

**OFFICE OF THE DISTRICT PRIMARY SCHOOL  
COUNCIL, PURULIA**

Hill View Ground, Amdiha, Post.- Dulmi-Nadiha, Dist.- Purulia, PIN-723102.  
Phone & Fax: 03252-222810, EMAIL:- dpssc.purulia@yahoo.in

Office Memo No:- 1932/45

Date:- 23/09/2022

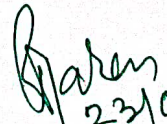
**From:-** Chairman/Secretary,  
Dist. Pry. School Council, Purulia.

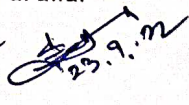
**To:-** The Sub-Inspector of Schools,  
All Circles under Purulia.

**Sub:- Guidelines for forwarding Salary Account Change of  
the Primary Teachers under Purulia District.**

A large number of prayer for salary account change are pending at DPSC end. From now all Sub-Inspector of Schools under Purulia District are requested to scan the applications of the teachers for account change and recommend the application only after satisfying the need of the teacher for salary account change.

A blank application form for change of Bank / Branch change is attached with this letter.

  
23/09/22  
Chairman/Secretary,  
Dist. Pry. School Council,  
Purulia.

  
23.9.22

**CONDITIONS FOR SALARY ACCOUNT CHANGE:-**

*BANK CHANGE WILL BE ALLOWED UNDER FOLLOWING CONDITIONS :-*

1. DISTRICT TRASFER WITHIN LAST 1 YEAR
2. ONLY BRANCH CHANGE ALLOWED DUE TO TRANSFER WITHIN LAST 1 YEAR (BANK ACCOUNT WILL BE SAME ONLY IFSC CODE CHANGE IS ALLOWED). If same bank will be not available at current block then only bank change will be taken for consideration.
3. DUE TO POOR SERVICE IN BANK AFTER COMPLETING FOLLOWING STEP  
**STEP-1** :- LETTER TO BRANCH MANAGER WITH DETAILS OF COMPLAIN . PROVIDE 7 DAYS TO REACT FROM BANK SIDE.  
**STEP-2**:- IN CASE OF FAILURE OF STEP 1 WRITE LETTER TO REGIONAL / ZONAL BRANCH OF THE BANK BY MENTIONNING COMPLAIN DETAILS . PROVIDE 7 DAYS TO REACT FROM BANK SIDE.

AFTER FAILURE OF STEP-2 SUBMIT APPLICATION TO THE CHAIRMAN, DPSC, PURULIA BY PROVIDING ALL PRIVIOUS CORRESPONDINGS WITH BANK AND NOC FROM BRANCH.

EXCEPT ANY ONE OF ABOVE THREE CONDITIONS, NO PRAYER FOR BANK CHANGE/BRANCH CHANGE WILL BE ACCEPTED IN DPSC, PURULIA.

**APPLICATION OF BANK ACCOUNT/ IFSC CHANGE**

To,  
The Chairman,  
DPSC, Purulia.

**Subject :- Application for Bank / only Branch (Put ✓)Change.**

Respected Sir,

I herewith request you to consider my Bank / only Branch (Put ✓) with following details:-

1. Name of the Teacher:-
2. i-OSMS Code of the teacher:-
3. Name of the School:-
4. Name of the Circle:-
5. Bank Details of the Present Salary Account:-
  - I. Bank Account No.-
  - II. Name of Bank:-
  - III. IFSC Code:-
  - IV. MICR No.-
  - V. Branch Name:-
  - VI. Branch Code:-
  - VII. Block :-
  - VIII. Sub- Division:-
6. Bank Details of the New Account:-
  - I. Bank Account No.-
  - II. Name of Bank:-
  - III. IFSC Code:-
  - IV. MICR No.-
  - V. Branch Name:-
  - VI. Branch Code:-
  - VII. Block :-
  - VIII. Sub- Division:-
7. Reason for Account Change (**Put ✓**):-
  - District Transfer on \_\_\_\_/\_\_\_\_/20\_\_\_\_ . (within 1 year from date of application)
  - Circle Transfer on \_\_\_\_/\_\_\_\_/20\_\_\_\_ . (within 1 year from date of application)& Branch not available at present block (only applicable for Branch Change).
  - Circle Transfer on \_\_\_\_/\_\_\_\_/20\_\_\_\_ . (within 1 year from date of application)& Bank not available at present block.
  - Poor Service of Bank even after made complain to Zonal / Regional Branch.
  - Others (Specify - \_\_\_\_\_).

**Date:-**

**Place:-**

**Signature of Applicant**

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Circle Office Memo No:-

Date:-

Forwarded to the Chairman, DPSC, Purulia with the recommendation of Bank/ Branch Change.

**Date:-**

**Place:-**

**Sub-Inspector of Schools,**

\_\_\_\_\_ Circle, Purulia.

**## Must attaché NOC of the bank and relevant documents to justify the reason.**