**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. I agree and hereby accord my consent that the benefits associated under the State Government Salary Package Account will be provided tome only after 10 days of conversion of my existing account by the Bank to SGSP Category.

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. :

**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 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 SGSP - 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

(PTO)

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:**