**Annexure I**

**Sample Application –cum-undertaking letter for opening / conversion of Savings account into SGSP- GoTN**

**From**

{Your Name},

{Account Number}

IFHRMS EMPLOYEE ID,

Designation,

Department Name,

Address

**To**  
The Branch Manager,

Canara Bank,

[Branch Name]

**Subject:** Request to Convert Existing SB Account ({Account Number} ) / opening of account under State Government Salary Package Account

**Dear Sir/Madam,**

I, ***[Your Full Name]***, am an existing holder of your esteemed bank under Savings Bank Account No. ***[Account Number], [IFSC], [Branch] / intend to open account with your bank***. I am currently employed as ***[Your Designation]*** in the ***[Department Name]*** under the Government of Tamil Nadu.

I have gone through the benefits offered by your bank for the SGSP Account. Hence, I hereby request you to kindly **convert my existing SB Account** / **open account** under **State Government Salary Package Account** to avail the benefits associated with the salary account.

Further, I hereby give my consent to your bank to share my personal data with the companies/ entities offering the complimentary benefits/ special features related to the salary package account for the purposes of availing such benefits/ features.  I agree and hereby give my consent to your bank that same nominee given in the SB account opening will be a nominee for **State Government Salary Package Account** for receiving of insurance benefits.

I hereby agree to maintain this account for a minimum period of 12 months with your bank.

Thank you.

Yours faithfully,

(Signature)

Date : Name :

Place: Mob. No. :

(PTO)

**Documents Enclosed:**

1. Copy of SB Account Passbook.
2. Copy of Government Employee ID Card/Appointment Letter.
3. Latest Salary Slip.
4. KYC Documents (Aadhaar, PAN, etc.).
5. Any other documents required by the bank.

**Bank specific forms can be downloaded from Kalanjiam/ respective   
 bank’s portal.**

**Banks should provide all the necessary forms and applications to DTA**

**Annexure VII**

**Consent/ Undertaking – cum - Application Form**

**(To be taken from all salary account holders - new / existing / applying for conversion)**

**The Branch Manager**

Canara Bank

………………Branch

…………………………

Dear Sir,

***CANARA SB PREMIUM PAYROLL PACKAGE- GOVERNMENT OF TAMILNADU***

**CONSENT AND UNDERTAKING FROM SALARY PACKAGE ACCOUNT HOLDERS FOR NO DUE CERTIFICATE, SHARING OF PERSONAL DATA WITH THIRD PARTIES**

1. I hereby undertake that I shall obtain a ‘No Dues Certificate’ from Canara Bank in case I desire to shift my account to any other Bank for credit of Salary. I further undertake that I shall not seek to change my Salary Bankers from Canara Bank unless I have liquidated all loans outstanding with Canara Bank.

2. I hereby give my consent to Canara Bank to share my personal data with the companies/ entities offering the complimentary benefits/ special features related to the salary package account for the purposes of availing such benefits/ features.

3. I understand that auto sweep facility can be provided in this account and the special request is being submitted for the same separately.

Yours faithfully,

(Signature)

Date : Name :

Place : Mob. No. :

**Annexure VIII**

**To**

**The Branch Manager**

**Canara Bank**

**Branch**

Dear Sir,

**CANARA SB PREMIUM PAYROLL PACKAGE - REQUEST FOR ISSUANCE OF NOC TO TRANSFER SALARY FROM CANARA SB PREMIUM PAYROLL PACKAGE ACCOUNT WITH CANARA BANK TO ANOTHER BANK**

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ maintain a Canara SB Premium Payroll Package Account with

your branch and the account number is………………………………………………I am presently employed as ………………………………………………..with ………………………………..and my employee id is ………………… My present address is………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

I request you to issue me a No Due Certificate as I desire to change my Salary account from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Bank for the following reason: …………………………………………………………………………………………………………………………………………………………………………

I further declare that I have no loan(s) outstanding with Canara Bank.

Yours Faithfully

To be submitted to the Salary Crediting Branch Bank in duplicate and acknowledgement obtained from the Branch Manager/ Authorized signatory of CANARA BANK on the second copy, duly stamped including date of receipt by the Bank and SP number of the Bank signatory.

**Annexure IX**

**SERVICE CONFIRMATION LETTER**

**To,**

**Canara Bank,**

**……………………**

**This is to certify that Mr/Mrs/Ms………………………………………………………. staff number …………………………was working in ……………………………………………………… with designation …………………………. staff ID………………………………………………………….**

**…………………………..**

**We confirm that he was in service with TAMILNADU STATE GOVERNMENT on the date of death ………………………….**

**The above is certified for the claim under Special Payroll Package with Canara Bank.**

**Signature and Seal of THE OFFICE INCHARGE**

**Date:**