

GOVERNMENT OF ASSAM
DEPARTMENT OF PANCHAYAT & RURAL DEVELOPMENT
DISPUR GUWAHATI ::::: 781 006

No.RDD.114/2006/Pv/174

Dated Dispur, the 7th April 2010

From: Shri Arun Kumar, IAS
Principal Secretary to the Govt. of Assam,
Panchayat & Rural Development Deptt.

To,

1. The Principal Secretary,
BTC, Kokrajhar, (Kokrajhar/Chirang, Baksa/Udalguri district),
KAAC, Diphu/NCHAC, Haflong
2. The Deputy Commissioner (All except Sixth Schedule districts)
3. The Chief Executive Officer, Zilla Parishad (All)
4. The Project Director, DRDA (All)

Sub: Joint Signature on All Cheques – DRDAs, Chief Executive Officer, Zilla Parishads and their subordinate offices.

Sir/Madam,

I am directed to bring to your urgent notice that instances of fraudulent withdrawal/attempted withdrawal of Government funds by Block Development Officers/other Departmental Officers on single signature has come to the notice of the Panchayat & Rural Development Department.

2. In view of the above, all government drawals from Banks/Post office accounts by CEO, ZP, PD, DRDA, BDO/GP Secretary and any other Panchayat & R.D. functionaries should be by way of joint signatures. Joint signatures will be of the head of office and the senior-most Accounts Officers, where accounts officer is not posted the senior-most accounts staff posted in the office on a regular basis, shall be the signatory. In the case of Gaon Panchayat, the Joint Signature Authority shall be the Gaon Panchayat President and the Gaon Panchayat Secretary/Gaon Panchayat Secretary i/c. All Banks/Post offices having accounts will be informed accordingly, and authorized signatures as well as instructions given. For Project Director, DRDA up to Rs.1.00 lakh, the joint signature shall be of the senior-most Account Officer/Accountant and beyond that of the Executive Director, DRDA i.e. Deputy Commissioner and in Sixth Schedule districts the Principal Secretary concerned.

3. All Project Director, DRDAs and Chief Executive Officer, Zilla Parishads shall within 15 days of issue of this circular inform the Commissioner, Panchayat & Rural Development, Assam that the directions in full have been carried out in respect of all Panchayat and Rural Development accounts maintained with them, as well as their subordinate offices.

The above circular may be strictly followed with immediate effect.

Yours faithfully,

Principal Secretary to the Government of Assam,
Panchayat & Rural Development Department

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Memo No.RDD.114/2006/P/174 (A)
Copy to:

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1. The Commissioner, Panchayat & Rural Development, Assam, Panjabari (Juripar), Guwahati – 37 for follow up necessary action and to give a report after 15 days.
2. All officers/Divisions, P. & R.D. Deptt., Dispur.
- ✓ 3. The Technical Director, NIC, Dispur to place on site.
4. The OSD to Minister, P. & R.D., Assam, Dispur. **As approved.**

By Order etc.

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Addl. Secretary to the Government of Assam,
Panchayat & Rural Development Department