OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH DISTRICT, ROHINI COURTS: DELHI

CIRCULAR

All the Judicial Officer/Officials of this office who are drawing salary from North District are requested to submit the copy of cancelled cheque as the same is required to update the IFSC Code in salary detail of 7th CPC payroll package by the Pay & Accounts Office. All the officers and staff member are requested to comply it within 04 days, lest there be any delay in disbursing the salary for the month of March-2018. It is intimated that salary cannot be disbursed without IFSC Code. Kindly find enclosed a form for this purpose.

(NEERAJ GAUR)
Head of the Office (Link)
North District, Rohini Courts.
Delhi

NO6252-6308**/Accts./North/RC/2018** **Dated**28/2/18

Copy forwarded for information to:

1. P.S. to Ld District & Sessions Judge, North District, Rohini Courts, Delhi.

2. All the Ld. Judicial Officers posted at North District, Rohini Court Complex with the request to bring the same to notice of the staff under their kind control..

3. All the Administrative Officers/ Superintendents/ Branch In-Charges posted at North District, Rohini Court Complex with the request to bring the same to notice of the staff under their kind control.

4. The PRO/ APRO, North District, Rohini Courts, Delhi.

5. All the Drawing and Disbursing Officers, Central District (THC), West(THC), New Delhi(PHC), East, North East, & Shahadra (KKD), South and South East, (Saket), North-West (Rohini) & Dwarka Districts.

6. Website committee, computer branch, Rohini Courts, Delhi.

7. Office Record.

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:_____

Emp.Code :_____

E-mail ID :_____