



OFFICE OF THE
ACCOUNTANT GENERAL PUNJAB
A. G. Complex, Turner Road, Lahore
Ph: 042-9210177 Fax: 042-9210159

No.144/PR-C/CGA Correspondence/2023-24/2717

Dated:11.10.2023

To

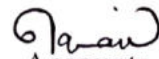
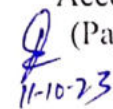
1. All the Accounts Officers/ Assistant Accountant General
Payrolls / CDGLs (Main Office)
- ✓ 2. All the District Accounts Officers
in Punjab.

Subject: **SOP FOR CHANGE OF BANK ACCOUNTS/IBANS IN RESPECT OF GOVT. EMPLOYEES AND PENSIONERS.**

Please find enclosed SOPs received from the office of Controller General of Accounts, Islamabad vide letter No.547/CGA/AC-II/AP-MISC/2021 dated 23.08.2023 and No.569/CGA/AC-II/AP-MISC/2021 dated 15.09.2023 respectively, on the subject mentioned above.

2. You are therefore, directed to submit your views/comments on the SOPs for change of Bank Accounts/ IBANs in respect of Govt Employees and Pensioners to this office within one day (for Main Office) and within three days (for DAOs) on the receipt of this letter for onward submission to quarter concerned.

(This issues with the approval of Additional Accountant General, Payrolls)


Accounts Officer.
(Payroll Coord)


CC to:

1. SPS to Accountant General, Punjab
2. PA to Additional Accountant General, Payrolls
3. PA to Deputy Accountant General, Payrolls
4. PA to Deputy Accountant General, Pensions
5. Mr. Akhtar Ali, Accounts Officer (Accounts-II), Office of the Controller General of Accounts, CGA Complex, FBC Building, Sector G-5/2, Islamabad
6. Accounts Officer, DAO-C

16/2

REMINDER



**GOVERNMENT OF PAKISTAN
CONTROLLER GENERAL OF ACCOUNTS**

CGA Complex, FBC Building, Sector G-5/2
ISLAMABAD
www.cga.gov.pk

NO. 569/CGA/AC-II/AP-MISC/2021

Dated: 15.09.2023.

To,

- 1. The AGPR, Islamabad,
- 2. The AG, Punjab, Lahore.
- 3. The AG, Sindh, Karachi.
- 4. The AG, Balochistan, Quetta.

Handwritten signature
DI

Subject: **SOP FOR CHANGE OF BANK ACCOUNTS/IBANS IN RESPECT OF GOVT. EMPLOYEES AND PENSIONERS.**

Kindly refer to this office letter No. 547/CGA/AC-II/AP-MISC/2021 dated 23.08.2023 on the above cited subject.

2. The requisite views/comments as requested vide above referred letter have not been received in this office as yet. Therefore, it is requested that views/comments of your office on the subject matter may be expedited and furnished to this office within one week.

Handwritten signature

(AKHTAR ALI)
Accounts Officer
(Accounts-II)

Copy to:

- i. SPS to CGA, Local.

Office of the Accountant-General
Punjab, Lahore. *2/14*
AG-Dy. No.
Dated..... *20/9*

DAG PR
14
26-9-23

Handwritten notes:
AA G (Hadi)
Put up today
7.5.9.4
Add AR/Adm
DAG
File 26/05
A-0 PR-C/A. Pensioner

(DRAFT SOPs)

Subject: SOP FOR CHANGE OF BANK ACCOUNTS/IBANS IN RESPECT OF GOVT. EMPLOYEES AND PENSIONERS.

All the Accounts Offices i.e. AGPR, Islamabad and its Sub offices, the Provincial AG offices, All District Accounts Offices and Accounts Offices of the Self Accounting Entities shall observe the following SOPs for changing Bank Accounts/IBAN for the purpose of monthly salary/pension and other payments in respect of Govt. Servants and Pensioners.

1. The Accounts Offices shall change the Bank Accounts of the Employees and Pensioners after obtaining the following documents.

I. FOR EMPLOYEES

- a. Change Form duly signed by the Drawing and Disbursing Officer (DDO) of the Department/Office.
- b. NOC from the existing Banker on the specified format duly countersigned by DDO of the department/office.

II. FOR PENSIONERS

- a. Written request of the pensioner for change of bank accounts
 - b. NOC from the existing Banker on the specified format.
2. The Accounts offices shall verify the NOCs with the authorised specimen signatures (where provided by the Bank)

c. Copy of CNIC

d. Bank option form. duly verified by bank.