

Step by Step procedure for opening of accounts under Central Sector Schemes and existing TSA

In order to identify the purpose of the accounts to be opened in RBI under Central Sector Schemes and existing TSA, the following separate account opening forms have been devised prescribed in consultation with RBI:-

- (i) Opening of accounts of Autonomous Body (AB) designated as Central Nodal Agency (CNA) for implementation of Central Sector Schemes as per MoF, DoE OM dated 9th March 2022 and corrigendum dated 4th May 2022 **(Annexure -I)**
- (ii) Opening of accounts of Central Public Sector Enterprises (CPSE) designated as Central Nodal Agency (CNA) for implementation of Central Sector Schemes as per MoF, DoE OM dated 9th March 2022 and corrigendum dated 4th May 2022 **(Annexure -II)**
- (iii) Opening of accounts of Autonomous Body (AB) under the existing TSA Model as per MoF, DoE OM dated 24th February 2022 **(Annexure -III)**
- (iv) Opening of accounts of CPSE under the existing TSA Model as per MoF, DoE OM dated 24th February 2022 **(Annexure -IV)**
- (v) Opening of accounts of Statutory Body under the existing TSA Model as per MoF, DoE OM dated 24th February 2022 **(Annexure -V)**

2. Following procedure is to be followed for opening of accounts in the New Delhi Regional Office of the RBI:-

- (i) AB/CPSE designated as CNA and its all Implementing Agencies (IAs) under Central Sector Schemes (upto second level) will submit an account opening application form for opening of assignment account signed by Head/Incharge of the CNA enclosing all the KYC/officially valid documents (OVC) for establishing the existence or identity of the person opening the account to the Nodal Officer nominated for this purpose. OVD means the passport, the driving license, PAN card, Voters ID issued by the Election Commission of India, Aadhaar Card or any other document as notified by the Central Government Official ID Card. **(Specimen is provided as Annexure I for AB designated as CNA and Annexure II for CPSE designated as CNA).**

- (ii) For the ABs/CPSE/SB who have to open accounts under the existing TSA and their Implementing Agencies (IAs) (**upto second level**) will submit an account opening application form for opening of assignment account signed by Head/Incharge of the AB/CPSE/SB enclosing all the KYC/officially valid documents (OVC) for establishing the existence or identity of the person opening the account to the Nodal Officer. OVD means the passport, the driving license, PAN card, Voters ID issued by the Election Commission of India, Aadhaar Card or any other document as notified by the Central Government Official ID Card. (**Specimen is provided as Annexure III for AB, Annexure IV for CPSE and Annexure V for SB**)
- (iii) A Nodal Officer is to be nominated for operationalization of the TSA in ABs/CPSE designated as CNA under Central Sector Schemes to collect all the application forms from the ABs/CPSEs and their IAs. Nodal Officer of the CNA will verify all the documents (original documents) and ensure that all the prescribed documents are enclosed with the application forms. The Nodal Officer will then sign and stamp all the documents and shall forward the original applications forms alongwith necessary documents to the Pay and Accounts Officer of the concerned Ministry/Department. **It is mentioned that original documents are to be sent to PAOs for onward transmission to the NDRO, RBI.**
- (iv) Similarly, for the opening of accounts under the existing TSA Model, AB/CPSE/SB will nominate a Nodal Officer to collect all the application forms from the ABs/CPSEs/SB and their IAs. Nodal Officer of the CNA will verify all the documents (original documents) and ensure that all the prescribed documents are enclosed with the application forms. The Nodal Officer will then sign and stamp all the documents and shall forward the original applications forms alongwith necessary documents to the Pay and Accounts Officer of the concerned Ministry/Department. **It is mentioned that original documents are to be sent to PAOs for onward transmission to the NDRO, RBI.**
- (v) Accounts will be opened upto two levels only i.e. the account of the Main AB/CPSE/SB and IAs under AB/CPSE/SB. No account below the level of second level will be opened.

- (vi) On receipt of 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, RBI enclosing all the original application forms and copies of KYC/OVDs and forward the same to the New Delhi Regional Office, Reserve Bank of India Parliament Street, New Delhi. PAO of the concerned Ministry/Department need to provide the name of the Ministry/Department alongwith the UDCH Code under which the accounts are required to be opened/mapped by RBI.
- (vii) The details of the Nodal Officer and concerned PAO of the Ministry/Department i.e. Name, Designation, Office Name, Email address, Telephone Numbers etc. will also be provided to this office at email address sao-rbd@nic.in.

**Specimen of the Application Form
(Application must be on the Letter Head of the CNA/ SA)**

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 of Autonomous Body designated as Central Nodal Agency/Sub Agency for implementation of the Central Sector Scheme

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM dated 9th March, 2022 and Corrigendum dated May 04, 2022 on subject “Revised procedure for flow of funds under Central Sector Schemes” and other instructions

Sir,

As per the direction of Ministry of Finance, Government of India Treasury Single Account (TSA) System has to be implemented by _____ (Name of the AB designated as Central Nodal Agency (CNA)/Sub Agencies (SAs) of the CNA incorporated in _____ (year) for the scheme _____ (Name of the Scheme). You are, therefore, requested to open an assignment account in New Delhi Regional Office, RBI for this CNA/SA.

2. The account will be opened with the name CS- _____ (Name of the CNA/SA) - _____ (Name of the Scheme).

3. The details of the CNA/ SA are as under: -

Name of the AB designated as CNA/ SA of the CNA	Name of Head/Incharge of the CNA/ SA and Email id	Address of the CNA/ SA	Email id of the CNA/ SA	Contact Number

4. The purpose for opening of this account in RBI is to implement the above scheme under TSA as prescribed by the Ministry of Finance, Govt. of India.

5. 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

6. The specimen signatures along with the proof of identity, email id, mobile no. and KYC who will operate the assignment account in the RBI, duly attested by the Head/Incharge of the CNA/ SA are enclosed herewith.

Yours faithfully,

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Head/Incharge of the CNA/ SA

Forwarded to the Nodal Officer of the CNA for checking and signing the documents and for onward transmission to the concerned PAO of the Ministry/Department.

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

For First Authorized 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/Incharge of the CNA/ SA
1.	
2.	
3.	

For Second Authorized 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/Incharge of the CNA/ SA
1.	
2.	
3.	

- (i) E-mail ID(s) on which account statements are to be sent:-
- (ii) Name, Signature, Contact Number and Stamp of Nodal Officer of the CNA:-
- (iii) Name, Signature, Contact Number and Stamp of concerned PAO of the Ministry/Department.

**Specimen of the Application Form
(Application must be on the Letter Head of the CNA/ SA)**

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 of CPSE designated as Central Nodal Agency/Sub Agency for implementation of the Central Sector Scheme

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM dated 9th March, 2022 and Corrigendum dated May 04, 2022 on subject “Revised procedure for flow of funds under Central Sector Schemes” and other instructions

Sir,

As per the direction of Ministry of Finance, Government of India Treasury Single Account (TSA) System has to be implemented by _____ (Name of the CPSE designated as Central Nodal Agency (CNA)/Sub Agencies (SAs) of the CNA incorporated in _____ (year) for the scheme _____ (Name of the Scheme). You are, therefore, requested to open an assignment account in New Delhi Regional Office, RBI for this CNA/SA.

2. The account will be opened with the name CS- _____ (Name of the CNA/SA) - _____ (Name of the Scheme).

3. The details of the CNA/ SA are as under: -

Name of the CPSE designated as CNA/ SA of the CNA	Name of Head/Incharge of the CNA/ SA and Email id	Address of the CNA/ SA	Email id of the CNA/ SA	Contact Number

4. The purpose for opening of this account in RBI is to implement the above scheme under TSA as prescribed by the Ministry of Finance, Govt. of India.

5. 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

6. The specimen signatures along with the proof of identity, email id, mobile no. and KYC who will operate the assignment account in the RBI, duly attested by the Head/Incharge of the CNA/ SA are enclosed herewith.

Yours faithfully,

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Head/Incharge of the CNA/ SA

Forwarded to the Nodal Officer of the CNA for checking and signing the documents and for onward transmission to the concerned PAO of the Ministry/Department.

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

For First Authorized 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/Incharge of the CNA/ SA
1.	
2.	
3.	

For Second Authorized 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/Incharge of the CNA/ SA
1.	
2.	
3.	

- (i) E-mail ID(s) on which account statements are to be sent:-
- (ii) Name, Signature, Contact Number and Stamp of Nodal Officer of the CNA:-
- (iii) Name, Signature, Contact Number and Stamp of concerned PAO of the Ministry/Department.

**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 of Autonomous Body/Sub Autonomous Body under the Treasury Single Account (TSA) System

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM dated February 24,2022 on subject "Revised instructions on bringing Autonomous Bodies (ABs) under the Treasury Single Account (TSA) system" and other instructions

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/Incharge of the AB/Sub AB

Forwarded to the Nodal Officer of the AB for checking and signing of the documents and for onward transmission to the PAO of the Ministry/Department.

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

For First Authorized 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/Incharge of the AB/Sub AB
1.	
2.	
3.	

For Second Authorized 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/In-charge of the AB/Sub AB
1.	
2.	
3.	

- (i) E-mail ID(s) on which account statements are to be sent :-
- (ii) Name, Signature, Contact Number and Stamp of Nodal Officer of the AB:-
- (iii) Name, Signature, Contact Number and Stamp of concerned PAO:-

**Specimen of the Application Form
(Application must be on the Letter Head of the CPSE/Sub agency of CPSE)**

To

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

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

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM dated February 24, 2022 on subject “Revised instructions on bringing Autonomous Bodies (ABs) under the Treasury Single Account (TSA) system” and other instructions

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 CPSE/Sub agency of CPSE) which is CPSE/Sub agency of CPSE incorporated in _____ (year). You are, therefore, requested to open an assignment account in New Delhi Regional Office, RBI for this organization.

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

Name of the CPSE/Sub agency of CPSE	Name of Head/Incharge of the CPSE/Sub agency of CPSE and Email id	Address of the CPSE/Sub agency of CPSE	Email id of the CPSE/Sub agency of CPSE	Contact Number

3. The purpose for opening of account in RBI is to bring the CPSE/Sub agency of CPSE 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 along with 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 CPSE/Sub agency of CPSE are enclosed herewith.

Yours faithfully,

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Head/Incharge of the CPSE/Sub agency of CPSE

Forwarded to the Nodal Officer of the CPSE for checking and signing the documents and for onward transmission to the concerned PAO of the Ministry/Department.

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

For First Authorized 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/Incharge of the CPSE/Sub agency of CPSE
1.	
2.	
3.	

For Second Authorized 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/Incharge of the CPSE/Sub agency of CPSE
1.	
2.	
3.	

- (i) E-mail ID(s) on which account statements are to be sent:-
- (ii) Name, Signature, Contact Number and Stamp of Nodal Officer of the CPSE:-
- (iii) Name, Signature, Contact Number and Stamp of concerned PAO of the Ministry/Department:-

Specimen of the Application Form
(Application must be on the Letter Head of the Statutory Body/Sub agency of Statutory Body)

To

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

Sub:- Opening of Assignment Account for a Statutory Body under the Treasury Single Account (TSA) System

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM dated February 24, 2022 on subject "Revised instructions on bringing Autonomous Bodies (ABs) under the Treasury Single Account (TSA) system" and other instructions

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 SB/Sub agency of SB) which is SB/Sub agency of SB incorporated in ____ (year). You are, therefore, requested to open an assignment account in New Delhi Regional Office, RBI for this organization.

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

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

3. The purpose for opening of account in RBI is to bring the SB/Sub agency of SB 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 along with 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 SB/Sub agency of SB are enclosed herewith.

Yours faithfully,

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Head/Incharge of the SB/Sub agency of SB

Forwarded to the Nodal Officer of the SB for necessary action checking and signing of the documents for onward transmission to the concerned PAO of the of Ministry/Department.

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

For First Authorized 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 SB/Sub agency of SB
1.	
2.	
3.	

For Second Authorized 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 SB/Sub agency of SB
1.	
2.	
3.	

- (i) E-mail ID(s) on which account statements are to be sent:-
- (ii) Name, Signature, Contact Number and Stamp of Nodal Officer of the SB:-
- (iii) Name, Signature, Contact Number and Stamp of concerned PAO:-