ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ
ਚੌਥੀ ਮੰਜ਼ਿਲ, ਵਿਦਿਆ ਭਵਨ, ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)
dpise.coordination@punjabeducation.gov.in

ਵੱਲ

1. ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ), ਪੰਜਾਬ।
2. ਸਮੂਹ ਡੀ.ਡੀ.ਓ., ਪੰਜਾਬ।

ਮੀਮੋ ਨੰ. 625281/DPISE/1/2024-Cord/2026 317149
ਮਿਤੀ 27.10.2026

ਵਿਸ਼ਾ: Transfer/Closure of Bank Accounts of Various Government Departments/ Entities Maintained with HDFC Bank to Any Other Empanelled Bank.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਵਿੱਤ ਵਿਭਾਗ (Directorate of Small Savings, Banking and Lotteries) ਦਾ ਪੱਤਰ ਨੰ. FD/IF/2026/E-346424/150 ਮਿਤੀ 23.10.2026.

1.0 ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਰਾਹੀਂ ਵਿਭਾਗਾਂ/ਬੋਰਡਾਂ/ ਕਾਰਪੋਰੇਸ਼ਨਾਂ/ਸੋਸਾਇਟੀਆਂ ਆਦਿ ਵੱਲੋਂ HDFC Bank ਵਿੱਚ maintain ਕੀਤੇ ਜਾ ਰਹੇ ਖਾਤਿਆਂ ਨੂੰ transfer/close ਕਰਨ ਸਬੰਧੀ ਹਦਾਇਤਾਂ ਜਾਰੀ ਕੀਤੀਆਂ ਗਈਆਂ ਹਨ ਅਤੇ ਇਸ ਸਬੰਧੀ ਕੀਤੀ ਗਈ ਕਾਰਵਾਈ ਦੀ ਰਿਪੋਰਟ ਪ੍ਰੋਫਾਰਮੇ ਅਨੁਸਾਰ ਮੰਗੀ ਗਈ ਹੈ।

2.0 ਆਪ ਨੂੰ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਭੇਜਕੇ ਲਿਖਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਪੱਤਰ ਵਿੱਚ ਦਰਜ ਕੀਤੀਆਂ ਗਈਆਂ ਹਦਾਇਤਾਂ ਅਨੁਸਾਰ ਤੁਰੰਤ ਨਿਰਧਾਰਿਤ ਸਮੇਂ ਦੇ ਅੰਦਰ ਕਾਰਵਾਈ ਕਰਦੇ ਹੋਏ ਕਾਰਵਾਈ ਰਿਪੋਰਟ ਪੱਤਰ ਨਾਲ ਨੱਥੀ ਪ੍ਰੋਫਾਰਮੇ ਵਿੱਚ ਭਰਕੇ ਭੇਜਣੀ ਯਕੀਨੀ ਬਣਾਈ ਜਾਵੇ।

3.0 ਇਨ੍ਹਾਂ ਹਦਾਇਤਾਂ ਦੀ ਪਾਲਣਾ ਵਿੱਚ ਕੀਤੀ ਗਈ ਅਣਗਹਿਲੀ ਜਾਂ ਦੇਰੀ ਦੀ ਨਿਰੋਲ ਜਿੰਮੇਵਾਰੀ ਆਪ ਦੀ ਹੋਵੇਗੀ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ) 27/10/26

ਪਿੱ.ਅੰ.ਨੰ. ਉਕਤ/2026 317150 – 153 ਮਿਤੀ 27.10.2026

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਪੀ.ਏ./ਡੀ.ਐਸ.ਈ. (ਐਲੀਮੈਂਟਰੀ), ਪੰਜਾਬ।
2. ਪੀ.ਏ./ਡਾਇਰੈਕਟਰ ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ. ਪੰਜਾਬ।
3. ਡਿਪਟੀ ਐਸ.ਪੀ.ਡੀ. (ਸਿਵਲ ਵਰਕਜ਼, ਮੈਰੀਟੋਰੀਅਸ, ਐਡਮਿਨ, ਆਈ.ਸੀ.ਟੀ., ਪੀ.ਈ.ਡੀ.ਬੀ., ਵਿੱਤ), ਐਸ.ਐਸ.ਕਿਊ.ਐਫ., ਮਿਡ –ਡੇ-ਮੀਲ, ਆਈ.ਈ.ਡੀ.।
4. ਡਿਪਟੀ ਕੰਟਰੋਲਰ (ਵਿੱਤ ਤੇ ਲੇਖਾ ਬਜਟ ਅਤੇ ਫੰਡ), ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਸੈਸਿ, ਸਪੋਰਟਸ, ਵਰਕਜ਼ ਅਤੇ ਪਲਾਨਿੰਗ, ਪ੍ਰਾ.ਏ.ਸ., ਵੋਕੇਸ਼ਨਲ ਅਤੇ ਵਜੀਫਾ), ਰਜਿਸਟਰਾਰ ਸਿੱਖਿਆ ਵਿਭਾਗ, ਇੰਚਾਰਜ਼ ਸਮਾਰਟ ਸਕੂਲ।
5. ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਡਾਟਾ ਡਾਇਰੈਕਟਰੇਟ)

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ) 27/10/26.

No. FD/IF/2026/E-346424/ 150
Government of Punjab
Department of Finance
Directorate of Small Savings, Banking and Lotteries
Vit-te-Yojna Bhawan, Sec. 33A, Chandigarh
Email-dfinancebanking@gmail.com &
dydirector.difb@punjab.gov.in

To

Dated 27/10/26

1. All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Government of Punjab.
2. All the Heads of Departments of the State of Punjab.
3. All the Commissioners of Divisions, Dy. Commissioners in Punjab
4. All the Managing Directors, Chief Executives of Corporations/ Boards/ Companies/ Autonomous Bodies in Punjab

Subject: Transfer/Closure of Bank Accounts of Various Government Departments/Entities Maintained with HDFC Bank to Any Other Empanelled Bank.

In view of the Government of Punjab, Department of Finance, Directorate of Small Savings, Banking and Lotteries, vide Letter No. **III/I/2026/IF/1/139 dated 13.10.2026**, vide which HDFC Bank has been de-empanelled from the list of empanelled banks and as such for conducting Government business in the State of Punjab.

2. In view of the aforesaid decision, all Administrative Departments are hereby directed to ensure the immediate and time-bound closure/transfer of bank accounts, including Savings Bank Accounts, Current Accounts, Flexi Accounts and Fixed/Term Deposit Accounts, maintained with HDFC Bank by the Depa tments and all Boards, Corporations, Societies, autonomous bodies and other Government entities under their respective administrative control, in accordance with the following instructions:

(i) Closure/Transfer of Bank Accounts

All Savings Bank Accounts, Current Accounts and Flexi Accounts maintained with HDFC Bank shall be closed and the balances transferred to the appropriate designated accounts, as per the applicable rules and procedures. Wherever applicable, the proceeds of such accounts/deposits shall be transferred to the State Treasury in accordance with the prescribed financial procedures. Where an account is required for official transactions, an alternative account may be opened with any other bank empanelled by the State Government.

(ii) Closure/Reinvestment of Term Deposits

(a) All Fixed/Term Deposits maintained with HDFC Bank shall be closed prematurely, wherever permissible under the applicable terms and conditions, and the proceeds shall be redeposited with any other empanelled bank **through the eDMS Portal only**, in accordance with the prescribed procedure.

(b) Notwithstanding the above, Fixed/Term Deposits maturing on or before 15th of **November 2026** may be continued until their respective dates of maturity. On maturity, the proceeds shall be reinvested with any other empanelled bank through the eDMS Portal only.

(iii) The concerned Departments/entities shall ensure that the closure and reinvestment of deposits are undertaken in a transparent manner and in accordance with the applicable financial rules and Government instructions.

(iii) Maintenance of Minimum Balance

All Departments and entities under their administrative control shall review the balances maintained in their bank accounts and ensure that only the minimum amount required for day-to-day operational expenditure is retained in Savings Bank Accounts, preferably not exceeding ₹1 **lakh**, subject to operational requirements and applicable rules. Any surplus balance shall be

placed in Fixed/Term Deposits through the eDMS Portal only, in accordance with the prescribed procedure and applicable Government instructions.

(iv) Salary Package Agreements

All salary package agreements entered into by Administrative Departments or their subordinate entities with HDFC Bank shall be considered null and void with immediate effect. and alternative salary banking arrangements may be made with another empanelled bank, wherever required, in accordance with the applicable rules and procedures.

(v) Shifting of Banking Solutions and Other Facilities

All Departments and entities that have availed themselves of banking solutions, payment facilities, collection arrangements, digital banking services or any other banking facilities from HDFC Bank shall take immediate steps to shift such arrangements to an appropriate alternative empanelled bank, wherever required, so that Government transactions and essential services are not disrupted.

(vi) Consolidated Action Taken Report (ATR)

Each Administrative Department shall obtain the requisite information from all Directorates, Boards, Corporations, Societies, autonomous bodies and other Government entities under their administrative control and submit a **consolidated Action Taken Report (ATR)** in the prescribed format enclosed with this communication. The report shall clearly indicate the status of bank accounts closed/transferred, deposits closed/reinvested, alternative banking arrangements made .

(vii) Timeline for Compliance

The entire exercise relating to the closure/transfer of bank accounts, transfer/reinvestment of deposit proceeds and shifting of banking arrangements shall be completed at the earliest and, in any case, **not later than 15th November 2026,** save to the extent provided under ii (b). All Administrative Departments shall closely monitor the progress of compliance by the entities under their control to ensure adherence to the prescribed timeline.

(viii) Responsibility and Monitoring

The Administrative Departments shall designate a Nodal officer to monitor compliance with these instructions and ensure that no Government funds remain with HDFC Bank beyond the permissible period. The details of such designated officers appointed for execution of the above process may be shared with the Department of Finance.

3. Any department or entity facing any serious difficulty in executing these instructions on account of contractual obligations or potential loss, may submit case with detailed justification for consideration of the finance department.

4. Any failure or delay in complying with these instructions shall be viewed seriously, and responsibility shall be fixed for any lapse.

Enclosure: Prescribed format for submission of Action Taken Report (ATR).

Special Secretary Finance-cum-Director,
Small Savings, Banking and Lotteries, Punjab

From HDFC Bank to Any other empanelled Bank

Sr. No.	Name of the Department	Saving Account						Current Account						Fixed Account						Total				
		No. of existing Accounts	Amount in Existing Accounts (in Rupees)	No. of Accounts closed	Amount deposited in treasury after closing existing account	Amount deposited in Other Bank (in Rs.)	Name of Bank in which amount transferred	No. of existing Accounts	Amount in Existing Accounts (in Rupees)	No. of Accounts closed	Amount deposited in treasury after closing existing account	Amount deposited in Other Bank (in Rs.)	Name of Bank in which amount transferred	No. of existing Accounts	Amount in Existing Accounts (in Rupees)	No. of Accounts closed	Amount deposited in treasury after closing existing account	Amount deposited in Other Bank (in Rs.)	Name of Bank in which amount transferred	No. of existing Accounts	Amount in Existing Accounts (in Rupees)	No. of Accounts closed	Amount deposited in treasury after closing existing account	Amount deposited in Other Bank (in Rs.)
	Note:-																							
	1	After closure of the HDFC Bank account the balance shall be transferred to any of the empanelled bank																						
	2	Where the HDFC Bank account is closed and no further bank account is required, the balance shall be transferred to the Government Treasury.																						