OFFICE OF THE DISTRICT & SESSIONS JUDGE,
SHAHDARA DISTRICT, KARKARDOOMA COURTS, DELHI

CIRCULAR

All the officers/officials, who are presently posted in Shahdara District/ drawn their salary during the financial year 2017-18 from Shahdara District, are requested to provide the IFSC code alongwith the cancelled cheque with in 3 days to the Accounts Branch, Shahdara 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 and to fill IFSC code for all employees failing which this office is unable to prepare the salary of the officers/officials w.e.f March 2018 onwards.

24/2/18

(A.S. Jayachandra)
District & Sessions Judge
Shahdara Distt., KKD Courts, Delhi.

No./266-/273**/Acctts./SHD/PB/2018** **Dated:** 24/02/2018

1. P.S. to Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
2. P.S. to Ld. District & Sessions Judge, Shahdara District, Karkardooma Courts Delhi.
3. All DDOs, Central District (THC), North District (Rohini), West District (THC), New Delhi District (PHC), South District (Saket), South East District (Saket), North-East District (KKD), East District (KKD), North-West & Outer District (Rohini) and South West District (Dwarka) **for information only.**
4. All the Judicial Officers, Shahdara District, KKD Courts, Delhi with the request to bring the same to notice of the staff under their kind control.
5. A.O. (Judicial)/ Branch In-charge, all Branches Shahdara District, KKD Courts, with the request to bring the same to notice of the staff under their kind control.
6. A.O. (Judicial)/ Branch In-charge, Family Court, Shahdara District with the request to bring the notice of the staff under their kind control in Family Court in diverted capacity and drawing salary from Shahdara District.
7. Member Secretary, DLSA, Patiala House Courts Delhi with the request to bring to the notice of the same staff under their kind control and drawing salary from Shahdara District.
8. Office Record.

(A.S. Jayachandra)
District & Sessions Judge
Shahdara Distt., 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:_____

Emp.Code :_____

E-mail ID :_____