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24/1/18

Computers - KKD

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,
NORTH-EAST DISTRICT, KARKARDOOMA COURTS, DELHI**

CIRCULAR

All the officers/officials, who are presently posted in North-East District/ drawing their salary during the financial year 2017-18 from North-East District, are requested to provide the IFSC code alongwith the cancelled cheque within 3 days to the Accounts Branch, North-East District, Karkardooma Courts, Delhi as the same information is required by the pay roll package. IFSC code for all employees will be mandatory from 1st March 2018 failing which this office is unable to prepare the salary of the officers/officials w.e.f March 2018 onwards.



(Deepak Jagotra)
District & Sessions Judge,
North-East District, KKD Courts, Delhi

No. 1404-1411 /Accts./North-East/PB/2018

Dated: 24/2/18

1. P.S. to Ld. District & Sessions Judge, North-East District, with the request to circulate the same among staff posted in District & Sessions Judge Office.
2. Member Secretary, DLSA, Patiala House Courts Delhi with the request to circulate the same among the staff working in diverted capacity and drawing salary from North-East District
3. All DDOs, Central District (THC), North District (Rohini), West District (THC), New Delhi District (PHC), South District (Saket), South East District (Saket), East District (KKD), Shahdara District (KKD), North-West & Outer District (Rohini) and South West District (Dwarka).
4. All the Judicial Officers, North-East District, KKD Courts, Delhi with the request to circulate the same among the staff posted in their respective courts.
5. A.O. (Judicial)/ Branch In-charge, Family Court, North-East District with the request to circulate the same among the staff posted in Family Court in diverted capacity and drawing salary from North-East District.
6. Sr. A.O. (Judicial)/A.O. (Judicial)/ Branch In-charge, all Branches North-East District, KKD Courts, with the request bring the same to the notice of the staff posted in the Branches.
7. Office Record.
8. Website Committee, Computer Branch, Karkardooma Courts, Delhi.



(District & Sessions Judge)
North-East District, KKD Courts, Delhi

FORM FOR UPDATION IFSC CODE IN PAY ROLL PACKAGE

1. NAME OF THE OFFICER /D.O.B. : _____
2. S/O, W/O, D/O : _____
3. DESIGNATION : _____
4. 10 DIGIT INCOME TAX PERMANENT ACCOUNT NO. : _____
(Please attach photocopy of PAN Card)
5. Aadhar Card No. : _____
6. PARTICULARS OF BANK ACCOUNT
- A. IFSC CODE : _____
- B. ACCOUNTS NO.(AS APPEARING ON THE CHEQUE BOOK) : _____

NOTE : Please attach a photocopy of Pan Card, Aadhar Card & a blank cancelled cheque, with signature.

DATE OF EFFECT :

I hereby declare that the particulars given above are corrects and complete.

Date :

SIGNATURE

Mob. No. _____

Present Posting: _____

Fmp.Code : _____

E-mail ID : _____