

**Prasar Bharati House**  
**(India Public Service Broadcaster)**  
*Budget & Accounts Wing*  
Copernicus Marg,  
New Delhi – 110001

PB/B-1011/7(51)/2020-21/Release

Dated: 10.07.2020

**Sub: - Operationalisation of Treasury Single Account (TSA) System for Autonomous Bodies - reg.**

This is in continuation to Prasar Bharati's letter of even no. dated 10.07.2020 on the abovementioned subject.

Now, O/o the CGA vide E-mail dated 09.07.2020 have forwarded Step by Step Procedure for opening of Assignment Accounts in New Delhi Regional Office of RBI alongwith Application form for opening of accounts under TSA (Copy enclosed). Steps are self explanatory.

All the units of AIR & DD are requested to retype this application form and after filling all requisite details, send the hard copy (in original with ink sign) of this form (Two sets) alongwith self attested photocopies of KYC documents to their respective Directorates. PAOs will send their forms to PAO-Admin in Prasar Bharati. Both Directorates, PAO-Admin, NABMs & PB Archives will compile and send all these forms received from their respective DDOs to the release section of PB.

While filling the application form, below mentioned points should be followed:

- Specimen signatures of at least two authorized signatories should be forwarded. Signatures and KYC documents should be attested by HoOs. However, where it is not possible to nominate two signatories, signatures of single person should be forwarded.
- Units where HoO is also working as DDO due to some reason, respective Directorate will attest the documents of HoO/DDO of that unit.
- Prasar Bharati is the AB (Autonomous Bodies) and all units working under PB are Sub AB and year of incorporation is 1997. Hence, in the second row of para 1 in application form, Units will fill their Station name at place "*Name of AB/Sub AB*" and in the row 3 of same para, year of incorporation will be filled as 1997.
- As mentioned above Hard copy (in original with ink sign) of form should be sent.



Since the due date for implementation of TSA is 1st August, 2020, it is requested that vertical heads may send the consolidated details of all their respective DDOs by 20<sup>th</sup> July' 2020 so that details may be submitted in time to the Ministry and RBI.

  
10.7.2020

**(C. K. Jain)**  
Dy. Director General (Fin)

**To:**

1. DG:DD/DG: AIR/ DG:DD(NCA)/DG:AIR(NSD)
2. ADG (A), AIR/ADG (A), DD/ ADG (Fin), AIR/ADG (Fin), DD
3. Chief Engineer (Civil)
4. DDG (NABM)
5. DDG (PB Archives)

**Copy to:-**

1. ADG (A), Prasar Bharati
2. Sr. AO (Admin-PAO), Prasar Bharati Sectt.
3. PS to Member (Finance), Prasar Bharati
4. PA to ADG(B&A)
5. DDG (.T). PB Sectt. for uploading on the website of PB.

### **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 (Original documents) 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 13<sup>th</sup> July 2020 and account of remaining 8 ABs/Sub Abs will be opened from 1st August 2020.**

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**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,

( )

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:-