



भारतीय राष्ट्रीय राजमार्ग प्राधिकरण

(सड़क परिवहन और राजमार्ग मंत्रालय)

National Highways Authority of India

(Ministry of Road Transport & Highways)

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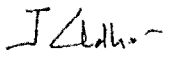
Office Order

Presently, the bank accounts at the PIUs/CMUs are required to be operated jointly by the Project Directors and Mgr (F)/Sr. AO/AO. Every time either a new PIU is opened or any of the above two signatories proceeds on leave, PIUs are required to seek permission of Head Office (Finance Division) for designating the authorized signatories for operation of the bank accounts in the absence of the officer proceeding on leave. With a view to standardize the operation of bank accounts at the PIUs/CMUs by the designated officers, it has been decided to prescribe the following procedure for operation of the bank accounts for strict compliance by all the PIUs/CMUs.

Sr.	Particulars	Authorized Signatories for operation of Bank Account at the PIU/CMU
1	When PD & Mgr (F)/Sr. AO/AO are in position in the PIU/CMU.	The bank account shall be jointly operated by (a) PD and (b) Mgr (F)/ Sr. AO/AO. The Mgr (F)/Sr. AO/AO shall be the DDO.
2	When PD alone is in position and no Manager (F)/ Sr. AO/ AO has been posted at PIU/CMU.	(i) The bank account shall be jointly operated by (a) PD and (b) DGM (T)/ Mgr (T) in position. The PD shall be the DDO. (ii) When no other officer [DGM(T)/ Mgr(T)] is in position and PD alone is in position, the bank account shall be operated by PD on single signatory basis. The PD shall be the DDO.
3	When PD is on leave.	(i) The bank account shall be jointly operated by the PD (in-charge) during the leave of regular PD, duly designated by HO (by Admn. Divn) in writing and Mgr (F)/Sr. AO/AO. The Mgr (F)/Sr. AO/AO shall be the DDO. (ii) Where Mgr (F)/Sr. AO/AO or other officer(s) are not in position, the bank account shall be operated by the PD (in-charge) during the leave of the regular PD, duly designated by HO (Admn. Divn) in writing, who shall also be the DDO.
4	When Manager (F)/Sr. AO/AO is on leave.	(i) The bank account shall be jointly operated by (a) PD and (b) DGM (T)/ Mgr (T) in position. The PD shall be the DDO. (ii) When no other officer [DGM(T)/ Mgr(T)] is in position and PD alone is in position, the bank account shall be operated by PD on single signatory basis. The PD shall be the DDO.

2. PIUs/CMUs shall ensure strict adherence to the above guidelines for operation of the bank accounts. The bank account shall always be operated on joint signatory basis, except in some cases as stated, and any deviation from the above would require the approval of the Competent Authority for which specific references, with due justification, may be made to Finance Division at Head Office.

This issues with the approval of Chairman, NHAI


(T. K. Chattopadhyay)
Dy. GM(Finance)

To

All Project Directors, PIUs/CMUs
All Mgr (F)/Sr. AO/AO, PIUs/CMUs