Most Urgent

OFFICE OF THE DISTRICT & SESSIONS JUDGE
NORTH-WEST DISTRICT ROHINI COURTS DELHI

CIRCULAR

All the Judicial Officers and staff of this office who are drawing salary from North-West 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 Pay and Accounts Office. All the officers and staff members are requested to comply it with in three days, lest there be any delay in disbursing the salary for the month of March 2018. It is intimated that salary can not be disbursed without IFSC code. Kindly find enclosed a form for this purpose.

(Rajneesh Kumar Gupta)
Additional District & Sessions Judge
Head of Office, North-West District
Rohini Courts, Delhi

No. 6008-6086 **/PB/Accts/NW/RHN/2018** **Dated.** 26/2/18

Copy forwarded to :-

1. P/S office of the Ld. District & Sessions Judge, North-West District, Rohini Courts, Delhi.
2. All Ld. Drawing & Disbursing Officer, Central District (THC), West District (THC), New Delhi District (PHC), East District, Shahdara District & North East District (KKD), South and South East District (Saket), North District (Rohini), and South West District, Dwarka with the request that these instruction may please be brought to the notice of the staff posted in your District but drawing salary from North-West District, Rohini Courts.
3. All the Judicial Officers, North-West District, with the request to circulate it among the staff working under their control.
4. Administrative Officer(J)/Accounts Officer/PRO/APRO/Branch Incharge at North-West District, Rohini Courts with the direction to circulate the same among the staff working under their control.
5. Website Committee with request to put the same on website of the Delhi District Courts.

(Rajneesh Kumar Gupta)
Additional District & Sessions Judge
Head of Office, North-West District
Rohini Courts, Delhi
26/2/18

Form for updation IFSC Code in payroll package.

Name of the officer/official : _____

S/o/W/o/D/o : _____

Designation : _____

PAN number (10 digit) : _____

Aadhar card number : _____

Bank account number : _____

M.I.C.R. number : _____

IFSC code : _____

Name and address of bank : _____

_____

_____

Note:-

1. Attach copy of cancelled cheque and PAN card with signature.
2. Employee name must be tallied with the bank and office record.

Date:-

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

Signature: _____

Full Name/E.Code _____

Place of Posting _____

Mobile No. _____