signatories are absent for a brief period, they may delegate power to other officials to draw cheques on their behalf. The specimen signatures of the relieving officials along with the KYC documents duly attested by the relieved official may be filed separately. The date when the relieving officials' authority to draw cheques ceases will be captured in SSRS master.

Yours faithfully



(L S Bhati)
Deputy General Manager