



# SWAT EDUCATION DEPARTMENT

Department of Elementary & Secondary Education, Swat.  
Govt. of Khyber Pakhtunkhwa.

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No. \_\_\_\_\_/PTA/ADO Swat

Dated: \_\_\_\_\_

## ACCOUNT AUTHORITY TRANSFER

(For Education Department Only)

To

The Manager,

\_\_\_\_\_ (Bank Name)

\_\_\_\_\_ (Branch Code)

### Subject: Account Authority Transfer Letter

Memo: I have the honor to inform you that the incharge of (School Name) \_\_\_\_\_

EMIS Code \_\_\_\_\_ was Mr./Miss \_\_\_\_\_ Post \_\_\_\_\_ BPS \_\_\_\_\_

now transferred from mentioned school. His/her substitute Mr./Miss \_\_\_\_\_

Post \_\_\_\_\_ BPS \_\_\_\_\_ of this school is hereby authorized as incharge of (School Name) \_\_\_\_\_

\_\_\_\_\_ to operate the school Account No. \_\_\_\_\_ of the said school

property.

#### 1. Specific Signatures & Detail of the previous incharge:

i. \_\_\_\_\_ ii. \_\_\_\_\_ iii. \_\_\_\_\_

Name: \_\_\_\_\_ Father Name: \_\_\_\_\_

CNIC No. \_\_\_\_\_ Contact No. \_\_\_\_\_

#### 2. Specific Signatures & Detail of the present incharge:

i. \_\_\_\_\_ ii. \_\_\_\_\_ iii. \_\_\_\_\_

Name: \_\_\_\_\_ Father Name: \_\_\_\_\_

CNIC No. \_\_\_\_\_ Contact No. \_\_\_\_\_

\_\_\_\_\_  
Seal & Signature  
Head of the School

Tick to whom Copy of the above is forwarded to:

1. Concern for his/her Record
2. ASDEO Circle Office
3. The Sub Divisional Education Officer (SDEO) Swat.
4. Deputy District Education Officer (Dy.DEO) Swat.
5. District Education Officer (DEO) Office Swat.
6. District Account Officer Swat.