

..... (Name)

..... (Address)

.....

.....

.....09.2025

Chief Financial Officer

Ministry of Education, Higher Education and Vocational Education

Notification of bank account details to which monthly salary should be credited

You are hereby kindly requested to credit my monthly salary to the account number in my name held at the branch of the Bank, bearing account number..... fromSeptember2025 as I, (Mr./Mrs./Ms,)..... have been appointed as the GradeIII officer under the Sri Lanka Education Administrative Service (Limited) with effect from 01.09.2025,

02. Furthe, a copy of the bank passbook / copy of the monthly account statement is/is attached herewith to verify my bank account details.

03. Please write off the unnecessary words.

.....

(Signature)

Name :

N.I.C. Number :

Telephone number :