

**Govt. of West Bengal**  
*Office of the District Inspector of  
Schools (Secondary Education),  
Bankura*



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Memo No: 266/S

Date: 07.02.2024

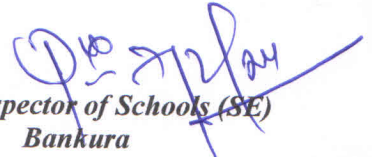
From: The District Inspector of Schools (SE), Bankura

To: The HOIs of Jr High/ High/ HS Schools/Madrasahs of District Bankura .

Subject: About Change of Salary Linked Bank Account

To change the salary linked Bank Account the concerned employee should apply to concerned school authority stating sufficient ground for change of that with **a current No objection certificate** from his existing Bank. The HOI should forward it to the Distititct Inspector of Schools, SE, Bankura with the MC resolution thereon. At the same time HOI should make a request from his/her login under update Bank details under Main Menu in Portal.

HOI(s) are requested to submit **two sets of proposal of willing staff with filled in prescribed format** (as enclosed here) with **original signature of both, the concerned employee and the HOI.**

  
District Inspector of Schools (SE)  
Bankura

**THE FOLLOWING DOCUMENTS MUST BE ENCLOSED**

1. Duplicate filled in prescribed format with original signature of concerned employee and HOI also
2. One original and another self attested No Objection Certificate from Existing Bank
3. Attested M C resolution in two sets
4. Original application of concerned employee

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) DISE CODE :
3) SCHOOL NAME :	4) SCHOOL i-OSMS CODE:
5) DESIGNATION :	6) EMPLOYEE ID:
7) MOBILE NO OF EMPLOYEE:	8) SECTION OF THE A.T.:

9) Particulars of the Existing Bank

Bank Name	Branch	Branch Code	MICR Code	Account No	IFSC Code

10) Particulars of the New Bank

Bank Name	Branch	Branch Code	MICR Code	Account No	IFSC 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.

Enco : 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.

Dated :

Enclosure : M.C. Resolution / Order

\_\_\_\_\_  
Signature of the Head of Institution (with seal)

Change of Bank Account Approved.

Dated :

\_\_\_\_\_  
Signature of the DI/ADI of Schools