

Last date. 09/03/2018

TIME BOUND

**OFFICE OF THE COMMISSIONER OF INDUSTRIES
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
419, PATPARGANJ INDUSTRIAL AREA,
DELHI-110092.**

CIRCULAR

It is hereby requested to all the Officers/officials to furnish self attested photocopy of their cheque wherein the details i.e. **IFSC code and MICR Code** **alongwith your more than 10 digit bank Account Number** is mentioned which is required for preparation of salary bill w.e.f. March 2018..

Further It is also requested that **E-mail ID** may also be furnished so that the pay slip for each month may be sent to the concerned Officers /Officials on their E-mail ID.

The above details may be furnished latest by **9th March, 2018** positively.

R.K. Bansal

(R.K Bansal)

Finance Officer

F.No.CI/Accts/Misc/2017-18/ 305

Dated: 01/03/2018

Copy to:-

01. PS to Commissioner, Industries Department, Govt of NCT of Delhi.
02. PS to Spl. Commissioner, Industries Department, Govt of NCT of Delhi.
03. All the Branch Incharge with the request to direct the Official concerned to prepare the list.
04. FO/AAO, Department of Industries,
05. Dealing Assistant of Accounts Branch.
06. Computer Cell with the request to upload on the website of Department.
07. Guard file.