

Application for opening of a New Official Bank Account

1. Ministry :-.....
2. Department / Sub Office :-.....
3. The necessity to open the Bank Account :-
.....
.....
.....
4. Title (Name) of the bank Account to be opened:-
.....
.....
.....
.....
5. Why could not an existing Bank Accounts be utilized for this purpose?
If so, Please state the reasons :-
.....
.....
.....
.....
6. Details of existing Bank Accounts Maintained by the Ministry / Department

Name of the Account	Name of the Bank and Branch	Account No	Purpose

7. Bank and Bank Branch in which you intend to open the Account:-
.....
.....

8. Secretary,

Ministry of The above details are correct. Documents required for the opening of the new Bank Account are submitted herewith. Please submit them to the Deputy Chief Secretary - Finance with your recommendation.

.....
Date
Signature
Head of the Department

9. Deputy Chief Secretary - Finance

I recommend the opening of the Bank Account bearing the above particulars.

.....
Date
Signature
Signatory to the Ministry

10. Chief Secretary

Recommended and forwarded please.

.....
Date
Signature
Deputy Chief Secretary - Finance

11. Approval

Permission is granted / not granted to open a new Account.

.....
Date
Signature
Chief Secretary

Following Documents are annexed hereto:

1. The document to confirm the reason to open the Account.
2. Correctly perfected mandate obtained from the relevant bank.
3. Signature Cards with specimen Signature of the Officials Proposed to operate to Account 3 Signature Cards per person. these specimen signatures should be certified in the following manner:
 - a. specimen Signature of the Secretary to the Ministry concerned
Chief Accountant of the Ministry concerned should personally certify and place the seal.
 - b. Specimen signature of the Head of the Department
The Secretary of the Ministry concern should personally certify and place the office seal.
 - c. specimen Signature of the Other officials
The head of the Department concerned should personally certified and place the seal.

Request for Changes of Signatories to Operate Official Bank Accounts maintained at present

1. Ministry
2. Department / Sub Office
3.

Title of bank Account	Name of bank & the branch	Bank Account No

4. Detail of signatories whose authority to be cancelled.

<u>Full Name</u>	<u>Designation</u>	<u>Reason</u>
1.
2.
3.
4.

5. Details of new signatories to be authorized.

<u>Full Name</u>	<u>Designation</u>	<u>1st / 2nd</u>
1.
2.
3.
4.

6. Details of signatories to operate the Account in future.

<u>Full Name</u>	<u>Designation</u>	<u>1st / 2nd</u>
1.
2.
3.
4.
5.

7. Secretary:

Ministry of
the above details are correct. Documents relevant to delegate authority to the new secretary / Head of Department / officers to operate this bank Account are forwarded herewith. Please forward the above documents to the Deputy Chief Secretary - Finance with your recommendation.

.....
Date
Signature
Head of the Department

8. Deputy Chief Secretary - Finance

Recommended and forwarded

.....
Date
Signature
Secretary to the Ministry

9. Approval

Permission is granted / not granted to change the signatories to this Account.

.....
Date
Signature
Deputy Chief Secretary - Finance
For Chief Secretary

The Following documents are annexed hereto:

1. Signature Cards with specimen Signature of the Officials Proposed to operate to Account 3 Signature Cards per person. these specimen signatures should be certified in the following manner:

a. specimen Signature of the Secretary to the Ministry concerned	Chief Accountant of the Ministry concerned should personally certify and place the seal.
b. Specimen signature of the Head of the Department	The Secretary of the Ministry concern should personally certify and place the office seal.
c. specimen Signature of the Other officials	The head of the Department concerned should personally certified and place the seal
2. A certified copy of the letter of appointment of the New Secretary to the Ministry / Head of the Department to this post.

Application for Closure of In - operative Official Bank Accounts

1. Ministry :
2. Department / Sub Office :
3. Title of the Bank Account to be closed :
-
-
-

4. Reason to close the bank Account :
-
-
-

5. Details of such bank Account :

a.

Bank & Bank Branch	Bank Account No	Name of the Account	Bank balance	Cash Book balance

- b. Month in which reconciliation was done for the last time :
-

- c. Value of unrealized cheques :
-

(In the event of closure of Accounts, all cheques issued, should have been presented and deposit should have been realized)

6. Secretary

Ministry of

The above details are correct. Please submit them to the Deputy chief Secretary - Finance with your recommendation.

.....

Date

.....

Signature
Head of Department

7. Deputy Chief Secretary - Finance

Recommended and Forwarded

.....

Date

.....

Signature
Secretary to the Ministry

8. Chief Secretary

Recommended / Not Recommended.

.....

Date

.....

Signature
Deputy Chief Secretary - Finance

9. Approval

Permission is granted / not granted to close the Account

.....

Date

.....

Chief Secretary

The Following documents are annexed hereto:

1. Certified Copy of the recent Monthly Reconciliation Statement.
2. Certified copy of the recent bank Statement.
3. Certified copy of the Cash Book balance.
4. Certified copy Balance obtained from the Bank.