

 The Islamia University of Bahawalpur

Office of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. \_\_\_\_\_\_\_

Dated:

The Treasurer,

The Islamia University of Bahawalpur

**Subject: REQUEST FOR CHANGE OF AT WORK ACCOUNT**

Dear Sir,

 It is requested that please update Bank Account Number of following staff member(s) working in this department.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sr.****No.** | **Emp. Code** | **Name & Parentage** | **Designation** | **CNIC** | **New Account Number** | **Old Account Number** |
| 1. |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |

Signature of HoD/Chairman/Dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Report by Bank:**

Signature \_\_\_\_\_\_\_\_\_\_

Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_