

ORDER

On the recommendation of Haryana Staff Selection Commission vide letters no. HSSC/Confd/Recomm/2012/72 dated 10-2-2012 the following candidates are hereby appointed on a temporary posts of Clerk in the Treasuries & Accounts Department Haryana in the pay band of Rs. 5200-20200+1900/- Grade Pay with usual allowances as are admissible under the Haryana Govt. instructions issued from time to time.

Sr. No.	Name/ Father Name	Address	Category
1.	PIYARA LAL RAMESH CHAND	VPO-CHAMAL, SIRSA	BCA
2	SURESH DHARAM SINGH	VPO-SAMPLA, TEHSIL- KALANAUR, ROHTAK	BCA
3	MANOJ KUMAR DULICHAND	VPO- DHIGAWA JATTAN TEHSIL- LOHARU BHIWANI	BCA
4	SUMAN LATA RAJPAL	VILLAGE- BERLI KALAN P.O. MUSEPUR DISTT-REWARI	BCB
5	BANITA KUMARI HANS RAJ	VPO-RATAN THAL TEHSIL KOSLI, REWARI	BCA
6	JUMMA ISHAMU KHAN	VILLAGE GOPI KHERA TEHSIL PALWAL FARIDABAD	BCB
7	MANJU RANI HOSHIYAR SINGH	# 339/15, INDERGARHI GOHANA SONEPAT	BCA
8	NIRAJ KUMAR VED SINGH	VPO-PUTHI TEHSIL GOHANA SONEPAT	BCB
9	SANDEEP DAYANAND	#316 MAHIYA, VPO BARHANA THE-BERI JHAJJAR	BCA
10	AMIT KUMAR BABU LAL	VILLAGE BHARANGI, PO-NAHAR THE- KOSLI, REWARI	BCB

11	RAJ KUAMR DESRAJ	VPO-AHMADPUR SIRSA	BCA
12	DALBIR SINGH DHARMAVIR SINGH	VPO-SEHLANGA, TEHSIL MATANHEL, JHAJJAR	BCA
13	HANUMAN SINGH BANWARI SINGH	VPO-KOTHAL KHURD, MOHINDERGARH	BCB
14	AMIT RAM KANWAR	VPO-BEHLBA, TEHSIL MEHAM ROHTAK.	BCA
15	SUDHIR KUMAR ASHA RAM	VPO- BOHAR ROHTAK	BCB
16	ARTI SAINI AMAR PARTAP	# 895/12 AZAD NAGAR KURUKSHETRA	BCB
17	SAPNA RANI ROOP CHAND	1-B VASHIST NAGAR, P.O. BABYAL AMBALA	SC
18	SACHIN PARKASH CHANDER	#1488/1 SAINI ANAND PURA ROHTAK	BCB
19	SUBHASH CHAND DEEP CHAND	VPO- KHAJURKA AWALPUR TEHSIL PALWAL FARIDABAD	SC
20	KUMARI LAKSHMI	VPO-JAKHALA, TEHSIL-KOSLI, REWARI	SC
21	ISHWAR CHAND JOGA RAM	VPO-HARIGARH BHORAKH, TEHSIL- PEHOWA, KURUKSHETRA	SC
22	UMED SINGH HAWA SINGH	VILL- MUNDHAL KALAN, BHIWANI	SC
23	AMIT SOLANKI DALIP SOLANKI	NEAR-RANGILLA HANUMAN MANDIR, WNO 14 THE CHARKHI DADRI, BHIWANI	SC
24.	CHIRANJEE LAL	VPO-BISOHA,	SC

	TEJ RAM	TEHSIL KOSLI, REWARI	
25.	KAMAL KUMAR GURCHARAN SINGH	VPO- SHAHZADPUR, TEHSIL NARAINGARH, AMBALA	SC
26.	SATISH KUMAR RAM KUMAR	WNO 1 VPO BAHRI, TEHSIL ASSANDH, KARNAL.	SC
27.	MEMTI DEVI CHANDA RAM	PO CHHACHHRAULI, VILL- KHANPUR, YAMUNA NAGAR	SC
28.	AMRIK SINGH AMIN CHAND	VPO- CHANDER KHURD, TEHSIL- TOHANA, FATEHABAD	SC
29.	NAR SINGH BALBIR SINGH	WNO. 4, JHAJJAR	SC
30.	VIRENDER SINGH DAYA SINGH	HNO 101 WNO 9, STNO 2, BARH MOHALLA, FARIDABAD.	SC
31.	JAI SINGH DILBAG SINGH	RAVI DASS NAGAR, WNO. 19, CHARKHI DADRI, BHIWANI.	SC
32.	SUSHEEL KUMAR SUBHASH CHANDER	HNO 539/12, PARA MOHALLA, NEAR BALMIKI MANDIR, ROHTAK.	SC
33.	AMIT KUMAR JOGINDER KUMAR	NAYA BAZAR LAMBI GALI, BHIWANI.	OSP-SC
34.	ANIL SHARMA ISHWAR SINGH BORWAL	HNO 378/34 JANTA COLONY, ROHTAK.	ESM-BCA
35.	BHIM SINGH HARI RAM	VPO KHIDWALI, ROHTAK.	ESM-GEN
36.	SULTAN SINGH HARI SINGH	HNO 165 GNO 4, GANDHI NAGAR, PO RAM NAGAR, KARNAL.	ESM-GEN
37.	RAJBIR	C/O YATINDER	ESM-GEN

	MAN SINGH	SINGH, HNO 271/23, NEHRU GARDEN COLONY, KAITHAL.	
38.	SUNIL DUTT RAM KUMAR	VPO- SATROAD KALAN, HISSAR	ESM-BCB
39	OM PARKASH TEK CHAND	KIRTI NAGAR NEAR E.S.I DISPENCARY, BHIWANI	ESM-BCA
40	MAHINDER SINGH MALUK SINGH	VILLAGE- SOLU MAJRA, KAITHAL	ESM-BCB
41	KASAM SARFU DDIN	VILL-MUBARIKPUR RAWALKI THE PUNHANA , MEWAT	ESM-BCB
42	DILBAG SINGH HOSHYAR SINGH	VILL KADAM, THE CHARKHI DADRI, BHIWANI	DESM-SC
43	NARESH KUMAR KANWAL SINGH	DAKHORA, KOSLI, REWARI	ESM-BCB

These appointments will be on the following terms and conditions as given below:-

1. There appointments are against a purely temporary post. There services are liable to the terminated without assigning any person by giving one month's notice or pay and allowances in lieu thereof, at any time.
2. If at any stage they desire to resign, they shall be required to give one month's clear notice or deposit/ forfeit in lieu thereof their one month's salary including allowances or for the period by which the notice falls short of one month in case of their temporary appointment and in case of their permanent appointment. They shall be required to give three months clear notice or deposit/forfeit in lieu thereof their three months salary including allowances for the period by which the notice falls short 3 months, such a notice will also be given to them by the competent authority in case it is proposed to terminate their service except as a result of disciplinary action for any other reasons.
3. No TA/DA will be admissible for joining the post.
4. Before assuming the charge of duty they shall be required to take the prescribed oath of allegiance to the Constitution of India.

5. If, they have not been vaccinated within the last 12 months they should have it done now immediately.
6. No application for employment outside the Department will be considered before they complete 2 years service in the Department.
7. They shall have to produce an Affidavit duly attested by the oath commissioner/ Magistrate to the effect that they have not more than one living wife, if married.
8. They should submit Medical Fitness Certificate from the concerned Chief Medical Officers before joining their duty as required under rule 3.1 of the Punjab CSR Volume-I.
9. They shall have to pass the type test within a period of one year from the date of their joining as required under the State Service Group "C" rules, failing which they shall not be allowed their annual increment.
10. They have to abide by such rules and regulations as may be issued by the Haryana Government governing the conditions of its employees from time to time.
11. They shall not undertake higher study of any kind without obtaining the prior permission of the competent authority.
12. They are required to submit an affidavit duly attested by the oath Commissioner/Magistrate to the effect that they have not been dismissed from any Government service, if any held by them previously.
13. Their appointment to these posts in the service is being made on probation for a period of 2 years. If their work and conduct is not found satisfactory, their services can be terminated without assigning any reason. The period of probation can be extended by the competent authority upto one year more.
14. Their seniority will be fixed in the cadre of clerk according to the merit list prepared by the HSSC and not on the basis of their joining on the post.
15. These appointments are subject to the final outcome of CWP No. 11845 of 2011- Dinesh Kumar Bhatia V/s State of Haryana and others relating to implementation of reservation for P.H.C. category.
16. Their appointment is subject to the condition that their documents pertaining to their qualification, experience, age and caste /category shall be got checked/ verified from the issuing authority and if something is found objectionable, they will not be eligible to continue in service.
17. They will be governed under new pension scheme, 2006.

18. Candidates are required to bring Proformas ES-2, SI and B(enclosed) duly filled and three Passport size photographs alongwith other relevant documents in original as specified above,

If they are willing to accept this offer on the terms and conditions mentioned above they should report for duty on 2nd of April, 2012 at 10:00 A.M alongwith all the original documents at the office of Principal, Accounts Training Institute, Sec-5, Panchkula. From 3rd of April, 2012 they will undergo training for 3 months at Panchkula/ Chandigarh. Candidates are required to make their own arrangement for boarding and lodging. During the period of training they will be entitled for pay and allowances as per rules. They are also informed that their training will be extended if they are not able to secure minimum passing marks in the tests conducted at the end of each training session. Their posting orders will be issued after their successful completion of the training and according to their performance in training. Candidates are also required to give five options for place of posting, which will be taken at the time of joining.

Chandigarh dated the

HARINDER KUMAR

Director, Treasuries and Accounts
Department Haryana, Chandigarh.

Endst. No.

TA-HR(3T)2012/

3292-95

Dated:- 15/3/12

A copy is forwarded to the following for information and necessary action:-

1. The Secretary, Haryana Staff Selection Commission, Panchkula with reference to their letters No. HSSC/Confd/Recomm/2012/72 dated 10-2-2012.
2. 5T in Treasuries & Accounts Department Haryana Chandigarh.
3. All the concerned Chief Medical Officers, in the State of Haryana. They are requested to get medically examined above concerned officials and issue medical fitness certificate when the candidates appears before them alongwith his copy of the orders of appointment.
4. All above concerned officials.

Joint Director

for Director, Treasuries and Accounts
Department Haryana, Chandigarh.

Sr. No.: _____

FORM (Annexure ES-2)

UCP: _____

(Pl. see instruction No.1)

Information required from EMPLOYEES

(UCP to be filled up by DDO if UCP already allotted)

(Please fill the form in CAPITAL letters, using blue ink pen, use N.A. for Not Applicable)

PART-A EPS PAYEE DETAIL										
	FIRST		MID		LAST					
1	Full Name of the Employee(Sh./Smt./Ms.)		*							
2	Pension Fund Contribution (Pl. tick and give details)	GPF Series		GPF No		NPS	(Pl. mention PRAN No.)		None	
3	PAN Number (Pl. see instruction No.2)									
PART-B BANK DETAIL (SALARY A/C)										
(Pl. provide information if UCP not already allotted)										
4	a) State			b) District						
	b) Bank Name	*		d) Bank Branch Add.			*			
	e) IFSC Code (Pl. see instruction No.3)			* f) MICR Code (Pl. see instruction No.3)						
	g) Bank A/C No.			*						
PART-C PERSONAL DETAIL										
5	Date of Birth			* (dd/mm/yyyy)						
		FIRST		MID		LAST				
6	Father's Name (Sh.)			*						
7	Mother's Name (Smt.)									
8	a) Permanent address (H No./Vill./P.O.)			*		b) City/Tehsil/ Sector/Colony	*			
	c) State			*		d) District	*			
9	a) Temporary Address (H No./Vill./P.O.)	(Pl. see instruction No.4)				b) City/Tehsil/ Sector/Colony				
	c) State					d) District				
10	Gender			*		11. Religion	*			
12	Category (Pl. see instruction No.5)			*		13 Academic Qualification	*			
14	Other Qualification					15 Mobile No.				
16	Telephone No. Residence	STD Code				Phone Number				
17	E-mail address									
18	Marital Status (Pl. tick anyone)	Married		Unmarried						
	If Married (Ans. The following)	a) Spouse Name (Sh./Smt.)								
	b) No. of Children			b) Whether spouse is working		Yes/No				
	d) Nature of Employment of Spouse (Pl. tick anyone)	Hry. Govt.		Any other State Govt.		Centre Govt.	Public Sector Undertaking	Others		
	e) Spouse Unique Code in EPS, (If Hry. Govt. Emp.) if already allotted.									
PART-D JOB DETAIL										
19	Type of Service(Pl. tick anyone) * (Pl. see instruction No.6)									
	IAS	IPS	IFS	HPS	HCS	Centre Govt. Service	State Govt. Service			
	a) If IAS/IPS/IFS/ HCS/HPS									
	i) Promoted/Direct (Pl. tick anyone)		Promoted	Direct	ii) Date of allotment of Cadre					
	ii) Parent Cadre (Pl. tick anyone)		Haryana	Others	If Others (Pl. specify)					
	If Parent Cadre is other then Haryana, Pl. mention Date of Joining on Deputation									
	b) If Centre Govt. Service-- Pl. mention Date of Joining on Deputation									

Note: Please use both sides of the paper to print this form

c) If State Govt. Service :--									
Nature of Service * (Pl. tick anyone) :--		Fresh Appointment (Joined Govt. Service during the month)			On Deputation		Existing Employee (Already drawn salary at least once from State Govt.)		
i) If Fresh appointment:--			a) Appointment Order No						
b) Appointing Authority						c) Parent Department			
ii) On Deputation -- Date of Joining on Deputation									
20	Group (Please tick anyone)		A	B	C	D	*		
21	Date of First Joining in Govt. Service		(dd/mm/yyyy)*			22. Date of Superannuation (dd/mm/yyyy)	*		
23	Name of the Post at the time of joining the Govt. Service					*			
24	Name of the current Designation					*			
25	Date of Joining at the current Designation		(dd/mm/yyyy)*			26. Date of next increment (1 st day of)	(Month)		
27	Gazetted/ Non-Gazetted					*			
28	Service Type (Pl. tick anyone) :--								
Permanent		Probation		Temporary		Regular		Others	
29	Recruitment Mode (Pl. tick anyone) :--								
Deputation		Direct		Ex-Gratia		Ad-hoc		Retrenched	
						Transfer		Promotion	
30	Recruitment Source (Pl. see instruction No. 7)								

* Indicates that these fields are mandatory to be filled.

Information is to be provided by DDO.

Name and Designation of the official entering data :

Signature:

Verified to be correct

I have verified the details of Part A to Part D from Office record and wherever required corrections have been made with Red ink.

This is certified that the information provided by me in Part A to Part D is correct.

Signature & stamp of DDO
Department:
DDO Code:

Signature of Verifying Official
Name:
Designation:

Signature of Employee
Name:
Designation:

Instructions for filling up the form:--

- While distributing the forms to employees, DDO should allot a Sr. No. (Employee wise) to each form and he should note down the Sr.Nos of the forms, while handing over these forms for data entry.
- For Column no. 3, DDO should ensure the validity of PAN no., a photocopy of PAN CARD should be taken and kept on record.
- In column no. 4, for verification of IFSC code/MICR Code/Bank A/c No., DDO should get a copy of cancelled cheque of the payee's account or a photocopy of such cheque.
- Write "Same as above" in column, 9 a), if the Temporary address is same as Permanent address and in such case the other details in column 9 are not required to be filled.
- In column no. 12 the Category of the employee is to be filled up from these options:-- i) General, ii) OBC, iii) BCA, iv) BCB, v) SC, vi) ST, vii) EXM-GEN, viii) EXM-SC, ix) EXM-BCB, x) OSP-GEN, xi) OSP-BCA, xii) OSP-BCB, xiii) OSP-SC, xiv) PHC-Partially Deaf, xv) PHC-Blind or Low Vision, xvi) PHC-Ortho, xvii) EXM-Disabled, xviii) Children of Freedom Fighter.
- In column 19 the types of service is to be selected by employee, there are three cases in this step:--
Case (a) If the employee selects IAS/IPS/IFS/IRS/HPS/HCS, the employee has to select options given in Case (a), he has to fill all the columns of 20 a). **Case (b)** If the employee selects Centre Govt. Service, the employee has to give Date of Deputation.
Case (c) If the employee selects State Govt. Service, he has to select an option from the Column no. 19 c).
 If he selects **Fresh appointment** (Joined Govt. Service during the month), then he has to give all the details in column 19 c) (i).
 If he selects **On Deputation** he has to give the Date of Joining on Deputation. If the employee selects **Existing Employee**, then there is no need to give any other information. After completing the column 19 all the employees have to fill column 20, whether he has selected any option from Case (a) or not.
- In column 30, the options available for Source of recruitment are:--
 1. UPSC, 2. HPSC, 3. HSSSC, 4. Ex-Gratia, 5. Employment Exchange, 6. Departmental Recruitment, 7. S.A.S. Examination, 8. HSMITC, 9. Government Policy, 10. Direct, 11. Rajya Sainik Board, 12. Director Social Defence and Security, 13. Transfer Basis.

Note: Please use both sides of the paper to print this form

(To avoid mistake(s), please follow the accompanying instructions and examples carefully before filling up the form)

[illegible][illegible]

Sir/Madam,

I hereby request that a permanent retirement account number be allotted to me.

I give below necessary particulars :

Section A - Subscribers Personal Details (* Indicates Mandatory Field)

Signature/Left Thumb Impression
of Subscriber in black ink

1. Full Name (Full expanded name; initials are not permitted)

Please Tick ☐ as applicable.

Shri

Smt.

Kumari

First Name *

Middle Name

Last Name

2. Gender * Please Tick as applicable.

Male

Female

3. Date of Birth *

--	--	--	--	--	--	--	--

4. PAN

5. Father's Full Name:

First Name *

Middle Name

Last Name

6. Present Address:

Flat/Unit No, Block no. *

[illegible]

Area/Locality/Taluka

District/Town/City *

State / Union Territory *

Country *

Pin Code *

7. Permanent Address: If same as above, Please Tick ☐ else, _____

Flat/Unit No, Block no. *

Name of Premise/Building/Village

Area/Locality/Taluka

District/Town/City *

State / Union Territory *

Country *

Pin Code *

8. Phone No.

STD Code

Phone No. _____

9. Mobile No.

Section C - Subscriber's Nomination Details (* Indicates Mandatory Field for nominee)

1. Name of the Nominee *:

1st Nominee	2nd Nominee	3rd Nominee
First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

2. Date of Birth (In case of a minor)*:

1st Nominee	2nd Nominee	3rd Nominee

3. Relationship with the Nominee*:

1st Nominee	2nd Nominee	3rd Nominee

4. Percentage Share *:

1st Nominee	2nd Nominee	3rd Nominee

5. Nominee's Guardian Details (in case of a minor)*:

1st Nominee's Guardian Details	2nd Nominee's Guardian Details	3rd Nominee's Guardian Details
First Name *	First Name *	First Name *
Middle Name	Middle Name	Middle Name
Last Name	Last Name	Last Name

6. Conditions rendering nomination invalid:

1st Nominee	2nd Nominee	3rd Nominee

Section D - Subscriber Scheme Details

1st Scheme	2nd Scheme	3rd Scheme
Pension Fund Managers Name/Code	Pension Fund Managers Name/Code	Pension Fund Managers Name/Code
Scheme ID No./Name	Scheme ID No./Name	Scheme ID No./Name
Percentage Share	Percentage Share	Percentage Share

Section E - Declaration

I understand that there would be PFRDA approved *Terms and Conditions* for Subscribers on the CRA website *governing I-Pin (to access CRA / NPSCAN and view details) & T-pin*. I agree to be bound by the said terms and conditions and understand that CRA may, as approved by PFRDA, amend any of the services completely or partially without any new Declaration/Undertaking being signed.

I _____, the applicant, do hereby declare that
what is stated above is true to the best of my information & belief.

Date :

D	D	M	M	Y	Y	Y	Y

Signature/Left Thumb
Impression of Subscriber

INSTRUCTIONS FOR FILLING PRAN FORM

- This form is to be used by State Governments/ Union Territories/State Autonomous Bodies employees
- Form to be filled legibly in BLOCK LETTERS and in BLACK INK only.
- Details Marked with (*) are the mandatory fields.
- Each box, wherever provided, should contain only one character (alphabet/number/punctuation mark) leaving a blank box after each word.
- 'Individual' Subscriber should affix a recent colour photograph (size 3.5 cm x 2.5 cm) in the space provided on the form. The photograph should not be stapled or clipped to the form. (The clarity of image on PRAN card will depend on the quality and clarity of photograph affixed on the form.)
- Signature /Left thumb impression should only be within the box provided in the form. The signature should not be on the photograph. If there is any mark on the photograph such that it hinders the clear visibility of the face of the Subscriber, the application will not be accepted.
- Thumb impression, if used, should be attested by a Magistrate or a Notary Public or a Gazetted Officer under official seal and stamp.

Sr. No.	Item No	Item Details	Guidelines for Filling the Form
Section A - Subscribers Personal Details			
1	3.	Date of Birth	All Dates Should be in "DDMMYYYY" Format
2	6.	Present Address	All future communications will be sent to present address.
3	8, 9, 10	Phone No., Mobile No. & Email ID	It is advisable to mention either "Telephone number" or "Mobile number" or "Email id" so that Subscriber can be contacted in future for any discrepancy.
4	11	Subscriber's Bank Details	If Subscribers mentions any of the bank details, except MICR Code all the bank details will be mandatory.
Section B - Subscribers Employment Details			
It is mandatory to fill the Subscriber's Employment details in the application. The employment details should be filled by the respective DDO of the Subscriber and should be verified by the Authorised Signatory. DDO should ratify Overwriting / Striking off of any of the employment details.			
5	3.	PPAN	Kindly provide the PPAN (Permanent Pension Account Number) or equivalent number, if it has been allotted to the subscriber by the respective state government / Union Territory/Central/State Autonomous Bodies.
6	8 & 9	DTO Reg. No. & DDO Reg. No.	DTO Reg. No. and DDO Reg. No. is the unique Registration number allotted by Central Recordkeeping Agency.
Section C - Subscriber's Nomination Details			
7	4.	Percentage Share	Subscriber can nominate maximum of three nominees. Subscriber can not fill the same nominee details more than once. Percentage share value for all the nominees must be integer. Fractional value will not be accepted. Sum of percentage share across all the nominees must be equal to 100. If sum of percentage is not equal to 100, entire nomination will be rejected.
8	5.	Nominee's Guardian Details	If a nominee is a minor, then nominee's guardian details will be mandatory.
Section D - Subscriber scheme details			
If the Subscriber is unable to mention the Scheme details i.e. PFM Name, Scheme Name & Percentage Allocation he can contact the nearest Facilitation Centre (FC) for information or the Subscriber can also search for the scheme details on http://www.npsra.nsdl.co.in			
9	Scheme	Subscriber can select maximum three schemes. Details of the schemes are available on http://www.npsra.nsdl.co.in Subscriber can not fill the same scheme details more than once. If a scheme name is filled in the form for scheme setup there must be a PFM name and percentage contribution filled for that scheme. If the Scheme details are not filled, default scheme as approved by PFRDA will be applicable.	
10	Percentage Share	Scheme Contribution Value will be in terms of percentage. It cannot be in terms of amount. Percentage contribution value for all the schemes must be integer. Fractional value will not be accepted. If the sum of contributions (in percentage) across all the schemes is not equal to 100, the balance will be allotted to the default scheme approved by PFRDA.	

GENERAL INFORMATION FOR PRAN SUBSCRIBERS

- Subscribers can obtain the application form for PRAN in the format prescribed by PFRDA (Pension Fund Regulatory & Development Authority) from DDO or can freely download from the CRA website (<http://www.npsra.nsdl.co.in>).
- The request for a reprint of PRAN card with the same PRAN details or/and changes or correction in PRAN data can be made by filling up 'Request for change/correction in subscriber master details and/or re-issue of I-Pin/T-Pin/PRAN card' or/and 'Request For change in signature and/or change in photograph'. The form is available from the sources mentioned in (a) above.
- The Subscriber can obtain the status of his/her application from the CRA website or through the respective DTO.
- For more information
Visit us at <http://www.npsra.nsdl.co.in>
Call us at 022-24994200
e-mail us at info.cra@nsdl.co.in
Write to: Central Recordkeeping Agency, National Securities Depository Limited, 4th Floor, 'A' Wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel (W), Mumbai - 400 013.

PROFORMA - 'B'

Sr. No.	Name of the Employee to whom payment is to be made.	Bank Name	Bank Branch Address	Bank Account No. *1	MICR Code *2	IFSC Code of Bank Branch *3	PAN of the person *4	GPF Account No. in case employed before 1-1-06 / PRAN in case employed after 31-12-05.	DDO Code	Signature of Person as in col. 2.
1	2	3	4	5	6	7	8	9	10	11

- *1 Bank account number as printed on cheque or bank statement or bank pass book. A photocopy of same should be taken by DDO from the person.
 *2 MICR code is 9 digit code available on the cheque. So a crossed blank cheque should be taken by DDO from the person to verify the same.
 *3 IFSC code can be ascertained by person from his bank branch. Information is also available on RBI site www.rbi.org.in.
 *4 PAN as provided by Income Tax Department is compulsory if payment of Rs. 10000 or more is to be made to the person.
 DDO should get a photocopy of PAN card for verification.

Name of DDO :
 Signature of DDO
 Date :