



## West Bengal Khadi & Village Industries Board

(ESTABLISHED UNDER W. B. ACT. XIV. OF 1959)

12, B. B. D. BAG, KOLKATA - 700 001.

Fax: (033) 2231-1279/1281  
Office (PBX): (033) 2230-6298  
Addl. Exe. Officer: (033) 2210-4426

Chief Executive Officer: 2213-0304  
Secretary: 2231-1279  
F.A.&C.A.O.: 2231-1280

Memo No. 2369(19)/KB/Acct/D.A/c.(9)2018-19

Dated. 20<sup>th</sup> November, 2018

To  
All District Officers,  
M/s. \_\_\_\_\_  
Sri/Smt. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Sub : Submission of Banking details as per proforma**

Sir/Madam,

I am enclosing herewith a proforma for submission of your Banking details for availing the facility of e-payment. Copy of the same may be seen from our website [www.wbkvib.org.in](http://www.wbkvib.org.in)

The proforma should be submitted at an earliest for disbursement of your claim/Salary/Pension through e-payment from Pay & Accounts Office-II, Kolkata.

This may be treated as top most priority.

Encl : As Stated above

Yours faithfully,

*[Handwritten Signature]*  
26/11/18

**MADHUSUDAN NASKAR, W.B.A & A.S**  
Financial Advisor & Chief Accounts Officer  
W.B. Khadi & Village Industries Board under  
MSME&T Deptt. , Govt. of West Bengal

1. District Officers are requested to collect the enclosed proforma duly filled and a copy of the Cancelled Cheque leaf from all the employees under your control, all contractors of different Projects in your District, all the Societies/Institution of Khadi & V.I Societies & send this office for necessary action.
2. All the concern are requested please to submit urgently for enclosed proforma duly filled & a copy of the Cancelled Cheque for e- payment from the Pay & Accounts Office-II, Kolkata for disbursement of your payment.

*[Handwritten Signature]*  
26/11/18

**MADHUSUDAN NASKAR, W.B.A & A.S**  
Financial Advisor & Chief Accounts Officer  
W.B. Khadi & Village Industries Board under  
MSME&T Deptt. , Govt. of West Bengal

Mandate by the Payee for e-Payment from Treasury

To  
The Chief Executive Officer,  
W.B Khadi & V.I Board,  
12,B.B.D Bag, Kolkata-1

*Sub : Payment through Electronic mode*

Sir,

I/we am/are giving option for availing the facility of e-Payment. Kindly arrange to remit the amount to my/our Bank Account hereinafter. The details of my/our particulars are furnished below:

1. (a) Name of the Claimant/Payee/Recipient :

(b) Address :

(c) Contact No. Land Line No.

Mobile No.

(d) Bank Account No. (CBS attotted A/c. No.)

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(e) Branch IFSC : ( 11 digits )

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(f) Branch MICR : ( 9 digits )

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The Bank particulars furnished above is correct and true.

I/we hereby declare that I/We and my/our heirs and successors accept the liability of making good to government the overpayment, if any, made to me/us under the scheme.

I/We hereby authorize \_\_\_\_\_ Branch of the \_\_\_\_\_ Bank to receive amount on my/our behalf for Credit to my/our account as stated above and further authorize that the receipt of credit given by the bank for the amount of my/our account shall be treated as legal quittance.

Yours faithfully,

(Signature of the Claimant/Payee/Recipient)

(To be accepted by the Head of Office)

Date:

Signature of the Head of Office with Seal

(a) ID No. & Nature of ID (i) For individual : It should be Voter Card, Aadhar Card or PAN Card or any other Identity Card issued by the State Government/Government Autonomous Bodies /Local Bodies,(ii) For Autonomous Body/Firm/Company : Registration No. or PAN / TAN Number or Trade License.

(b) Verification of Bank Particulars : Copy of the 1<sup>st</sup> page of the Pass Book along with a copy of cancelled cheque or certified by the concerned Bank Branch.