# PROFORMA TO BE SUBMITTED BY EMPLOYEES FOR CHANGE OF BANK ACCOUNT FROM ONE BANK TO ANOTHER BANK FOR DRAWAL OF SALARY

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|---|---|---|---|
| 1 | a. | Name of the Employee | : |
| | b. | Designation | : |
| | c. | PF No | : |
| | d. | Bill unit No | : |
| | e. | Section/Unit/Office | : |
| 2 | a. | Name of the Bank from which salary Being drawn presently | : |
| | b. | Address of the bank | : |
| | c. | Bank Account No. | : |
| 3 | a. | Name of the Bank to which salary now Required to be credited | : |
| | b. | Address of the Bank | : |
| | c. | Bank Account No | : |
| 4 | | Reason for change of Bank Requested now | : |
| 5 | a. | Indicate whether any loan has been availed from the existing bank from which salary now being drawn | : |
| | b. | If yes, indicate the details of | : |
| | i) | Total amount of loan availed | : |
| | ii) | Amount repaid till date | : |
| | iii) | Outstanding Loan Amount still to Be repaid, including interest | : |

6. Whether permission has been obtained under Conduct Rules for the loan availed and if so, enclose a copy of the letter there for : :

**DECLARATION**

I ……declare that the balance amount of Rs…… Outstanding to …… (Name of the Bank) will be repaid by me as per the agreement signed by me with the Bank and Railway administration is in no way responsible for the same

I also declare that the above particulars furnished by me are true, complete and correct to the best of my knowledge. I will abide by all the terms and conditions laid down in the JPO No.P(R) 182/P/Vol V dated 10.02.2010. I further declare that if any details furnished above are found to be incorrect at a later date, or in case of default to repay the loan amount to the Bank, I am liable to be taken up under D&A Rules

Station: Signature:

Date Name

Designation

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**CERTIFICATION FROM BANK**

Details at Column No.5 are certified

Place: Signature of Manager/Accountant

Date Name of Bank

Branch Name

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Forwarded to DPO/Salem for necessary and further process

Station: Signature of the Supervisor

Date Designation

Office Seal