

Bangladesh Rural Electrification Board

Dhaka, Bangladesh

BREB Instruction 600-3

Subject: Signing and countersigning of Bank cheques/ payment advices.

1. Purpose:

This Instruction establishes and sets forth BREB requirements for signing and countersigning of Bank cheques/payment advices.

2. Requirements:

The drawing of cheques on BREB accounts and their signing and countersigning shall conform to the following.

- (a) All cheques against the respective bank accounts should be obtained from bank and utilized in numerical sequence;
- (b) Cheques/advices on BREB's accounts may be prepared by the designated official/staff against Voucher payable duly approved by the appropriate authority;
- (c) All cheques/ advices up to Tk. 10.00 Lac against voucher payable for external bills/ internal bills/ salary bills/ fund transfer must be signed jointly by Assistant Director (Disbursement) and Dy. Director (Disbursement);
- (d) In absence of any of the signatories mentioned in (c) above, Director (Account) will sign jointly with one operator present;

Revision:

BREB INSTRUCTION 600-03				
(Signing and countersigning of Bank cheques/ payment advices)				
Original Date	Reviewed by	Approved by	Page	Revision No.
10-01-1979	BREB	BREB Board	1	2
Revisions : 01-01-1991, 19-02-2020				

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৬২১ তম বোর্ড সভায় অনুমোদিত সিদ্ধান্ত নং ১৭৭০০

- (e) All cheques/advices drawn in excess of Tk.10.00 Lac but not exceeding Tk.50.00 Lac shall require signature of Director (Accounts) Jointly with any of the signatories mentioned in (c) above;
- (f) All cheques and advices drawn in excess of Tk. 50.00 Lac shall require signature of Controller (Accounts and Finance) jointly with Director (Accounts) or any one of the signatories mentioned in (c) above;
- (g) Director (Accounts) is responsible for notifying in writing all banks with which BREB maintains accounts the Names, Titles and Specimen Signatures of the officers who have been assigned with cheque signing authority.

For the offices of the Project Director (s)

The drawing of cheques and Issuing advices on Project bank accounts and their signing and countersigning shall conform to the following:

- a. One designated staff/official will prepare cheques/ advices against Voucher payable duly approved by the Project Director;
- b. All cheques/ advices against voucher payable including fund transfer for external bills/ internal bills/ salary bills/ fund transfer will be signed jointly by Director / Deputy Director and Project Director.

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