

Government of West Bengal
Finance Department
Audit Branch (Group T)
"NABANNA" 325, Sarat Chatterjee Road, Howrah-711102
(E-1195826)

No: 3150- F(Y)

Date 28.08.2025.

MEMORANDUM

Subject: Changing the salary-linked bank account of the Government employees from one Bank to other.

The State Government vide Memorandum No. 2536-F(Y) dated 31.03.2011 prescribed some provisions for changing the salary-linked bank account of the Government employees from one Bank-Branch to other.

Now for making the matter more simplified and convenient, the Governor is pleased to make the following guidelines for changing the salary-linked bank account of the Government employees from one Bank to other –

1. For changing of salary-linked bank account the employee have to apply to the Head of the office with the dully filled 'Option Form' (Annexed herewith) .
2. The employees who have bank loans/any outstanding liability under Housing Loan Scheme of Government of West Bengal vide Memo No. 90-FB dated 13.01.2005 for SBI, No. 1456-FB dated 08.11.2006 for UBI and No. 1847-FB dated 16.012007 for WB Co-Operative Bank Ltd and any other similar orders against their salary linked bank account, need to submit 'No-Objection' or 'No-Liability' Certificate issued by the concerned Bank Branch for changing the existing Salary Account.
3. The employees other than SI No. 2 above need not submit any 'No-Objection' or 'No-Liability' Certificate for such changing of salary linked bank account. They will submit only the 'Option Form'.
4. Changing of salary linked bank account of the employees may be allowed once in every block of three years except for the cases where the distance between the new place of posting/Residence of the employee and the Bank/Branch is more than 10 KM.
5. This Memo issues in supersession of earlier F.D. Memo No. 2536-F(Y) dated 31.03.2011.



(P K Mishra, IAS)
Additional Chief Secretary
to the Government of West Bengal

Copy forwarded for information and necessary action to:

1. Principal Accountant General (A&E), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
2. Principal Accountant General (Audit), West Bengal, Treasury Buildings, 2, Government Place West, Kolkata – 700001.
3. Accountant General (Receipt Works & Local Bodies Audit), West Bengal, CGO Complex, 3rd MSO Building, 5th Floor, Block DF, Sector I, Salt Lake, Kolkata – 700064.
4. Additional Chief Secretary / Principal Secretary / Secretary, _____ Department.
5. Special Secretary/Additional Secretary/Commissioner/Joint Secretary/Deputy Secretary, Finance Department.
6. Financial Advisor, _____ Department.
7. Commissioner, _____ Division, _____.
8. Director, _____.
9. Director of Treasuries & Accounts, West Bengal, Mitra Building, 8, Lyons Range, 3rd Floor, Kolkata – 700001.
10. District Magistrate / District Judge / Superintendent of Police, _____.
11. Sub-Divisional Officer, _____.
12. Block Development Officer, _____.
13. Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata – 700087.
14. Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, Khadya Bhawan, 11A Mirza Ghalib Street, Kolkata – 700087.
15. Pay & Accounts Officer, Kolkata Pay & Accounts Office-III, Subhanna, 5th & 6th Floor, Sector I, Salt Lake, Kolkata – 700064.
16. Treasury Officer, _____.
17. Group _____ / _____ Branch, Finance Department.
18. Sri Sumit Mitra, Network Administrator, Finance (Budget) Department. He is requested to upload copy of this order in the website of Finance Department.
19. Manager, SBI/UBI/WBSCB Ltd/ _____.


Deputy Secretary to the
Government of West Bengal

OPTION FORM TO CHANGE SALARY-LINKED BANK ACCOUNT

1. Name of the Employee :

[As appears in the Bank Account]

2. Designation :

3. Name of the Department :

4. HRMS ID :

5. Personal Contact No:

Office Tel. No:

Ext :

6. Employee's GPF A/c No.

7. Particulars of the Existing Bank Account:

(a) Name of the Bank:

(b) Name of the Branch:

(c) Account Number :																			
----------------------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

8. Particulars of the New Bank Account:

(a) Name of the Bank:

(b) Name of the Branch:

Address

Telephone No. [If available]

(c) IFSC Code																			
(d) 9-digit MICR Code																			
(e) Account Type :																			
(f) Account Number :																			

[The bank account may be in 'Single Name', 'Joint Name', and in 'Former or Survivor' or 'Either or Survivor' mode. But the First Name should be the employee's name. [Please attach a blank cancelled cheque or photocopy of a cheque for verification of the above particulars.]

10. Reasons for changing the salary Account :

I hereby declare that the particulars given above are correct and complete. I further declare that the credit given by the bank to my account as stated above shall be treated as legal quittance for the amount of my salary.

Encl: No-Objection/ No Liability Certificate of the Bank or None of these (strike out which is not applicable)

Date:

Signature of the Employee

No.

Date :

Particulars as stated above were verified by me and the concerned employee may be allowed to change his salary-linked bank account.

Name of the Officer:

Signature of Head of Office:

Designation :