Requirements for the Add/Change of Bank account

**Bank document having the following information**

1)Single Document having the Account Holder Name, Bank Account No and IFSC of Bank branch

like

Cancelled cheque having the Name Printed in its Signature Panel

or

copy of statement having unmasked account No. along with IFSC and Name of the account holder

Or

2) One document having the Account Holder Name and Bank account + one Document having the Account No. and IFSC.

(eg. Copy of Cheque which is not having Name printed in its Signature Panel +copy of Internet banking account details showing Account No., along with Account Holder Name)

The Name As per HR and Name of the Bank account holder should be identical and in same order.

(R K Das in HR should be the same as R K Das in the Bank account else it will not be accepted

R Kumar Das in HR should be the same as R Kumar Das)

If the name mismatch is not correctable immediately, then the staff needs to down fill, sign and upload the undertaking form that is available at iEngage.