

To:-

Controller Of Administration,  
CSIR-Structural Engineering Research Centre,  
CSIR Campus,Chennai-113.

Dear Sir,

The following is confirmation / updating of my bank account details and I hereby affirm our choice to opt for payment of amounts due to under various purchase orders contracts through electronic mode. I understand that CSIR-SERC also reserve the right send payment due to me by a cheque / demand draft Electronic mode through a banker.

A. DETILS OF ACCOUNT:-

1. Contractor Name :-
2. Address :-
3. Fax Number :-
4. Pan Number :-
5. Tin Number  
with Concern  
Commercial Tax Office Address :-
6. Mobile Number :-

B. Particulars of Bank Account:-

1. Bank Name :-
2. Branch Name & Code :-

3. Branch Address :-
4. MICR Number :-
5. Account Type :-
6. Account Number :-
7. IFCS Code of Branch  
(For RTGS) :-
8. IFCS Code for the Branch  
(For NEFT) :-

I hereby confirm that the particulars given above are correct and complete also undertake to promptly advise any changes to the above details of CSIR-SERC. If the transaction is delayed or not effected for the reason of incomplete or information or banking delays I shall not hold CSIR-SERC responsible. The online banking Charges will be borne by us.

Thanking You,

**Note:-**

1. Bank details to be confirmed by the bankers. Such Confirmation shall be duly signed by the Bankers.
2. Please enclose Cancelled / Photocopy of a Cheque.
3. Please enclose a Pan card photocopy.
4. Please enclose a Tin number with Concern Commercial Tax Office Address.