

Request format for opening a bank / Spl.TSB Account

1	Name of Department			
2	Name of Office			
3	Designation of Officer to be designated as Account Holder			
4	Source of funds			
5	Scheme/Project for which the account is required			
6	Operational guidelines, if any for the utilization			
7	Whether scheme/ project is under pain or non plan			
8	Period of the scheme			
Details of Existing Accounts:				
9	Account Holder	Account Number	Type TSB/Bank	Name of Treasury / Bank & Branch
10	Treasury / Bank where accounts is to be permitted.			
11	Recommendation of Admn Dept			

Place:

Date:

Signature

Name & Designation of HOD