

**Electronic Clearing Service (Credit Clearing)  
Procedural Guidelines**

**Reserve Bank of India  
Department of Payment & Settlement Systems  
Central Office  
Mumbai**

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## **SCHEME OF ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)**

### **Short title of the Scheme**

1. The Scheme shall be called 'Electronic Clearing Service (Credit Clearing)' and will be referred to as ECS (Credit) herein after.

### **Date of effect**

2. At present the scheme is in operation at 15 RBI centers (where Clearing Houses are managed by Reserve Bank of India) and other centres managed by various Public Sector Banks managing the clearing houses. The list of centers managed by RBI and other banks is given in Annexure. The Annexure will be updated as and when Scheme is extended to other centres.

### **Objective**

3. The objective is to provide an alternative method of effecting bulk payment transactions which would obviate the need for issuing and handling paper instruments and thereby improve payment efficiency and also facilitate better customer service by the banks and Companies/Corporations/Government Departments effecting the payments.

### **Definitions**

4. i) User - "User shall refer to the companies/corporations/Government Departments or any other institutions effecting bulk payments to a large number of beneficiaries, under the scheme.

ii) Sponsor Bank - It would refer to the bank which would act as the agent of the User to submit the magnetic tape/floppy containing payment instructions prepared by the User to the National Clearing Cell (NCC) / Clearing House (CH) and which would give a mandate to Reserve Bank of India (to be referred to as RBI herein after)/ Clearing Agency designated by RBI to debit its account.

iii) National Clearing Cell (NCC) / Clearing House (CH) - It would be a functional unit of the local Bankers' Clearing House or such other agency to be created by RBI which shall process the payment instructions received on magnetic media (Tape/Floppy/CD/Pen drive/web server) from the Sponsor Bank and generate relevant clearing reports for settlement of accounts of banks at RBI. The institutional arrangements made by RBI shall be final.

iv) Destination Account Holder would refer to the beneficiaries under the Scheme who would opt to receiving payments from the User directly by way of credit to their bank accounts.

v) Destination Bank Branches would refer to the bank branches where the Destination Account Holders maintain their bank accounts into which ECS payments are credited.

## **Coverage**

5. The scheme shall cover transactions of the following characteristics:

i) Bulk payment transaction like periodic (monthly/ quarterly/ half-yearly/ yearly) payments of interest/ salary/ pension/ commission/ dividend/ refund by companies /corporations /government departments and such other organisations defined as "User"

ii) The transactions to move from a single User source to a large number of Destination Account Holders.

iii) The credit transactions should pertain to the various Destination Bank Branches which fall under the jurisdiction of the local Bankers' Clearing House.

iv) The credit instructions from the User to the Destination Account Holders would be on media (tape/floppy/CD/pen drive) (a form of electronic media that can be processed on computers) and would form the basis for the Sponsor Bank to debit the User's account and the Destination Bank branches to credit the beneficiaries' Accounts. Such information could also be uploaded to the specified web-site by the service branch of the sponsor bank on the web-server, if such a facility exists at the Clearing House.

v) Individual credit item without any ceiling on the amount or as specified by the User and

vi) Such other payment transactions involving a single debit to a User's account at one bank and multiple credits to a large number of beneficiaries at many banks to be specified by NCC / CH after ascertaining the level of infrastructure available at the Service/Main branches of member banks.

## **Institutional Arrangements**

6. NCC / CH would be responsible for processing the input data submitted by the Sponsor Bank on behalf of its User and supply of relevant clearing reports to the Sponsor Bank, Destination Banks and Deposit Accounts Department of RBI/Clearing Agency for accounting of the Clearing Settlements. It would monitor the performance of all the constituents in ECS Clearing to ensure that the time schedule for various activities under ECS Process Cycle as explained at Appendix -I are adhered to.

7. NCC / CH will have a Steering Committee comprising not more than 10 and not less than 5 member banks to aid and advise it on operational issues. The Committee shall be constituted by the NCC / CH and its term shall be one year. The Committee shall meet at least once in a quarter.

8. RBI/Clearing Agency designated by RBI shall provide the settlement service by way of crediting/debiting the accounts of Destination Banks and the Sponsor Bank in the books of the Settlement bank on the basis of settlement figures advised by the NCC / CH. Normally such settlements, in centres where there are RBI offices, shall take place in the books of accounts of RBI. The settlement rules for clearing pertaining to minimum balance and withdrawal of favourable balance in clearing as explained in the Uniform Regulations and Rules for Clearing Houses would also be applicable to the settlements under ECS.

## **Registration of User**

9. Institutions who would like to avail of the ECS facility shall get themselves registered with the NCC / CH. The application in form E-1 (Appendix IV) will be submitted by the User institution to their Sponsor Bank. The Sponsor Bank will forward the application form to the NCC / CH with their recommendations for registration and allotment of User Number. The User Number allotted by NCC / CH will be communicated to the User institution through the Sponsor Bank. The registration number will be of 7 digits - the first 3 digits will be the Pin Code of the centre of the NCC / CH (e.g. Mumbai - 400, Kolkatta -700), the next digit will represent the type of transaction (viz. dividend, interest, salary, etc.) being put through and last 3 digits being the User number allotted to the User institution. The users registered at one centre and allotted a user number may use the same user number at all other centres.

## **Input Preparation**

10. Input file should be as per the record layout in a standard format, to be specified by RBI from time to time. The mode of submission of the input data has to be as specified in para .5(iv). of these guidelines.(Guidelines for Input Preparation and Input Submission at Appendix - II).

## **User's Responsibility to ensure accuracy of input data**

11. The User would ensure the accuracy of the input data with reference to the information received from Destination Account Holders. Sponsor Bank may obtain an undertaking from the User in this regard before forwarding the magnetic media to NCC / CH.

## **Safeguards against fraudulent change of data in transit**

12. NCC / CH would be receiving the input data from the Sponsor Bank. To prevent possible attempts for fraudulent change of data in transit, the NCC / CH will receive the input files in a sealed cover on magnetic media duly encrypted in consultation with the NCC / CH. The Sponsor Bank shall not make any changes in the input data received from the User without obtaining consent from the User.

## **Input Submission**

13. Input submission would have two stages - Test Submission (for validation process) and Settlement Submission (for final settlement of accounts). Test submission is required to verify whether input preparation has been made as per standards prescribed by RBI and also to give reasonable opportunity to the User to repair the data before working out the clearing settlement. NCC / CH would validate this Test input as per validation routine explained at paragraph 15 to 25 and furnish a report called "Data Validation Report" (DVR) along with the validated tape/floppy. This report would contain the list of rejected Credit Records and the revised particulars of total number and amount in the CREDIT CONTRA Record. The User has to verify the validation exercise carried out at NCC / CH and decide as to whether to confirm the validations and resubmit the tape/floppy for settlement process or opt for editing/repairing the input file.

If the rejected records are many, it would be advisable to repair the data records and submit the same as a fresh Test Input.

### **Submission of Input Files for Settlement at Outstation Centres**

14. Sponsor Bank's request for centralised receipt of User's data meant for settlement at more than one ECS centres with NCC / CH taking the responsibility of transmission of data would be considered if the volume for each centre is substantially high and the data tapes are submitted centre-wise. Such users have to ensure that the data is submitted only at NCC, NPt, Mumbai. NCC, NPt, would validate the data and furnish separate Data Validation Reports for each centre. Once the Data Validation Report is confirmed by the Sponsor Bank, NCC NPt will transmit the same to NCC / CH at the destination centres for settlement processing. The Sponsor Bank's account will be debited at Mumbai.

### **Validation of Input Files**

15. All files received duly encrypted would be subjected to an initial level of validation to determine whether the file can be accepted or not. It shall be checked with reference to the Use name, User number (to be allotted by NCC CH), Sponsor Bank Branch sort code and other user defined parameters.

16. User details (sort-codes, User number and User name) should be uniform on all data records in the file. The purpose of repeating the User information on all data records is to make each data record self-contained. Therefore, the credit record with the details different from the one recorded on the 'CREDIT CONTRA' record will be rejected.

17. The destination account details would have two parts - the destination sort code and the destination account number. The code number of the branch of the bank where the individual account holders i.e. beneficiaries maintain their accounts and to which the credit would be applied is the destination sort code. ECS validation routine checks whether the code indicated in the data record is a valid MICR sort code listed in the compendium of Code Numbers.

18. In the absence of a specific request from Sponsor Bank records with outstation destination sort codes would be rejected.

19. The account number particulars are an essential field in the data record. Account number will have a maximum length of 15 digits as indicated at item 5 under 'Credit Records' in appendix - II. Records with no information on the account number field would be rejected.

20. There will be no outer limit for individual credit record. The particulars of the User defined limit should be indicated by the Sponsor Bank in its mandate as an additional parameter for validation.

21. The decision for rejection of a file/record would depend on the following :-

Files: 1. Defects in the magnetic media

2. CREDIT CONTRA records (ECS transaction code) missing or the value indicated in the CREDIT CONTRA record exceeding the value given in the Sponsor Bank's mandate to RBI to debit its account.

3. Invalid Sponsor Bank sort code, or incorrect User number and User name details in the CREDIT CONTRA record.

Record: 1. Absent or invalid destination sort code

2. Absence of account number or account name

### **Duplicate Records**

22. More than one credit transaction against the same credit reference (i.e. ledger folio number or share/debenture certificate No. or any other unique identifying number for the beneficiary as indicated at item 10 under 'User credit reference' (in Appendix II) would not be permitted. User shall take due care about this before presenting the input file and ensure that the 'User credit reference' is not repeated in any other credit record in the input file.

### **Credit Records with no Ledger Number/Ledger Folio Number**

23. The credit records without the ledger number/ledger folio number of the account of the beneficiaries at the Destination Bank branches would not be rejected, because at some branches the account numbers can uniquely identify the accounts irrespective of whether the Ledger number/Ledger Folio number is given or not. In the clearing reports for Destination Bank branches, these accounts would, however, be shown against the 'Miscellaneous Ledger'.

### **Data Validation Report (DVR)**

24. When an input file passes in the ECS File Acceptance/validation checks, NCC / CH will provide an advice of acceptance or otherwise to the Sponsor Bank. This would be done through a Data Validation Report (DVR) {Format at Appendix - IX} along with the validated tape/floppy. The DVR would indicate the details of errors encountered during validation process and total number and value of records accepted from the file. If the total value of accepted credit records generated during the validation process are different from the ones indicated in the balancing debit record (i.e. the CREDIT CONTRA Record). CREDIT CONTRA Record would be modified and the fact of this modification in the input file would be indicated in the DVR.

25. The Sponsor Bank would arrange to get the DVR and the Validated tape/floppy verified by the User. Field number 13 of 10 digits in the Credit records would have contained coded information representing the checksum of the record so as to detect modification, if any, made in the file subsequent to validation process at NCC / CH. Besides, to facilitate easy identification of rejected credit records, NCC / CH would have changed the transaction code to 33 and the item Sequence Number field filled with '999999999'. The User would have to take into account these records while confirming the DVR or deciding to edit/repair the input file for resubmission. If the records are edited/repared, the cycle of Test Submission and Data Validation would be restarted.

26. In case, however, the rejected records are only a few in numbers, and the DVR is confirmed by the Sponsor Bank by way of resubmission of the validated tape/floppy duly encrypted, ECS Process cycle would commence. The encrypted tape/floppy should be accompanied by a mandate from the Sponsor Bank for debiting its account at the Deposit Accounts Department of RBI/Clearing Agency. The mandate should be signed by an official of the Sponsor Bank having authority to operate the Bank's account with RBI. This day of submission of validated and encrypted tape/floppy with a mandate would be taken as the first day of the ECS Cycle.

### **Request for withdrawal/modification of input data**

27. Once the DVR is confirmed by the Sponsor Bank and the settlement process begins at NCC / CH, withdrawal/modification of file/record shall not be permitted except when, in the opinion of RBI, the transaction cannot be settled on the due date by the banks.

### **Clearing Settlement and output data for Destination Banks**

28. On Day- 0 NCC / CH would generate the following output data only in magnetic media (tape / floppy / web server). The description of the magnetic media, the record lay out of the output file and also the naming convention for the output file are given at Appendix II(a).

- i) Destination Bank Settlement Report (format at Appendix -XI)
- ii) Destination Branch Report (format at Appendix - XII)
- iii) Destination Ledger Reports (format at Appendix - XIII)

(For accounts with no ledger folio number a 'Miscellaneous Ledger Report' would be generated under each account type).

In addition, NCC / CH would also generate two hard copies of the ECS Control Report (Format in Appendix -X) bank wise. The output data as indicated above would be delivered to the Destination Bank on magnetic media (floppy/tape) duly encrypted subject to all safeguards, relating to accuracy and authenticity.

29. These tapes/floppies along with a hard copy of the ECS Control Report (Appendix - X) will be delivered to the Service/Main branches of Destination Banks on Day-0. The Service/Main branch of Destination Banks would be responsible for the loss/misuse of the tape or floppy after they receive the same from the NCC / CH. The Service branches of Destination Banks should make their internal arrangements immediately on receipt of the tapes/floppy to generate hard copy of the clearing reports and send to their concerned branches the Destination branch Reports and Destination Ledger Reports mentioned above on the same/following day so that the Destination Account Holder's accounts are credited on day-1 (i.e. settlement date mentioned in the report) without fail. On the day of settlement (2nd day of ECS cycle) NCC / CH would debit the Sponsor Bank's account with the amount indicated in the mandate given by the latter (Appendix - V) and credit the accounts of the Destination Banks with amounts due to them. Destination Bank would be held liable to pay penal interest at the rate of prevailing Bank Rate plus two percent from the due date of credit till the date of actual credit for any delayed credit to the beneficiaries' accounts. Penal interest, if any, may be credited to the Destination Account Holder's account even if no claim is lodged by the Destination Account Holder.

## **Settlement Report to Sponsor Bank**

30. On Day-0 Sponsor Bank will also be supplied by the NCC / CH with two copies of the User-wise Settlement Report (format at Appendix -XIV) which would indicate the volume and value of transactions for which Destination Banks would be credited and the amount for which Sponsor Bank would be debited. One copy of the report would be forwarded by the Sponsor Bank to the User. The reports would be signed and authenticated by the NCC / CH and would act as the evidence of credits having flowed from the Sponsor Bank to the Destination Banks for a specific number of credit transactions on behalf of a specific User. It would be User's responsibility to verify the accuracy of the Report with reference to the input data and the DVR wherein the particulars of the rejected records would have been already indicated. Discrepancy, if any, in the summary data should be brought to the notice of NCC / CH immediately.

## **Return of processed output tapes/floppies**

31. If a Destination Bank branch is not in a position to credit a particular transaction for reasons like "Account closed/transferred", "No such Accounts", "Account description does not tally", etc., it should report the same with a Return Memo (format at Appendix - VI). The same would be forwarded to its Service Branch/Main Branch on day-1. On receipt of the un-credited items from all the concerned branches, the Service branch of the Destination Bank would flag off or mark off the relevant credit items in the tape or floppy as unpaid, by means of a code '0' and all other items by means of a code '1' in the blank column provided at field No.14 of the credit record. The responsibility for ensuring accuracy in incorporating the above information in the tape or floppy lies with the Destination Banks. After incorporating the information relating to credited/un-credited items, the tape or floppy would be returned to the NCC / CH on the same day (i.e. Day-1). The floppy diskette should be accompanied by a hard copy output of the input file duly signed by the Destination Bank. The Return Memos prepared at the branch level may also be forwarded to NCC / CH for onward transmission to the Sponsor Bank/User. Branches should not send any payment order etc. to NCC / CH or to the Sponsor Bank for the items reported under this procedure. Adjustment of the excess credit received by the Destination Bank Branches will be effected through a clearing settlement on the basis of data of un-credited items reported through floppy. The NCC / CH would generate the reports on Day-1 evening presuming that the concerned bank has afforded credit to all the beneficiaries and there are no un-credited items.

32. On receipt of return data input from the Destination Banks, NCC / CH would reprocess the ECS transaction processed earlier by way of modifying the transaction codes of the un-credited records to "44" from "22". The Checksum Total of the relative records would undergo corresponding changes with the software used at NCC / CH. Any change in the data file thereafter would result in erroneous data codes which can be easily noticed by a validation routine run by NCC / CH.

### **Clearing Settlement and Supply of Output Tape Reports to banks**

33. After reprocessing the ECS transaction, NCC / CH shall work out a clearing settlement whereby the Destination Banks' accounts would be debited and the Sponsor Bank's account credited. Settlement of account would take place on day-1. On the same day, NCC / CH shall provide the following.

- Combined List of Un-credited items (a consolidated list of all un-credited items reported by all Destination Bank to be given to Sponsor Bank)(format at Appendix -XV).

- Output Tape (two copies) -a report on electronic media containing the details of all transactions [valid, rejected and returned un-credited - all items to be suitably flagged/marked off] to be given to Sponsor Bank for verifying the correctness of the clearing data and for passing on one copy thereof to the User for necessary action.

- Sponsor Bank Final Report - a report showing the amount originally debited subsequently credited as un-credited items and the final amount debited for ECS Credit Clearing (format at Appendix -XVI).

- Destination Bank Final Report - Destination Bank-wise summary report showing branch-wise initial credit as subsequent debit (format at Appendix - XVII).

34. The Checksum Total value in the Output Tape would be generated by NCC / CH in such a way that any subsequent correction on the Output Tape by any unauthorised person would throw an error message during subsequent processing.

Late submission of tape or floppy after day-1

35. If any Destination Bank fails to submit the tape or floppy to the NCC / CH on day-1, the bank should submit the list of un-credited items over the counter of the Sponsor Bank Branch at the earliest (Positively by Day -2) as such delayed reporting cannot be incorporated by NCC / CH in the Output Tape and also cannot be included in the clearing settlement for un-credited items. Payment settlement for such items would have to be worked out between the Sponsor Bank and the Destination Bank concerned. The undue delay of the Destination Bank to submit the counter return beyond Day-2 would attract penal action. The President of the Clearing House may take such action / decide penalty against the bank as he deems fit.

### **Sponsor Bank crediting the proceeds of un-credited items to User's Account**

36. The credit received by the Sponsor Bank against the un-credited items through the Un-credited items Clearing shall be passed on to the User's account on the day Sponsor Bank's account would be credited by RBI.

### **Preservation Period of the Output Tape**

37. The Sponsor Bank and the User shall preserve the Output tape for a minimum period of 3 years. A copy of the Output tape would be preserved at NCC / CH also for 3 years.

## **Advice to Destination Account Holders**

38. It would be the responsibility of the User to advise the Destination Account Holders of the ECS credit. Immediately after the receipt of the output Tape, the User would issue Payment Advices to the Destination Account Holders indicating the particulars of payment and the date on which payment has taken place. Care need be taken by the User to ensure that Payment Advices are sent only for these items (transaction code 22) which could finally be credited to Destination Account Holders' accounts. Rejected items (transaction code 33) and Un-credited items (transaction 44) should be pursued by the User. The Destination Account Holders whose accounts could not be credited should also be advised by the User with reasons therefor and payments arranged through alternative means at the earliest.

39. If a User makes use of the ECS mechanism for making payments to the same set of beneficiaries every quarter/month or at more frequent intervals, and there is no likelihood of any credit item being returned un-credited, an advance one-time intimation can be issued on yearly basis indicating the date on which ECS settlement would take place. This would replace issuance of payment advice on every occasion. This procedure is most suitable for monthly/quarterly interest payments of companies/corporations where the modifications in the data file are minimum and likelihood of returns is almost 'nil'.

40. On advising the Destination Account Holders, the responsibility of the Destination Bank branches would be limited to explaining the source of credit when called upon by the Account holders to do so. The entry in the Statement of Account/Pass Book should be clear enough to indicate that the transaction in question was through ECS (ECS credits may be referred to as 'ecs' in the pass book entry and would be posted item-wise). The Destination Bank would not be liable to issue separate advice to the Account Holders. If the Sponsor Bank/User wishes to send the payment advice through the Destination Bank branches, a separate arrangement outside the ECS framework would have to be worked out.

## **Destination Account Holder's right to information on ECS**

41. When the User invites option from the Destination Account Holders, the User should inform the Destination Account Holders, in a readily understandable written statement that the proposed mode of receiving the payment is purely voluntary and the Destination Account Holder would have the right to withdraw after giving an advance notice (Specimen at Appendix VII).

42. While exercising the option to receive payment through ECS, Destination Account Holder shall furnish the particulars of his/her i) Account Number, ii) Ledger No./Ledger Folio Number, iii) Account Type (i.e. S.B. Account or Current Account) and iv) Bank and branch names with the sort-codes. The sort-code (i.e. city-bank-branch code) information would be available by seeing the MICR code line of the cheque book issued by his/her banker. The form on which the information would be furnished by the Destination Account Holders would be clear and free of ambiguities. The particulars at Sr.Nos. (i) to (iv) mentioned above shall be got certified by the beneficiary from the bank branch where he/she is maintaining the account. The banks may, at their discretion decide and charge a fee from the beneficiaries for this service. In lieu of the bank certificate as stated above, the beneficiary can also enclose with his/her mandate, a photocopy of the cheque or front page of his saving bank pass book for verification of his/her account particulars by the User. A model letter form a prospective User to a

customer/investor is given at Appendix - VII and a model Mandate Form given at Appendix - VIII. The User may use formats of their choice provided the materials contained in the Model Letter/Model Mandate form are included. In case a User has already got the bank branch account type ledger no. and account number etc., particulars duly certified by the bank branch of the beneficiary, the same could be utilised for making remittances through bank accounts under ECS, only after informing the beneficiaries.

43. Information furnished by a beneficiary to the User shall not be utilised by the User for purposes other than transfer of funds through ECS without the consent of the beneficiaries. This should be indicated by the User while inviting options from the beneficiaries.

### **Minimum and Maximum Number of Transactions**

44. There would not be any stipulation on the minimum number of transactions to be put through. But considering that the Scheme is designed for bulk transactions, NCC / CH may combine the settlements of more than one input submissions on a single day. Therefore, a Sponsor Bank should finalise the settlement date in consultation with the NCC / CH.

### **Service Charges**

45. The service charges to be levied by the Sponsor Bank would be decided mutually by the User Institution and Sponsor Bank. There will be no processing charges levied by NCC/Clearing House up to March 31, 2008. The same would be reviewed periodically. The Reserve Bank of India may, if it so desires in future, decide to levy any other charge/fee on the Sponsor Bank/Destination Bank as also the quantum thereof.

46. No service charge would be levied for test presentations. "Test Presentations" would refer to those which would not be subjected to settlement operation and would be carried out only to verify whether input preparation and submission procedures are correct. One submission with dummy data made by the User at the time of registration (if desired by the User or the NCC / CH) would be free of service charge.

47. The Sponsor Bank may pass on the liability of service charge to the User on the settlement date.

48. ECS is primarily designed for high volume transactions. NCCs / Clearing Houses, however, have the discretion of accepting the lower volume of ECS transactions.

49. Destination Banks would not claim service charge for passing on the credit to the Destination Account Holders' accounts.

## Amendment to Procedural Guidelines

50. The Procedural Guidelines can be amended only on the approval of RBI. The NCC / CH may forward their suggestions for amendment after a debate on the suggestions at the Steering Committee level. RBI may also, by issuance of a circular, amend the procedure.

### Annexure

#### List of centers where ECS (Credit and Debit) Facility is available

Sl. No	Centre	City Code	Managing Bank	Address	Phone Nos of the centre	Fax No.
1	Agra	282	Punjab National Bank	44/2, Sanjay Place Agra - 282001 (UP)	<b>0562-2523532</b>	0562 - 2525089
2.	Ahmedabad	380	Reserve Bank of India	NCC, La-Gajjar Chambers Ashram Road Post Bag No. 1 Ahmedabad 380 009	<b>079-26580511</b> 26582468	079-26580511
3	Allahabad	211	Punjab National Bank	1st Floor, Sangam Place Civil Lines Allahabad - 211001	<b>0532-2560553</b>	0532-2560410
4	Amritsar	143	Oriental Bank of Commerce	201-202, Chitra Talkies Road Amritsar (Punjab)	<b>0183-2532640</b> 2556476	
5	Aurangabad	431	Punjab National Bank	1st Floor Harshvardhan Building Adalat Road Aurangabad - 431 001	<b>0240 - 233448</b> <b>22349585</b> 2347983 2347984	
6	Bangalore	560	RBI-NCC	Reserve Bank of India, NCC, 10/3/8, Nrupatunga Road Post Bag No. 5467 Bangalore 560 001	<b>080-22211465</b> , <b>22212361</b>	080-22237873
7	Baroda	311	State Bank of India	1st Floor, Paradise Complex Sayajiganj Baroda- 390005 (Gujrat)	<b>0265-2363023</b> <b>2362296</b> 2361490 2363649	0265 - 2362296

Sl. No	Centre	City Code	Managing Bank	Address	Phone Nos of the centre	Fax No.
8	Bhilwara		Stste Bank of Bikaner & Jaipur	MICR CPC,SBBJ.Bhupalganj Bhilwara	<b>01482-235955/6</b> 9413161422	
9	Bhopal	462	Central Bank of India	Central Bank of India Building 9 Arera Hills, Jail Road Bhopal - 462011 (M.P.)	<b>0755-2674045</b> <b>2761561</b>	0755-2674051
10	Bhubaneshwar	751	Reserve Bank of India	NCC Pandit Jawaharlal Nehru Marg Post Bag No. 16 Bhubaneshwar 751 001	<b>0674-2395706</b> <b>2393580</b> 2401070 2401119	0674-2401119
11	Chandigarh	160	Reserve Bank of India	NCC Central Vista Sector 17,Post Bag no.2 Chandigarh 160017	<b>0172-2721507</b>	0172-2706236
12	Chennai	600	Reserve Bank of India	NCC Shakti Towers 766 Anna Salai Chennai 600 002	<b>044 – 28551007</b> <b>28521986</b> <b>/87</b> 28520868	044 - 28523140
13	Coimbatore	641	Bank of Baroda	BOB Building 82, Bank Road Coimbatore - 641018 Tamilnadu	<b>0422</b> <b>2303345</b>  2303346 2303347	0422 – 2303345
14	Dehradun	248	State Bank of India	4 Convent St Dehradun-248001	<b>0135-2714166</b> 2714161	0135-2651843
15	Erode	638	Punjab National Bank	Jawans Bhawan 106, Gandhiji Road Erode	<b>0424-2260039</b> 09894602735	
16	Ernakulam	682	State Bank of Tranvancore	Door No.XL 8529 ENKAY Chambers, 1st Floor Gopala Prabhu Road Ernakulam, Kochi 682035 Kerala	<b>0484</b> <b>2371625</b> <b>2371659</b> 2371790	0484 2371636
17	Gorakhpur	273	Punjab National Bank	Dharamshala Bazar Behind Hotel Kailash, Gorakhpur-273001	<b>0551 - 2204773</b> 2204687	0551-2204687

Sl. No	Centre	City Code	Managing Bank	Address	Phone Nos of the centre	Fax No.
18	Gwalior	474	State Bank of India	Officer-In-Charge MICR Centre State Bank of India Maharaj Bada, Gwalior Pin-474020	<b>0751-2447518</b> <b>2447511</b> 2447594 2326465	0751-2323905
19	Guwahati	781	Reserve Bank of India	NCC P B No 120, Stn. Rd., Pan Bazar Guwahati 781 001	<b>0361-2517107</b> 2517109	0361-2636374
20	Hubli	105	State Bank of India	Ground Floor, Left Wing, Zonal Office, Sholapur Road Hubli - 580 023	<b>0836-2363981</b> 09341222773	
21	Hyderabad	500	Reserve Bank of India	NCC 6-1-56, Secretariat Road Hyderabad - 500 004	<b>040-23242049</b> 23237726 22463669 22329677	040-23237726
22	Indore	452	State Bank of Indore	125, Ada Bazar Indore 452 004	<b>0731-2340842</b> 2342676	0731-2343754
23	Jabalpur	482	State Bank of India	C/o Service Branch, SBI Buld. Vijay Nagar, Jabalpur - 484002 (MP)	<b>0761-2641681</b> 2641679 2541611	0761-2644969
24	Jaipur	302	Reserve Bank of India	NCC Ram Bag Circle Post Bag No.12, Tonk Road Jaipur – 302 004	<b>0141-2560799</b> <b>2562258</b>	0141-2573277
25	Jalandhar	144	Punjab National Bank	3rd floor Old Railway Road Jalandhar - 144 001 (Punjab)	<b>0181-2456632</b> 2221198 2232388	0181-2232388
26	Jamshedpur	831	Union Bank of India	N.Road Cold storage Building Bistupur, Jamshedpur - 831001	<b>0657-2434906</b> 2428941	
27	Jammu		Punjab National Bank	MICR CPC 221 Palace Rd Kachi Chhawni Jammu	<b>0191-2560731</b>	
28	Jodhpur	342	State Bank of India	Main Branch, High Court Campus Jodhpur - 342006	<b>0291-2553685/93</b>	0291-2545178

Sl. No	Centre	City Code	Managing Bank	Address	Phone Nos of the centre	Fax No.
				(Rajasthan)		
29	Kanpur	208	Reserve Bank of India	NCC, Establishment Section Post bag No.82 Kanpur - 208 001	<b>0512-2304099</b> 2306032	
30	<b>Kolhapur</b>	416	Punjab National Bank	"Gemstone", 3rd Floor Near CBS, Shahupuri Kolhapur 416001	<b>0231-2650208</b>	0231-2560203
31	Kolkata	700	Reserve Bank of India	National Clearing Cell 6 Royd Street Kolkata 700 016	<b>033 – 22656664</b>	033-22463673
32	Kozhikode (Calicut)	673	State Bank of India	Mananchira, Bank Road Kozhikode (Calicut) - 673001 W.B.	<b>0495-2727276</b> 2720330	0495-2722040
33	Lucknow	226	Punjab National Bank	1st Floor, 94, M.G. Road Lucknow - 226001 (UP)	<b>0522-2237876</b>	0522-2237875
34	Ludhiana	141	Punjab National Bank	Chowk Bharat Nagar Ludhiana - 141 001 Punjab	<b>0161-2741257</b> 2441161 2441162	0161-2442508
35	Madurai	625	Canara Bank	Maditssia Building Dr. Ambedkar Road Madurai - 625020 (TN)	<b>0452-2536841</b> 2529031 2526587	0452-2529030
36	Mangalore	575	Corporation Bank	Cor. Bank House Car Street, P.B. No.84 Mangalore - 575001	<b>0824-24121174</b> 2411 972 2411973	Fax not available
37	Mumbai	400	Reserve Bank of India	National Clearing Cell 1st floor, 215 Free Press house Nariman Point Mumbai 400 021	<b>022-22882197</b> <b>22021544</b> 22022830	022-22882726
38	Mysore	570	Punjab National Bank	Gayathri Arcade 585 F19 and 586 F19/1, 2 & 3 3rd Cross, Ramachandra Agrahara V.V. Market	<b>0821-2520531</b>	

Sl. No	Centre	City Code	Managing Bank	Address	Phone Nos of the centre	Fax No.
				Mysore - 570 004		
39	Nagpur	440	Reserve Bank of India	NCC Annexe Bldg. 3rd floor, Main Office Building Civil Lines Nagpur - 440 001	<b>0712-2526321</b> 2521406 2532351	0712-252010 2
40	Nasik	422	State Bank of India	Nasik Main Branch, Old Agra Road, P.B. No. 112 Nashik 422 002 (MH)	<b>0253 2505835</b> <b>2501775</b> 2502167	0253 259530 8
41	New Delhi	110	Reserve Bank of India	NCC Jevan Bharti Building, Tower I, 6 & 7 floors Connaught Circus New Delhi 110001	<b>011-23356173</b> <b>23319784</b> <b>23315391</b>	011-237186 12
42	Panaji	403	State Bank of India	MICR CPC State Bank House St.Lnex, Panaji Goa - 403 001	<b>0832-2232706</b> <b>2436069</b> 2224419	
43	Patna	800	Reserve Bank of India	NCCI 1st Floor, Biscomaen Tower West Gandhi Maidan Patna 800 001	<b>0612-2236453</b>	<b>0612-2320064</b>
44	Pondicherry	605	State Bank of India	MICR CPC Pondicherry Main Branch No.15, Rue Suffren Pondicherry - 605 001	<b>0413-2220970</b> 2336151	0413-233552 8
45	Pune	411	Union Bank of India	PMT Commercial Bldg. No 1 1st floor Shankarseth rd Near Swargate Pune 411 037	<b>020 – 24463299</b> <b>24464149</b> 24463869	020-264341 13

Sl. No	Centre	City Code	Managing Bank	Address	Phone Nos of the centre	Fax No.
46	Raipur	492	State Bank of India	Zonal Office Premises Byron Bazar, Civil Lines Raipur - 492001 Chattisgarh	<b>0771-4040600</b> 5040643/4	0771-5040601
47	Rajkot	360	Bank of Baroda	Pancha Ratna Building M.G. Road Oppo Alfred School Rajkot 360001 Gujarat	<b>02812239607</b> <b>2239608/09</b>	02812226878
48	Ranchi	834	State Bank of India	Kishoreganj Chowk Harmu Road Ranchi - 834001	<b>0651-2208882</b> 2201303	0651-2208882
49	Salem	636	Union Bank of India	272, Bhageshwari Complex Cherry Road Salem - 636001	<b>0427-2415310</b> <b>2452223/4</b>	
50	Sholapur	413	State Bank of India	MICR CPC Sholapur, Balivef West Branch 2A, Budhwar Peth Sholapur - 413 002	<b>0217-2329566</b>	
51	Surat	395	State Bank of India	Meridian, Near Rajkumar Cinema Udhna Darwaja Surat 395003 Gujarat	<b>0261-2360286</b> 2360285	02612360284 4 0261-2345437
52	Thiruvananthapuram	695	Reserve Bank of India	NCCI P.B No.6507 Thiruvananthapuram - 695 033	<b>0471-2332195</b> 2329676- Ext-131 2328701	0471-2330843
53	Thrissur	680	State Bank of India	1st floor West Pallithamam Shopping Complex Trissur 680 001	<b>04872323850</b> <b>2323487</b> 3090547	04872331471
54	Tiruchirappalli	620	State Bank of India	73, Aasha Arcade Promenade Road Contonment Tiruchirappalli - 620 001	<b>0431-2770558</b> <b>2412003</b> 2412004	
55	Tirupur	641	State Bank of India	MICR CPC Door No.55 Uthukuli Road Tirupur - 641 601	<b>0421-2232600/1</b>	0421-2240371

Sl. No	Centre	City Code	Managing Bank	Address	Phone Nos of the centre	Fax No.
56	Udaipur	313	Punjab National Bank	MICR CPC, PNB, Vinimay Commercial Complex, Udaipur	<b>0294 – 2524346</b> 2418243	0294 - 2418244
57	Varanasi	221	Punjab National Bank	S-5/38-15, Vidhyavasani nagar Orderly Bazar Varanasi 221 001	<b>0542-2506434</b> <b>2506432</b>	0542-2506432
58	Visakhapatnam	530	Andhra Bank	30-9-4/2, Sarada Street Daba Gardens Vishakapatnam 530 020	<b>0891-2719575</b> 2757422	0891-2757423
59	Vijayawada	520	State Bank of Hyderabad	D.No.40-1-52/5, 1st Floor Sai Nag Complex Near Benz Circle M.G. Road Vijayawada - 520010 Krishna Dist. (A.P.)	<b>0866-6450770</b> 5562696 5560866	-

The following are non MICR centres where the ECS facility is available

<b>Sl. No.</b>	<b>Centre</b>	<b>City Code</b>	<b>Managing Bank</b>	<b>Address</b>	<b>Phone Nos of the centre</b>	<b>Fax No.</b>
1	Shimla		State Bank of India	Service Branch Shimla	0177-2658840	0177-2651026
2	Siliguri		State Bank of India	Service Branch Siliguri	0353-2539215, 2431361	0353-2431364 2530886
3	Burdwan		State Bank of India		0342-2663397 0342-2560504	0342256889
4	Durgapur		State Bank of India	Durgapur, Dist: Burdwan	0343 – 2583343 583960	0343-2583960
5	Haldia		United bank of India	Haldia ( )West Bengal	03224-252266	
6	Dhanbad		State Bank of India	Bank More, Dhanbad	0326-2303119 0326-2302713	
7	Nellore		State Bank of India	Nellore Bankers' Clearing House, SBI, Nellore Town Branch, 1, Railway Feeders Road, Nellore	0861-2331312, 2331015	
8	Tirupati		State Bank of India	Tirupati Bankers' Clearing House SBI Main Branch Behind Govinda Raja Swami Temple, Tirupati. Pin-517001	0877-2254257 2254090	0877-2254090

**NOTES**

**Notes**

**Appendix-I**

**ECS PROCESS CYCLE**

Day-0	1	Submission of encrypted Input Tape/Floppy fully validated by NCC earlier with a mandate from the Sponsor Bank in the morning.	
	2	Processing at NCC- Generating out put data in magnetic media and their encryption for onward transmission to Destination banks	
	3	NCC making available out put data in magnetic media duly encrypted to Destination Banks in the morning hours along with MICR Clearing Reports	
	4	Destination Banks (Service Branches) generating the clearing reports from the output tape/floppy supplied by NCC after decrypting the same.	
	5	Service Branches of Destination Banks ensuring accounting of the transactions either centrally or at the destination branches either by giving soft copy of the transaction details or delivering the hard copy of the Destination Branch Reports and Destination Ledger Reports (in duplicate) to the respective branches.	
	6	NCC making available Sponsor Bank Settlement Report to the Sponsor Bank.	
Day-1	1	Destination Banks' accounts credited and Sponsor Bank's account debited at Deposit Accounts Department of RBI	
	2	Destination Bank branches crediting the accounts of the beneficiaries (i.e. the Destination Account Holders) and Sponsor Bank debiting the account of the User.	
	3	Destination Bank branches reporting the uncredited items to the Service Branch on the duplicate of the Destination Ledger Reports.	
	4	Service Branches of Destination Banks preparing floppy file for reporting to NCC, the particulars of credited /uncredited items, preparing two hard copies of the Destination Banks Final Report in Form Appendix XVII and submitting the output tape/floppy to the NCC together with the return memos and a hard copy of the Destination Bank Final Report to the NCC-while presenting the day's MICR instruments for clearing.	
	5	NCC to arrive at the settlement based on the tapes/floppies received from all the Destination Banks.	
	6	NCC to generate all the relevant reports	
	7	Destination Bank's accounts debited and consolidated credit given to Sponsor Bank for uncredited items.	
	8	NCC to supply clearing reports-	
		i) Sponsor Bank Final Report -----	
		ii) Combined list of uncredited item-----	
		iii) Two copies of the final output tape/floppy -----	
		iv) Destination Bank Final Report-----	To Sponsor Bank
			To Sponsor bank

**Appendix – II**  
**Electronic Clearing Service (Credit Clearing)**  
**Guidelines for Input Preparation and Input Submission**  
**( User Institution → Sponsor Bank → Clearing House)**

a) **Input Media**  
Magnetic Media

b) **File Preparation**

c)

The output file would have two types of data records:- a large number of credit records (transaction code- 22) and one balancing debit record called CREDIT CONTRA (transaction code- 11). The CREDIT CONTRA would be the first record in the file and contain the details of the User such as User No., User name, Sponsor Bank sort code, the upper limit of the individual credit entry, the total value of all the credit items, etc. which would act as control information while processing the credit records. Certain key information in the CREDIT CONTRA record would be repeated in the credit records as will so as to make each credit record self contained with both credit and debit particulars of the transaction.

The following is the description of the various fields for preparing the data on input file in ASCII format:

Sr.No	Field Description	Length	Field Type	Remarks
<b>CREDIT CONTRA Record.</b>				
1	ECS transaction Code	2	NUM	ECS transaction code 11
2	User Number	7	NUM	User number allotted by Sponsor Bank
3	User name	40	ALP	Alpha Numeric description
4	User Credit Reference	14	ALP NUM	User defined reference number for the entire transaction (Alpha Numeric)
5	ECS tape input number	9	NUM	User defined input tape
6	Sponsor Bank-Branch Sort code	9	NUM	MICR city-bank branch code
7	User's bank Account number	15	ALP NUM	Account number of the User to be debited by Sponsor Bank. (Alpha numeric)
8	Ledger Folio number	3	ALP	Alpha numeric Ledger Folio particulars
9	User defined limit for individual credit items	13	NUM	User defined limit which would be taken for validating the credit items (in paise)
10	Total amount (Balancing Debit amount)	13	NUM	Amount in paise
11	Settlement date (DDMMYYYY)	8	NUM	Date on which settlement is sought to be effected
12	Reserved (to be kept blank by the	10	NUM	ECS Item sequence number to be allotted by

	User)			ECS
13	Reserved (to be kept blank by the User)	10	NUM	Checksum Total generated by ECS Authority
14	Filler	3		

Total 156

**(The CREDIT CONTRA , thus would have the record length of 156 ASCII characters of which last three fields of 23 characters would be left blank)**

### Credit Records

1	ECS transaction code	2	NUM	ECS transaction code 22
2	Destination Sort Code	9	NUM	MICR city-bank-branch code
3	Destination account type (S.B. account or Current account)	2	NUM	MICR transaction code (10/11)
4	Ledger Folio number	3	ALP	Alpha numeric Ledger Folio particulars
5	Destination account number	15	ALP NUM	Alpha numeric description
6	Destination account Holder's name	40	ALP	Alpha numeric description
7	Sponsor Bank- Branch Sort code	9	NUM	MICR bank code
8	User number	7	NUM	User number allotted by ECS authority
9	User name	20	APL	Alpha numeric description
10	User Credit Reference	13	ALP NUM	User defined Reference Number such as Ledger Folio number, or Share /Debenture Cert. No. or any other unique identification number given by the User for the individual beneficiaries.
11	Amount	13	NUM	Amount in paise
12	Reserved (to be kept blank by User)	10	NUM	ECS item Sequence Number to be allotted by NCC
13	Reserved (to be kept blank by User)	10	NUM	Checksum total generated by NCC
14	Reserved (to be kept blank by User)	1	NUM	Flag for items credited (1) and returned uncredited (0)
15	Filler (to be kept blank by User)	2	NUM	Reason for not crediting the item

Total 156

(Thus the CREDIT records would have the record length of 156 ASCII characters with the last four fields kept blank. These four fields would be filled up while processing the input file at the NCC /Destination Bank)

### Appendix II(a)

#### Electronic Clearing Service

#### RECORD LAYOUT OF THE CLEARING SETTLEMENT AND OUTPUT DATA FOR DESTINATION BANKS IN MAGNETIC MEDIA ( Clearing House → Destination Banks)

##### Header Record and Trailer Record

Sr.No	Field Description	Length	Field Type	Remarks
1	ECS transaction Code	2	NUM	ECS transaction code 11 for Header and 99 for trailer
2	Control Character	7	NUM	Zeros
3	Filler	87	ALP	Filler
4	Control Character	7	NUM	Three digit Bank MICR code followed by four Zeros
5	Total number of Items	9	NUM	999999900 in the header actual number of transactions in the trailer
6	Total Amount	13	NUM	Total amount in the file
7	Settlement Date	8	NUM	Settlement Date in ddmmyyyy format
8	Filler	27	ALP	Filler and ends with a dot (.)

Total 160

##### Credit Records

1	ECS transaction code	2	NUM	ECS transaction code 22
2	Destination Sort Code	9	NUM	MICR city-bank-branch code
3	Destination account type (S.B. account or Current account)	2	NUM	MICR transaction code (10/11)
4	Ledger Folio number	3	ALP	Alpha numeric Ledger Folio particulars
5	Destination account number	15	ALP NUM	Alpha numeric description
6	Destination account Holder's name	40	ALP	Alpha numeric description
7	Sponsor Bank- Branch Sort code	9	NUM	MICR bank code
8	User number	7	NUM	User number allotted by

				ECS authority
9	User name	20	APL	Alpha numeric description
1 0	User Credit Reference	13	ALP NUM	User defined Reference Number such as Ledger Folio number, or Share /Debenture Cert. No. or any other unique identification number given by the User for the individual beneficiaries.
1 1	Amount	13	NUM	Amount in paise
1 2	Reserved (to be kept blank by User)	10	NUM	ECS item Sequence Number to be allotted by NCC
1 3	Reserved (to be kept blank by User)	10	NUM	Checksum total generated by NCC
1 4	Reserved (to be kept blank by User)	7	NUM	Filler
Total				<u>160</u>

### Appendix III

#### Electronic Clearing Service

#### RECORD LAYOUT OF THE RETURN FILE (DESTINATION BANKS TO CLEARING HOUSE)

( Destination Banks → Clearing house)

This is the file generated by the destination banks for returning the uncredited/undebited items to the Clearing House. The file has only one type of data records of length 50 characters. The following table gives the details of the fields and their length of the contra record and the repetitive records.

S.No	Description	Type	Length
1	Settlement date	Alphanumeric	X(8)
2	Ecs Sequence No	Alphanumeric	X(10)
3	User No	Alphanumeric	X(7)
4	Amount in paise	Numeric	9(11)v99
5	Reason code	Alphanumeric	X
6	City code	Alphanumeric	X(3)
7	Bank code	Alphanumeric	X(3)
8	Branch code	Alphanumeric	X(3)
9	spaces	Alphanumeric	X(2)

## Appendix III(a)

### Electronic Clearing Service

#### RECORD LAYOUT OF THE FINAL OUTPUT FILE (CLEARING HOUSE TO USER INSTITUTION)

(Clearing House → Sponsor Bank → User Institution)

This is the file generated by the Clearing House and sent to the user institution through the Sponsor bank. The file has two types of data records, viz., one header record called the contra record and the repetitive records. The following table gives the details of the fields and their length of the contra record and the repetitive records.

#### Contra Record

Sr. No	Field Description	Length	Field Type	Remarks
1	ECS transaction Code	2	NUM	ECS transaction code 11 in case of credit and 55 in case of debit
2	User Number	7	NUM	User number allotted by Sponsor Bank
3	User name	40	ALP	Alpha Numeric description
4	User Credit Reference	14	ALP NUM	User defined reference number for the entire transaction (Alpha Numeric)
5	ECS tape input number	9	NUM	User defined input tape
6	Sponsor Bank-Branch Sort code	9	NUM	MICR city-bank branch code
7	User's bank Account number	15	ALP NUM	Account number of the User to be debited by Sponsor Bank. (Alpha numeric)
8	Ledger Folio number	3	ALP	Alpha numeric Ledger Folio particulars
9	User defined limit for individual credit items	13	NUM	User defined limit which would be taken for validating the credit items (in paise)
10	Total amount (Balancing Debit amount)	13	NUM	Amount in paise
11	Settlement date (DDMMYYYY)	8	NUM	Date on which settlement is sought to be effected
12	Item Sequence	10	NUM	Item Sequence number generated by

	Number			Clearing House
13	Checksum	10	NUM	Checksum generated by Clearing House
14	Filler	3		Filler
		Total	156	

### Repetitive Records

1	ECS transaction code	2	NUM	The successful transaction code 22 in case of credit and 66 in case of debit. The uncredited transactions in case of credit and the undebited transactions in the case of debit will have 44 as the transaction code
2	Destination Sort Code	9	NUM	MICR city-bank-branch code
3	Destination account type	2	NUM	MICR transaction code
4	Ledger Folio number	3	ALP	Alpha numeric Ledger Folio particulars
5	Destination account number	15	ALP NUM	Alpha numeric description
6	Destination account Holder's name	40	ALP	Alpha numeric description
7	Sponsor Bank-Branch Sort code	9	NUM	MICR bank code
8	User number	7	NUM	User number allotted by ECS authority
9	User name	20	ALP	Alpha numeric description
10	User Credit Reference	13	ALP NUM	User defined Reference Number such as Share /Debenture Cert. No. or any other unique identification number given by the User for the individual beneficiaries.
11	Amount	13	NUM	Amount in paise

12	Item sequence number	10	NUM	ECS item Sequence Number allotted by NCC
13	Checksum	10	NUM	Checksum total generated by NCC
14	Success flag	1	NUM	1 for items credited and 2 for returned uncredited in case of credit and 1 for items debited and 2 for returned undebited in case of debit
15	Filler	1	ALP	Used for internal purpose
16	Reason code	1	NUM	Reason for not crediting the item

Total 156

**FORMS**

**FORM NO. E-1**

**Appendix-IV**

**Electronic Clearing Service (Credit Clearing)  
Application for registration with the Sponsor Bank to avail of ECS facility**

Part A- to be filled in by the User

**USER DETAILS**

- 1 Name of the Organisation
- 2 Address
- 3 Contact person and telephone number
- 4 Types of transactions sought to be put through ECS during the first year of availing ECS services.

<u>Type of transaction</u>			<u>Expected volume</u>	<u>Expected value</u>
a	Interest payment-	-----monthly		
b	Interest payment-	-----Quarterly		
c	Interest payment-	-----Half-yearly		
d	Dividend payment-	----Yearly		
e	Salary payment	-----Monthly		
f	Commission Payment			
g	Refund transactions			

- 5 we will ensure that the NRE accounts of beneficiaries, if any, will be included in the Input Data only after ensuring that the Reserve Bank of India, Exchange Control Department permission is obtained therefor, if necessary.
- 6 Complaints from beneficiaries, if any, relating to non-credit/delayed credit/non-reporting of uncredited items will be pursued by us with the respective banks/branches in co-ordination with the Sponsor Bank

Authorised Signatory  
of the user

Date

## **Part B- To be used by the Sponsor Bank**

- 1 The user has been explained the role and responsibilities of various parties under ECS. They have, inter-alia, been advised that the responsibilities of ensuring the accuracy of input data, input preparation and preliminary validation of data as well as issuance of payment advices to the beneficiaries rest with the User. They have also been explained that NCC would be processing data and working out the clearing settlement based on this data and in no way be responsible for ensuring the accuracy of input data or breach of responsibility expected of the Destination Banks. Complaints, if any, received from the customers/investors/beneficiaries would have to be handled by the User.
- 2 we will ensure that the NRE accounts of beneficiaries, if any, will be included in the Input Data only after ensuring that the Reserve Bank of India, Exchange Control Department permission is obtained therefor, if necessary.
- 3 All complaints relating to non-credit/delayed credit/non-reporting of uncredited items to RBI or Sponsor Bank would be attended to expeditiously and all possible help will also be given to the User in this regard.
- 4 The User has been advised that the User shall preserve the output tape/floppy to be provided by the ECS Authority for a minimum period of 3 years and the data shall not be tampered with during the period of preservation.
- 5 We recommend that the above named organisation may be allowed to participate in the ECS credit clearing scheme as a User.
- 6 The registration number allotted by us to the user is :  
(This would be of 7 digit number , the first 3 digits being the MICR code number of the Sponsor Bank (e.g. SBI-002), the next 2 digits being the number allotted by the bank for the user and last 2 digits being the number allotted for the transaction being put through.)

Dated

Authorised Signatory  
of the **Sponsor Bank**

## **Part C- For use at NCC / CH**

Remarks:

Authorised Signatory of the **NCC / CH**

From:  
(Address)

To:  
(Address)

**Electronic Clearing Service (Credit Clearing)  
Mandate by the Sponsor Bank**

Our bank has to act as the Sponsor Bank for M/s... ..  
..... (User No.)

(name of the user institution)

and authorises Reserve Bank of India/ Clearing Agency, ..... to debit our account maintained at Deposit Accounts Department for the total value of CREDIT CONTRA of Rs..... (Rupees..... ) as given in the CREDIT CONTRA record of the input files which are being forwarded herewith. The User had already carried out a preliminary validation check. The upper limit for individual credit item is Rs..... (Rupees ..... ). We are fully aware of our role and responsibility in the ECS operation as stipulated in the Guidelines and also ensure that adequate balance would be available in the RBI's account for settlement. The settlement date (...../...../.....) indicated by the user in the Input File may be amended by NCC as per their convenience and our confirmation thereon.

(Authorised signatory  
of the **Sponsor Bank**)

Place  
..... ..

Name:..... ..

Date  
..... ..

Designation: ..... ..

..... ..

Telephone No. .... ..

Bank:

Branch:

Sort Code of the Destination Bank-branch (XXX XXX XXX)

**Electronic Clearing Service (Credit Clearing)**

**Return Memo**

Settlement Date: .../.../.....						
Details of uncredited ECS items are as under						
ECS item Sequence Number	User Numbe r	User credit Reference No.	Amou nt	Beneficiary's		Reaso n Code
				Name	A/c No.	

Total number of transactions: ..... Amount Rs.....

(Rupees: .....)

.....)

(Authorised Signatory  
of the Destination Bank branch)

Reason codes allotted for Reasons for return

Code No.	Reasons for return
1	Account since closed/transferred
2	No such account
3	Account description does not tally
4	Miscellaneous (to be specified)

**Note:** In case there no uncredited items, a 'nil' report has to be sent in the above format. The return memo has to be sent to the Service branch in case of all transactions put through ECS.

**Electronic Clearing Service (Credit Clearing)**

Model letter from a User to a prospective Destination Account Holder

Date:

Dear Customer/Investor,

A new method of payment had been introduced by Reserve Bank of India which provides you an option to collect your monthly/quarterly/half-yearly/yearly interest/dividend/salary/pension directly through your bank accounts. Your bank account would be credited through the new payment mechanism right on the due date. No payment instrument would be issued as at present. Payment instruction would be issued by us electronically through our banker to the Clearing Authority and the Clearing Authority would supply credit reports to the bank with which you maintain the specified account. The branch will credit your account and indicate the credit entry as 'ECS' in your passbook/statement of account. We would be issuing an advice to you directly after the transaction is effected.

2 Individual transactions without any monetary ceiling would be covered under the Scheme. If you maintain more than one bank accounts, payment can be received at any of these accounts. You do not have to open any new bank account for the purpose.

3 This would be only an additional mode of payment and would be optional. You would have the right to withdraw from this mode of payment by giving an advance notice of 6 weeks. Your complaint, if any, (the scope of which is very limited) would be immediately dealt with and we assure you to give a reply within 15 days.

4 If you are agreeable to participate in the new payment mechanism, you are requested to fill in the Mandate Form attached herewith. The information to be supplied should accurate and complete in all respects and duly certified by your bank.

( )

Authorised signatory

For ABC & Co

**Electronic Clearing Service (Credit Clearing)**

Model Mandate Form

(Investor/customer’s option to receive payments through Credit Clearing Mechanism)

Name of the Scheme and the periodicity of payment

No.

1) Investor/customer’s name:

2) Particulars of Bank account

A Name of the Bank :

B Name of the branch :

Address :

Telephone No. :

C 9-Digit code number of the bank and branch  
appearing on the MICR cheque issued by the bank:

D Type of the account (S.B., Current or Cash Credit )  
with code (10/11/13)

E Ledger and Ledger folio number:

F Account number (as appearing on the cheque book)

(In lieu of the bank certificate to be obtained as under, please attach a blank cancelled cheque or photocopy of a cheque or front page of your savings bank passbook issued by your bank for verification of the above particulars)

3 Date of effect:

I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold the user institution responsible. I have read the option invitation letter and agree to discharge the responsibility expected of me as a participant under the scheme.

(.....)

Signature of the Investor/Customer

Date

Certified that the particulars furnished above are correct as per our records.

Bank’s Stamp

Date:

(.....)

Signature of the authorised  
official of the Bank

**REPORTS**

REPORT NO: R-1

Appendix-IX

**Electronic Clearing Service (Credit Clearing)**

Data Validation Report (DVR)

Part- A

<b>User Details</b>		
1	User's name	
2	Sponsor Bank and Branch	
3	Ceiling on individual credit item	Rs.
<b>Validation Details</b>		
4	Number of credit reports in the input file(s)	
5	Number of valid credit records	
6	Number of rejected records	
7	Amount of Contra Record	Rs.
8	Total amount of valid credit records	Rs.
9	Difference between the Input Contra and the total of valid credit records	Rs.
10	Settlement Date	...../...../.....

**Data Validation Report**

PART – B

**Particulars of Rejected Records**

Data record details

Invalid field information

Record No. in the file	Transaction Code	Destination Banks Sort Code	A/c Type	A/c Number	Sponsor Bank	User No.	Credit Amount	Error Message
1								
2								
3								
4								
5								

REPORT No.R-2

Appendix- X

### Electronic Clearing Service (Credit Clearing)

#### ECS Control Report (ECR)

**Bank Code:** .... ..

**Bank name:** .... ..

1	Settlement Date	...../...../.....
2	Date of submission of the tape/floppy	...../...../.....
3	User and Sponsor Bank branches	
	User Name(s)	Sponsor Bank branch(es)
	(a)	
	(b)	
	(c)	
4	Number of branches of your bank required to be credited	
5	Total amount credited for all branches of your bank	Rs.
6	A tape/floppy/pen drive, duly encrypted is forwarded herewith and Destination Bank report, Destination Branch Reports and item-wise Destination Ledger Reports may be generated at your level for passing on the same to your concerned branches. Any discrepancy/difficulties, if faced by you, may please be brought to our notice immediately	

(.....)

Authorised Signatory

**For NCC / CH**

**Electronic Clearing Service (Credit Clearing)**

Item-wise Destination Ledger Report  
(to be retained by the Service/Main branch)

**Bank code:****Bank name:****\*Settlement Date:** ...../...../.....

## User Details

	User's name	Sponsor Bank's name
1		
2		
3		
4		

**Branches of the Destination Bank having credit items**

Branch code	Name of the branch	No. of credit items	Amount of credit	
			Rs.	Ps.
002				
003				
004				
-----				
999				
<b>Total</b>				

(\* Settlement date is the date on which Destination Bank's account would be credited at RBI. Destination Bank branch must credit the Destination Account Holder's account on this date and return the uncredited items to their main/service branches by way of a return memo. Main/service branch of the Destination Bank should incorporate this information in the tape/floppy to be returned to NCC.)

Tallies with amount and number of branches mentioned in the ECS Control Report

(Authorised Signatory of Service branch).

**Electronic Clearing Service (Credit Clearing)**

Destination Branch Report

(to be sent to the concerned branch)

**Bank code:****Bank name:****Branch code:****Branch name:****Settlement Date: ...../...../.....**

Ledger-wise summary:

Sr.No.	Ledger No.	Number of credit items	Amount
<b>Savings Accounts</b>			
	001		
	002		
	003		
	004		
	Etc.		
	Miscellaneous		
<b>Sub-total</b>			
<b>Current Account</b>			
	001		
	002		
	003		
	004		
	Etc.		
	Miscellaneous		
<b>Sub-total</b>			
<b>Miscellaneous account type</b>			
<b>TOTAL</b>			

Number of pages:

(Authorised signatory  
of the Service/Main branch

Encl:.....Pages of Item-wise Destination Ledger Reports

Date:

**Electronic Clearing Service (Credit Clearing)**

Item-wise Destination Ledger Report

(To be sent to the concerned branch)

**Settlement Date:** ...../...../.....

**Bank code:**

**Bank name:**

**Branch code:**

**Branch name:**

Type of the account: S.B.Account/ Current Account

Ledger No:

A/c No.	A/c Holder's name	Amount	ECS item seq. No.	User credit ref. No.	User branch code	Sponsor Bank code No.	Trans code No.	Reason code No.
0001								
0002								
0003								
0010								
0042								
--								
--								
9999								
Total Rs..... Rupees ..... .....								

The amounts indicated against each of the account number may be credited to the respective accounts maintained with your branch.

No. of pages:

(.....)

Authorised Signatory of the  
Service/Main branch

Date:

Reason codes allotted for Reasons for return

Code No.	Reasons for return
1	Account since closed/transferred
2	No such account
3	Account description does not tally
4	Miscellaneous (to be specified)

**Electronic Clearing Service (Credit Clearing)**

## Sponsor Bank Settlement Report

(to be sent to the Sponsor Bank by NCC on Day-3)

**Debit Items****Settlement Date: ...../...../.....**

Bank code:

Bank name:

Branch code:

Branch name:

User No.

User Name:

No. of transactions for which  
settlement has been effected:Amount for which Sponsor Bank  
would be debited on settlement date: Rs.

Rupees.....

**Credit Details**

Bank code	Bank name	No. of credit transactions	Amount
002			
003			
etc.			

**Total**Authorised signatory  
of the NCC / CH

Date:

**Note:**

To be given in duplicate to the Sponsor Bank. Sponsor Bank will forward one copy to the User.

**Electronic Clearing Service (Credit Clearing)**

Combined list of User-wise uncredited items

(To be given to the Sponsor Bank in duplicate on Day-6)

User Name:

Sponsor Bank:

Sponsor Branch:

Settlement Date:

List of uncredited items					
User Credit Ref. No.	ECS item Seq. Number	Beneficiary's Name	Destination Bank Sort Code	Amou nt	Reason code for return
Total Rs.					
Rupees.....)					

**Items returned uncredited**

With reason code 1 ..... items (A/c closed/ transferred)

With reason code 2 ..... items (No such account)

With reason code 3 ..... items (A/c Description does not tally)

With reason code 4 ..... items (Miscellaneous)

---

Date:

(Authorised signatory  
of the NCC / CH)

**Electronic Clearing Service (Credit Clearing)**

## Sponsor Bank Final Report

(To be given to the Sponsor Bank in duplicate on Day-6)

**Debit Items:**

Bank code:

Bank name:

Branch code:

Branch name

User No.

User Name

Amount original debited :Rs.

**Credit Details**

Branch code	Initial settlement		Items uncredited		Items finally credited	
	Number	Amount	Number	Amount	Number	Amount

**Total:**Amount now credited on account  
of uncredited returned items

Rs.....

Rupees.....

**Note:**

Sponsor Bank will forward one copy to the user institution.

Date:

(Authorised signatory  
of NCC / CH)

**Electronic Clearing Service (Credit Clearing)**

Destination Bank Final Report

(to be given to the Destination Bank on Day-6)

Destination branch		Credit		Debit		Net position	
		On.../.../.....		On.../.../.....			
Br. Code	Br. Name	Initial Credit		Subsequent Debit		Final Credit	
		Items	Amount	Items	Amount	Items	Amount

**Total:**

**Note:** Destination Bank should report discrepancy, if any, to NCC immediately.

Date:

Authorised Signatory  
of NCC / CH