

Government of West Bengal
Directorate of Madrasah Education
Bikash Bhaban, South Block, 2nd Floor, Salt Lake City, Kolkata -700091.
Phone: 033-2237-1319

Memo. No. 251-ME

Dated:12.02.2018

From: Abid Hussain, WBCS(Exe.),
The Director of Madrasah Education, West Bengal
& Ex-officio Jt. Secretary to the Govt., of W.B.

To: The Headmaster/Headmistress/TIC/MSS/SSS,
All Recognized Govt. Aided Madrasahs, All MSKs and SSKs, (All Districts).

Sub: Submission of Correct Bank Account Details of his/her Institution.

In connection with the subject mentioned above, it is noticed that some of the Institutions have submitted more than one bank account details to the office of the undersigned. It is also seen that, the number of Bank Accounts of various Institutions are inactive. As a result some problems have been arising at the time of fund transfer in connection with different schemes of the Government.

Therefore, the Head of the Institutions are requested to submit/send only **01(One)** Bank Account Details for transferring funds for ACR/ Toilet/ Drinking water/Furniture/ Laboratory equipment etc. or any other development fund to this end by e-mail (wbmedirectorate@gmail.com) in the prescribed format as given below within **2-3 days** from the date of receipt of this letter. It may be noted that fund cannot be transferred unless correct Bank Account Details is received to this end.

This may be treated as extremely urgent.

FORMAT OF THE BANK ACCOUNT DETAILS

Name of the Institution

District: **Phone No:**

Name of the Bank :

Name of the Branch:

Type of the Account (Current/ Savings) :

Name of Account Holder:

Account No.:

IFSC Code:

MICR No.:

Encl: Copy of cancelled cheque.

Seal and Signature of Head Master/ Head Mistress
/T.I.C./ MSS /SSS.


Director of Madrasah Education, W.B.
12/2/18