**FORM FOR UPDATING SALARY CREDITING BANK ACCOUNT**

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| **Sn.** | **Particulars** | | |
| **1** | Name | : |  |
| **2** | Employee No. | : |  |
| **3** | Designation | : |  |
| **4** | Section/Department/School | : |  |
| **5** | **Existing Bank Account Details:** | | |
| **6** | Bank Name & Branch | : |  |
| **7** | Account Number | : |  |
| **8** | IFS Code | : |  |
| **9** | **New Bank Account Details:**  (Copy of first page of passbook or cancelled cheque to be submitted) | | |
| **10** | Bank Name & Branch | : |  |
| **11** | Account Number | : |  |
| **12** | IFS Code | : |  |
| **UNDERTAKING**  I fully understand and accept that outstanding loans or dues, if any, with my previous bank are solely my responsibility. I further declare that IIT Bhubaneswar shall in no way be held liable for any such liabilities.  I also undertake to update my new bank account details in the NPS records within one week from the date of credit of the first salary into the new bank account. | | | |
| **Date:** | | **(Signature of employee)** | |
| **Encl: Copy of first page of passbook/Bank Statement or cancelled cheque**  **DR/AR(F&A)** | | | |

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| **For F&A Office Use** | | |
| Updated in PFMS | Date: | Sign: |
| Updated in Payroll Statement | Date: | Sign: |
| Updated in Pay Slip | Date: | Sign: |