

## NEW PARTY CREATION FORM/PARTY MODIFY FORM

Heading	Particulars	Remarks
PARTYNAME	(Party code exactly as in IPAS if exists):	Select party code after viewing the PO
ADDRESS		
CITY		
STATE		
PINCODE		
PHONE		
MOBILE (10 DIGITS)		
EMAIL		
PAN (10 DIGITS)		
IFSC (11 DIGITS)		
ACCOUNT TYPE		SB/ CC/ CA
ACCOUNT NUMBER		
GST (15 DIGITS)		
COMPOSITE TAXABLE	YES/NO	
GST REGISTERED	YES/NO	

**Note: All fields are mandatory.**

The proof for the above particulars have been obtained and retained at this end.

The party code may be created and advised for processing the bills.

Contractor Signature

Signature

Name

Officer/Designation

Office

Forwarded to: Dy.FA&CAO/W/PER.

For Accounts office only	Sign of SO(A)/AFA	
GST DETAILS		
OTHER DETAILS		
BANK DETAILS		