

BRANCH CIRCULAR NO.: SOI-2B/ 22 /2006

07.11.2006

Director (Ops)

All Branch Managers

Re: Issuance of Debit/Credit Advices

Your attention is hereby drawn to page No. 280, Vol-2B of S.O.I. wherein specimen format of Debit/Credit Advices has been furnished. In the said Format, besides Regional Managers/ Branch Managers/Officers Incharge, provision has been kept for signing the Advices by the authorized signatories too.

Being principal Officers of the offices, the concerned Regional Managers/Branch Managers/ Officers Incharge should have a thorough knowledge of all the Debit/Credit Advices being issued from their offices. But in most of the cases it is being observed that they are not at all aware of the Debit/Credit Advices being issued from their offices, since the same are not issued under their signature but issued under signature of some other authorized signatories. This is a serious lapse on the part of the concerned Offices.

To have a fair knowledge and control of the Regional Manager/Branch Manager/Officer Incharge on issuance of all future Debit/Credit Advices, it has now been decided that henceforth all Debit/Credit Advices are to be signed by the concerned Regional Manager/Branch Manager/Officer Incharge only as the case may be. However, in absence of the Regional Manager/Branch Manager/Officer Incharge, the concerned Regional Accountant/Branch Accountant (Accounts Officer) only can sign the Advices. In such cases, it will be the responsibility of the concerned Accountant (Accounts Officer) to get signed the office copies of the Advices by the Regional Manager/Branch Manager/Officer Incharge immediately after his/her resuming office. However, in all cases Advices must be countersigned by the person who has prepared it. These guidelines should be followed meticulously with immediate effect.

(B Lahiri)
Director (Ops)

Cc: Managing Director/Director (Corp. P&S)/President (Fin)/ Exe. Vice President (PnAB)/

General Manager (EDP)-with the request to modify the Format of Dr./Cr. Advices accordingly in the system/

All General Managers/All Dy. General Managers/All Chief Managers/All Regional Managers/
Mr. S. Bhowmik, Member, SOI implementation Forum