

BENEFICIARY DETAILS	
Name of the Institution / Employee Name	
Address of the Institution / Employee	
PIN Code	
Name, Designation and Contact number of the responsible person	
Bank Details	
Name of the Bank	
Account name as in the pass book	
Branch	
Bank A/c No. (In figures & words) (eg:6348905 – Six three four eight nine zero five)	
IFSC Code /RTGS	
Aadhar Number	
PAN Number	
For Demand Draft	
Payable to (Name same as in Bank account)	
Payable at (Place)	
Name, Designation & Signature with Office Seal	

If PAN is not provided, TDS at 20% of the amount due shall be deducted as per the Income Tax Act.

Please enclose the first page of Pass book.