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Government of West Bengal
OFFICE OF THE DISTRICT INSPECTOR OF SCHOOLS
Secondary Education, Murshidabad
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Memo No. 551-67


Dated. 10/2/15

All Head of Institutions,

Please note that option for **Bank Account Change** is now open to all teaching & non-teaching staff under OSMS. But change option can be availed only in case of extremely deserving cases.

The HOIs may send request to DDOs only after submitting the Proforma based format of Application by the employee for Bank Account Change. ***School Authority duly signed by employee & HOI with NOC from supported bank with MC resolution.***

Encl: As stated.


District Inspector of Schools
Secondary Education, Murshidabad

OPTION FORM FOR CHANGE OF SALARY LINKED BANK ACCOUNT

In terms of Finance Department Memo No 2536-F(Y) dated 31.03.2011, change of Salary Linked Bank Account is allowed due to some unavoidable reason. The concerned Employee should apply to concerned school authority stating sufficient ground for such change with a No Objection Certificate from his existing bank. The Head of the Institution should forward it to concerned DI / ADI of schools with MC resolution thereon with the information given below. At the same time Head of Institution should make a request from his/her login under Teacher Information > Request for Bank Account Update under Main Menu

Format of Application by the Employee

1. Name of the Employee _____
2. School Name _____
3. Designation _____
4. Mobile No of Employee _____
5. Particulars of the Existing Bank

Bank Name	Branch	Branch Code	MICR Code	Account No	IFS Code

6. Particulars of the New Bank

Bank Name	Branch	Branch Code	MICR Code	Account No	IFS Code

I hereby declare that the particular given above is correct & complete. I further declare that the credit given by the bank to my account as stated above shall be treated as legal quittance for the amount of my salary.

Enclo : No objection certificate of the existing Bank

Dated :

Signature of the Employee

Particulars as stated above were verified by me and the concerned employee may be allowed to change his / her salary linked bank account.

Enclo : copy of MC Resolution

Dated :

Signature of the Head of Institution (with seal)

Change of Bank Account approved.

Dated :

Signature of the DI/ADI of Schools