

**PROFORMA TO BE SUBMITTED BY EMPLOYEES FOR CHANGE OF  
BANK ACCOUNT FROM ONE BANK TO ANOTHER BANK FOR  
DRAWAL OF SALARY.**

- 1.(a) Name of the Employee :
- (b) Designation :
- (c) PF No. :
- (d) Bill Unit No. :
- (e) Section/Unit/  
Office/Division/Workshop :
- 2.(a) Name of the Bank from which salary  
being drawn presently :
- (b) Address of the Bank :
- (c) Bank Account No. :
- 3.(a) Name of the Bank to which salary  
now required to be credited :
- (b) Address of the Bank :
- (c) Bank Account No. :
- 4 Reasons for change of Bank  
requested now. :
- 5.(a) Indicate whether any loan has been  
availed from the existing bank from :  
which salary now being drawn.
- (b) If Yes, indicate the details of :
- (i) Total amount of loan availed. :
- (ii) Amount repaid till date :
- (iii) Outstanding Loan Amount  
still to be repaid, including :  
interest

