

West Bengal State Electricity Distribution Company Limited

(A Govt. of West Bengal Enterprise)

Registered Office: Vidyut Bhavan, Bidhannagar, Block-DJ, Sector-II, Kolkata-700 091

CIN: U40109WB2007SGC113473, website: www.wbsedcl.in

Office Order No. 987

Dated : 22-08-2015

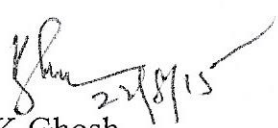
Sub: All type of payments through bank transfer

It is here by directed that all payments should be routed through bank transfer (RTGS/NEFT) including payments to employees as well as to the Contractors, Suppliers, Agencies, Consultants etc. by 31st August'2015.

In this respect following to be noted:

- i. A filled up mandate form with bank details to be collected from the respective Contractors, Suppliers, Agencies, Consultants etc. with necessary authentication. Specimen copy of mandate form is enclosed here.
- ii. Mandate form should be preserved at the Concerned Office for future reference.
- iii. Payment clause of all types of Orders (Supply/Erection etc.) should contain bank detail of Vendor as per mandate form submitted.
- iv. Payment information to be provided to recipients from the concerned offices.

All the Controlling Officers are directed for strict compliance of the same.


K. K Ghosh
Director (HR)

- 1. NAME OF THE VENDOR
- 2. ERP VENDOR NO :
- 3. Vendor Type : Company / Partnership / Proprietorship/ Self help Grp/ HUF/ Others (To be specified)
- 4. ADDRESS:
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- 5. TELEPHONE NO & FAX NO:
- 6. MOBILE PHONE:
- 7. E-mail:
- 8. P.A.N. NO. : (MANDATORY) :

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- 9. SERVICE TAX REGISTRATION NO
- 10. VAT REGISTRATION NO :
- 11. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)
- (i) Name of Account Holder.....
- (ii) BANK NAME:
- (iii) BRANCH NAME & ADDRESS:
- iv) BANK BRANCH TELEPHONE NO:
- (v) Account type (whether SB or Current) :
- (vi) ACCOUNT NO:

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(vii) BANK'S MICR CODE :

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(viii) BANK'S IFS CODE:

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12. DECLARATION OF THE PARTY:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or Not Affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.

Date:

Signature of the Vendor

N.B.: [Where the cheque does not carry IFS Code an attestation from Bank attesting the IFS Code should be given.]

SIGNATURE OF BANK OFFICIAL WITH SEAL