

**AUD
FINANCE DIVISION**

August 4, 2011

Sub: Transfer of Salary to the existing bank accounts through ECS

This is in continuation of earlier circular dated July 13, 2011 regarding submission of information relating to various items mentioned therein. A decision has also been taken with regard to deposit of salary in respect of faculty/staff members through ECS to the respective Accounts maintained by them in various Banks. It is, therefore requested that the enclosed proforma may be filled and submitted to the Finance Division positively by 15th August 2011 so that the Finance Division could start the process for deposit of salary from August 2011 onwards.


(Asha Rungta)
Controller of Finance

**All Deans
Registrar (Admn.)
Director (CECED)
All Faculty/Staff Members**

Copy to: VCO

AMBEDKAR UNIVERSITY, DELHI

DECLARATION FORM [For Existing Account Holder]

(To be submitted by the Employee in triplicate)

To

The.....
(The Head of the office)

.....
(Address of the office)

Subject: Payment of Salary through my Savings Bank Account.

Sir,

As per implementation by Ambedkar University, Delhi of e-Payment of Salary Scheme, 2011, I write to inform you that I have a Savings Bank Account in my name at the Branch (designated branch) of the Bank. Kindly arrange to remit the amount of my salary for every month, hereinafter, to the said branch.

The details of my particulars are furnished below:

1. Name of the employee:.....
(Capital letters)

2. Designation:.....

3. Residential Address:.....
.....

4. G.P.F. Account No:.....

5. (a) Male / Female:.....(b) Married / Unmarried:.....

6. Date of Birth:.....

7. Gross (Present) Monthly Salary: Rs.

8. RTGS Code of the bank/IFSC Code:..... (refer Cheque book for the code)

9. N.P.S. Account No.:.....

10. (a) Existing Savings Bank Account No.,(if any):
(b) Name of Bank & Branch with Bank Code:

I hereby declare that I and my heirs and successors accept the liability of making good to Ambedkar University, Delhi the overpayment, if any, made to me under the scheme.

I hereby authorise.....Branch (name of the Branch) of the Bank.....to receive my Salary on my behalf for credit to my account as stated above and further authorise that the receipt of credit given by the bank for the amount of my salary shall be treated as legal quittance.

Yours faithfully,

Date:

(Signature of the employee)

(To be filled up by the Head of Office)

Forwarded to the.....Bank..... Branch with the request to open a Savings Bank Account Preferably with ATM facility in the name of the employee.

Date:

Signature of the Head of office
(Office Seal)

(To be filled up by the bank)