

बिहार सरकार
वित्त विभाग

प्रेषक,

आलोक कुमार,
संयुक्त आयुक्त।

सेवा में,

अपर मुख्य सचिव/प्रधान सचिव/सचिव,
सभी विभाग, बिहार।

पटना, दिनांक-.....

विषय:- स्कीमों हेतु RBI में खाता खोलने हेतु अद्यतन आवेदन पत्र एवं KYC के संबंध में।

प्रसंग:- RBI, पटना का ई-मेल संवाद, दिनांक-16.09.2026

महाशय,

उपर्युक्त विषयक प्रासंगिक ई-मेल संवाद के माध्यम से भारतीय रिजर्व बैंक, पटना में आरक्षित SNA-SPARSH खातों के संदर्भ में अवगत कराया गया है कि कृपया पुष्टि करें कि आपके खाता खोलने के फॉर्म में दी गई 'पदस्थ/प्रमुख/अधिकारी' की जानकारी में कोई परिवर्तन हुआ है या नहीं, और यदि कोई परिवर्तन हुआ है तो उनके KYC दस्तावेज और अधिकारी का पहचान पत्र यथाशीघ्र उपलब्ध कराने हेतु अनुरोध किया गया है।

2. इसके अतिरिक्त, अनुरोध किया गया है कि भविष्य में खाते से संबंधित किसी भी पदाधिकारी में परिवर्तन की स्थिति में, जैसे (i)स्थानांतरण, (ii)सेवानिवृत्ति, (iii)हस्ताक्षर करने वाले अधिकारियों में परिवर्तन, (iv)हस्ताक्षर करने वाले अधिकारियों का कुछ समय के लिए अनुपस्थिति, (v)अधिकारियों का प्रत्यायोजन, (vi)अधिकारों का समाप्त होना आदि, RBI को संसोधित KYC दस्तावेज/जानकारी समय पर जमा करना सुनिश्चित करने हेतु संबंधितों को निदेश देने हेतु अनुरोध किया गया है, ताकि RBI के साथ रखे गए रिकॉर्ड को ससमय अद्यतन किया जा सके।

3. SNA-SPARSH, TSA, CNA खातों हेतु RBI में खाता खोलने का अद्यतन आवेदन पत्र उपलब्ध कराया गया है (संलग्न)।

अतः उपरोक्त बिन्दुओं का अनुपालन हेतु संबंधितों को निदेशित करने की कृपा की जाय।

अनु०:-यथोक्त।

विश्वासभाजन,

ह०/-

(आलोक कुमार),
संयुक्त आयुक्त।

ज्ञापांक- 30/SNA-SPARSH-02/2026.....पटना, दिनांक-.....

प्रतिलिपि- महालेखाकार (ले० एवं ह०), बिहार, पटना को सूचनार्थ प्रेषित ।

ह०/-

संयुक्त आयुक्त ।

ज्ञापांक- 30/SNA-SPARSH-02/2026.....8911.....पटना, दिनांक-23-09-2026

प्रतिलिपि-श्रीमती रश्मि रेखा, सिस्टम एनालिस्ट, वित्त विभाग, बिहार, पटना को
वेबसाइट पर अपलोड करने हेतु प्रेषित ।

ह०
24/9/26

संयुक्त आयुक्त ।

Specimen of the Application Form

(Application must be on the Letter Head of the State Government Finance Department/Treasury)

To

The General Manager
_____ Regional Office
Reserve Bank of India

Sub:- Opening of drawing account under alternative fund flow mechanism named SNA -SPARSH for Centrally Sponsored Scheme (CSS) funds

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM F. No. 1 (27)/PFMS/2020 dated July 13,2023 on subject ""Just-in-Time" release of Centrally Sponsored Schemes (CSS) funds through e-kuber platform of Reserve Bank of India (RBI)."

Madam/Sir,

As per the direction of Ministry of Finance, Government of India, alternative fund flow mechanism named SNA - SPARSH (समयचितप्रणालीएकीकृतशीघ्रहस्तांतरण - Real time System of Integrated Quick Transfers) for CSS funds has to be implemented by (Name of the SNA) which is a designated State Nodal Agency. You are, therefore, requested to open a drawing account in _____ Regional Office, RBI for the State Government of _____ under UDCH code _____. This account has to be opened for implementing (Name of the State Linked Scheme).

2.The details of the State Government drawing account to be opened are as under: -

Name of the State Government drawing account	Name of head/incharge	Address of the account holder	Email id of account holder	Contact Number
Eg: GOxxSPARSH <u>Name of State Linked Scheme and/or any other details Government may like to add.</u> (Maximum character is 30)				
E-mail ID(s) on which account statements etc. are to be sent :				

3.The purpose for opening of this account in RBI is to implement the above mentioned scheme under the SNA SPARSH mechanism as prescribed by the Ministry of Finance, Department of Expenditure, Govt. of India.

4. The account will be operated using Digital Signatures through State IFMS. The Government would procure a valid CLASS 3 digital certificate from Certificate Issuing Authority (CA) like IDRBT, NIC, e-Mudra etc. Also, the Govt would ensure that whenever the existing public key certificate is due for renewal, the new public key will be provided to RBI at least one week in advance so that there is sufficient time for doing necessary configuration at RBI's end. However, in case any cheque based or mandate-based transactions are done by the Government on a regular basis from the account, then the specimen signature of the authorized signatories approved by the Competent Authority will be submitted for undertaking such transactions. The proof of identity, email id, mobile no. and KYC who will operate the account in the RBI, duly attested by authorized official of State Finance Department are enclosed herewith. We agree that updated KYC documents will be submitted during change in incumbency in case of (i) transfer, (ii) retirement, (iii) change of signing officials, (iv) absence of signing officials for a brief period, (v) delegation of power, (vi) cessation of authority, etc. and re-KYC cycles.

5. We agree that copy of Debit Notifications and Return Notifications of this account will be shared with O/o Controller General of Account system by RBI.

6 Approval from State Accountant General for opening this account is enclosed.

Yours faithfully,

(sign with stamp) (sign with stamp)

Controller of Accounts/Directorate

of Accounts / Accounts Officer of PAO Authorized official of Finance Department

Specimen of the Application Form (CG CSS SNA SPARSH)

(Application must be on the Letter Head of the State Government Finance Department/Treasury)

To

The General Manager
Mumbai Regional Office
Reserve Bank of India

Sub:- Opening of drawing account under alternative fund flow mechanism named SNA -SPARSH for Centrally Sponsored Scheme (CSS) funds

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM F. No. 1 (27)/PFMS/2020 dated July 13, 2023 on subject “Just-in-Time” release of Centrally Sponsored Schemes (CSS) funds through e-kuber platform of Reserve Bank of India (RBI).”

Madam/Sir,

As per the direction of Ministry of Finance, Government of India, alternative fund flow mechanism named SNA-SPARSH (समयचितप्रणालीएकीकृतशीघ्रहस्तांतरण - Real time System of Integrated Quick Transfers) for CSS funds has to be implemented by (Name of the Ministry/Department). You are, therefore, requested to open a drawing account in Mumbai Regional Office, RBI under UDCH code ____.

2. The details of the Central Government Ministry/Department drawing account are as under:

Name of the Central Government drawing account	Name of the Ministry/ Department	Name of Head of the Ministry/ Department, Address, email id, contact number
Eg: CGSPARSH <u>PAO</u> <u>Description</u> (Maximum character is 30 alphabets, no special characters allowed)		
E-mail ID(s) on which account statements etc. are to be sent :		

3. The purpose for opening of this account in RBI is to implement the above-mentioned scheme under the SNA SPARSH mechanism as prescribed by the Ministry of Finance, Department of Expenditure, Govt. of India.

4. The account will be operated using Digital Signatures through PFMS. The Government would procure a valid CLASS 3 digital certificate from Certificate Issuing Authority (CA) like IDRBT, NIC, e-Mudra etc. Also, the Govt would ensure that whenever the existing public key certificate is due for renewal, the new public key will be provided to RBI at least one week in

advance so that there is sufficient time for doing necessary configuration at RBI's end. However, in case any cheque based, or mandate-based transactions are done by the Government on a regular basis from the account, then the specimen signature of the authorized signatories approved by the Competent Authority will be submitted for undertaking such transactions. The proof of identity, email id, mobile no. and KYC who will operate the account in the RBI, duly attested by authorized official of Ministry/Department are enclosed herewith. We agree that updated KYC documents will be submitted during change in incumbency in case of (i) transfer, (ii) retirement, (iii) change of signing officials, (iv) absence of signing officials for a brief period, (v) delegation of power, (vi) cessation of authority, etc. and re-KYC cycles.

Yours faithfully,

(sign with stamp)

PAO of Ministry/Department
Ministry/Department

(sign with stamp)

Authorized official of

(Pr. CCA/CCA/CA)

Specimen of the Application Form (TSA)

(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 of Autonomous Body/Sub Autonomous Body under the Treasury Single Account (TSA) System

Ref:-Government of India, Ministry of Finance, Department of Expenditure OM dated February 24, 2022 on subject "Revised instructions on bringing Autonomous Bodies (ABs) under the Treasury Single Account (TSA) system" and other instructions

Madam/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

E-mail ID(s) on which account statements are to be sent:-

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. The assignment account will be operated using Digital Signatures through PFMS. The Government would procure a valid CLASS 3 digital certificate from Certificate Issuing Authority (CA) like IDRBT, NIC, e-Mudra etc. Also, the Govt would ensure that whenever the existing public key certificate is due for renewal, the new public key will be provided to RBI at least one week in advance so that there is sufficient time for doing necessary configuration at RBI's end. However, in case any cheque based, or mandate-based transactions are done by the Government on a regular basis from the account, then the

specimen signature of the authorized signatories approved by the Competent Authority will be submitted for undertaking such transactions. 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. We agree that updated KYC documents will be submitted during change in incumbency in case of (i) transfer, (ii) retirement, (iii) change of signing officials, (iv) absence of signing officials for a brief period, (v) delegation of power, (vi) cessation of authority, etc. and re-KYC cycles.

Yours faithfully,

()

Head of the AB/Sub AB

Forwarded to the Nodal Officer of the AB for necessary action.

Signature and Stamp of Nodal Officer of the AB:-

Signature and Stamp of concerned PAO:-

Specimen of the Application Form (TSA_ CPSE)

(Application must be on the Letter Head of the CPSE/Sub agency of CPSE)

To

The General Manager
New Delhi Regional Office
Reserve Bank of India, New Delhi

Sub:- Opening of Assignment Account for a CPSE under the Treasury Single Account (TSA) System

Ref:-Government of India, Ministry of Finance, Department of Expenditure OM dated February 24,2022 on subject "Revised instructions on bringing Autonomous Bodies (ABs) under the Treasury Single Account (TSA) system" and other instructions

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 CPSE/Sub agency of CPSE) which is CPSE/Sub agency of CPSE 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 CPSE/Sub agency of CPSE are as under:

Name of the CPSE/Sub agency of CPSE	Name of Head of the CPSE/Sub agency of CPSE and Email id	Address of the CPSE/Sub agency of CPSE	Email id of the CPSE/Sub agency of CPSE	Contact Number
E-mail ID(s) on which account statements are to be sent:-				

3.The purpose for opening of account in RBI is to bring the CPSE/Sub agency of CPSE under the Treasury Single Account (TSA) System prescribed by the Ministry of Finance, Govt. of India.

4. The assignment account will be operated using Digital Signatures through PFMS. The Government would procure a valid CLASS 3 digital certificate from Certificate Issuing Authority (CA) like IDRBT, NIC, e-Mudra etc. Also, the Govt would ensure that whenever the existing public key certificate is due for renewal, the new public key will be provided to RBI at least one week in advance so that there is sufficient time for doing necessary configuration at RBI's end. However, in case any cheque based, or mandate-based

transactions are done by the Government on a regular basis from the account, then the specimen signature of the authorized signatories approved by the Competent Authority will be submitted for undertaking such transactions. 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 CPSE/Sub agency of CPSE are enclosed herewith. We agree that updated KYC documents will be submitted during change in incumbency in case of (i) transfer, (ii) retirement, (iii) change of signing officials, (iv) absence of signing officials for a brief period, (v) delegation of power, (vi) cessation of authority, etc. and re-KYC cycles.

Yours faithfully,

()

Head of the CPSE/Sub agency of CPSE

Forwarded to the Nodal Officer of the CPSE for necessary action.

Signature and Stamp of Nodal Officer of the CPSE:-

Signature and Stamp of concerned PAO:-

Specimen of the Application Form (CS New Delhi)

(Application must be on the Letter Head of the CNA/ SA)

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 of Autonomous Body designated as Central Nodal Agency for Central Sector Scheme Payments

Ref:- Government of India, Ministry of Finance, Department of Expenditure OM dated March 09,2022 on subject "Revised procedure for flow of funds under Central Sector Schemes" and other instructions

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 CNA/ SA) which is a Central Nodal Agency/ Sub-Agency of Central Nodal Agency incorporated in _____ (year). You are, therefore, requested to open an assignment account in New Delhi Regional Office, RBI for this Autonomous Body. This account has to be opened for implementing _____ (Name of the Scheme).

2.The details of the CNA/ SA are as under:

Name of the CNA/ SA	Name of Head of the CNA/ SA and Email id	Address of the CNA/ SA	Email id of the CNA/ SA	Contact Number
E-mail ID(s) on which account statements are to be sent:-				

3.The purpose for opening of this account in RBI is to bring the CNA/ SA under the Treasury Single Account (TSA) System prescribed by the Ministry of Finance, Govt. of India for implementing the scheme mentioned.

4. The assignment account will be operated using Digital Signatures through PFMS.The Government would procure a valid CLASS 3 digital certificate from Certificate Issuing Authority (CA) like IDRBT, NIC, e-Mudra etc. Also, the Govt would ensure that whenever the existing public key certificate is due for renewal, the new public key will be provided to RBI at least one week in advance so that there is sufficient time for doing necessary configuration at RBI's end. However, in case any cheque based, or mandate-based transactions are done by the Government on a regular basis from the account, then the

specimen signature of the authorized signatories approved by the Competent Authority will be submitted for undertaking such transactions. 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 CNA/ SA are enclosed herewith. We agree that updated KYC documents will be submitted during change in incumbency in case of (i) transfer, (ii) retirement, (iii) change of signing officials, (iv) absence of signing officials for a brief period, (v) delegation of power, (vi) cessation of authority, etc. and re-KYC cycles.

Yours faithfully,

()
Head of the CNA/ SA

Forwarded to the Nodal Officer of the CNA for necessary action.

Signature and Stamp of Nodal Officer of the CNA:-

Signature and Stamp of concerned PAO:-

Specimen of the Application Form (CS Jaipur)

(Application must be on the Letter Head of the CNA/ SA)

To

The General Manager
Jaipur Regional Office
Reserve Bank of India, Jaipur

Sub:- Opening of Assignment Account under the Treasury Single Account (TSA) System of Autonomous Body designated as Central Nodal Agency for Central Sector Scheme Payments

Ref:-Government of India, Ministry of Finance, Department of Expenditure OM dated March 09,2022 on subject "Revised procedure for flow of funds under Central Sector Schemes" and other instructions

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 CNA/ SA) which is a Central Nodal Agency/ Sub-Agency of Central Nodal Agency incorporated in _____ (year). You are, therefore, requested to open an assignment account in Jaipur Regional Office, RBI for this Autonomous Body. This account has to be opened for implementing _____ (Name of the Scheme).

2.The details of the CNA/ SA are as under:

Name of the CNA/ SA	Name of Head of the CNA/ SA and Email id	Address of the CNA/ SA	Email id of the CNA/ SA	Contact Number
E-mail ID(s) on which account statements are to be sent:-				

3.The purpose for opening of this account in RBI is to bring the CNA/ SA under the Treasury Single Account (TSA) System prescribed by the Ministry of Finance, Govt. of India for implementing the scheme mentioned.

4. The assignment account will be operated using Digital Signatures through PFMS.The Government would procure a valid CLASS 3 digital certificate from Certificate Issuing Authority (CA) like IDRBT, NIC, e-Mudra etc. Also, the Govt would ensure that whenever the existing public key certificate is due for renewal, the new public key will be provided to RBI at least one week in advance so that there is sufficient time for doing necessary configuration at RBI's end. However, in case any cheque based, or mandate-based transactions are done by the Government on a regular basis from the account, then the

specimen signature of the authorized signatories approved by the Competent Authority will be submitted for undertaking such transactions. 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 CNA/ SA are enclosed herewith. We agree that updated KYC documents will be submitted during change in incumbency in case of (i) transfer, (ii) retirement, (iii) change of signing officials, (iv) absence of signing officials for a brief period, (v) delegation of power, (vi) cessation of authority, etc. and re-KYC cycles.

Yours faithfully,

()
Head of the CNA/ SA

Forwarded to the Nodal Officer of the CNA for necessary action.

Signature and Stamp of Nodal Officer of the CNA:-

Signature and Stamp of concerned PAO:-

(180)

Fwd: Submission of Updated KYC Documents – SNA SPARSH Accounts

1 message

Manoj Kumar Sharma <manoj.kumar6866@bihar.gov.in>
To: manojsharmato2019@gmail.com

Thu, Sep 17, 2026 at 7:40 PM

Thanks & Regards,

Manoj Kumar Sharma,
AIFA,
Finance Dept., Govt. of Bihar
E-mail - manoj.kumar6866@bihar.gov.in
Mob : 7209786866

===== Forwarded Message =====

From : alok.kumar4775@bihar.gov.in
To : manoj.kumar6866@bihar.gov.in
Cc : abhishek.s.suman@pwc.com
Date : Wed, 16 Sep 2026 19:10:55 +0530
Subject : Fwd: Submission of Updated KYC Documents – SNA SPARSH Accounts

===== Forwarded Message =====

===== Forwarded message =====

From: Patna, Banking Department <bdpatna@rbi.org.in>
To: "Ajay Kumar Thakur" <ajay.thakur2626@bihar.gov.in>, "Alok kumar Kumar" <alok.kumar4775@bihar.gov.in>, "shashi.bhusan110@bihar.gov.in" <shashi.bhusan110@bihar.gov.in>, "FINANCE DATA CELL" <findatacell@gmail.com>, "finsecy-bih@nic.in" <finsecy-bih@nic.in>
Cc: "Priya Prakash" <priya@rbi.org.in>, "Aman Choudhary" <achoudhary@rbi.org.in>, "Kanak Bhartia" <kanakbhartia@rbi.org.in>
Date: Wed, 16 Sep 2026 19:01:20 +0530
Subject: Submission of Updated KYC Documents – SNA SPARSH Accounts

===== Forwarded message =====

महोदया/ महोदय,

उक्त ईमेल आपके विभाग द्वारा भारतीय रिज़र्व बैंक, पटना में आरक्षित एसएनए स्पर्श खातों के संदर्भ में है।

2. इस संबंध में, आपसे अनुरोध है कि कृपया पुष्टि करें कि आपके खाता खोलने के फॉर्म में दी गई "पदस्थ/ प्रमुख/ अधिकारी" की जानकारी में कोई परिवर्तन हुआ है या नहीं, और यदि कोई परिवर्तन हुआ है, तो उनके KYC दस्तावेज और अधिकारी का पहचान पत्र यथाशीघ्र प्रस्तुत करें।

3. इसके अतिरिक्त, आपसे अनुरोध है कि भविष्य में खाते(ओं) से संबंधित किसी भी पदाधिकारी में परिवर्तन की स्थिति में, जैसे (i) स्थानांतरण, (ii) सेवानिवृत्ति, (iii) हस्ताक्षर करने वाले अधिकारियों में परिवर्तन, (iv) हस्ताक्षर करने वाले अधिकारियों का कुछ समय के लिए अनुपस्थिति, (v) अधिकारों का प्रत्यायोजन, (vi) अधिकारों का समाप्त होना आदि, आरबीआई को संशोधित KYC दस्तावेज/ जानकारी समय पर जमा करना सुनिश्चित करें ताकि आरबीआई के साथ रखे गए रिकॉर्ड का समय पर अद्यतन किया जा सके।

4. इसके अतिरिक्त, कृपया SNA-SPARSH खातों के लिए अद्यतन खाता खोलने का आवेदन पत्र संलग्न पाएं।

Madam/ Dear Sir,

(179)

pertaining to your department.

2. In this connection, you are requested to confirm if there has been any change in "incumbency/ head/ incharge" as submitted in your account opening forms and also to furnish their KYC documents and the officials ID of the incumbent in case of any change, at the earliest.

3. You are also requested to ensure in future that the revised KYC documents/ information is submitted to RBI promptly in the event of any change in the incumbency associated with the account(s), namely (i) transfer, (ii) retirement, (iii) change of signing officials, (iv) absence of signing officials for a brief period, (v) delegation of power, (vi) cessation of authority, etc., to facilitate timely updation of the records maintained with the RBI.

4. Further, please find attached **updated account opening application form** for SNA- SPARSH accounts.

सादर/ Regards,

अमन चौधरी / Aman Choudhary

प्रबन्धक / Manager

एकीकृत बैंकिंग विभाग / Integrated Banking Department

भारतीय रिज़र्व बैंक / Reserve Bank of India

पटना/ Patna

Mob. No.: 9717064973

Caution: The Reserve Bank of India never sends mails, SMSs or makes calls asking for personal information such as your bank account details, passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers, however official or attractive they may look.

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 Revised application forms-16092026.docx
38 KB