Mechanised cheque processing Using MICR technology

Procedural Guidelines

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FOREWORD

Cheque Clearing represents an important milestone in the development of an efficient payment and settlement system. The introduction of new technologies in recent years has helped to foster such a system all over the world. As a part of such an evolving framework, the entire process of manual processing of cheques has undergone a sea-change when mechanised processing of cheques using Magnetic Ink Character Recognition (MICR) technology was introduced. This technology was first used in India in the late eighties at the four major metropolitan cities of Mumbai, Chennai, New Delhi and Kolkata. These centres were set up and are managed by the Reserve Bank of India. The success of these MICR based local clearing processing centres has spurred initiatives on the part of commercial banks for setting up of many more MICR based Cheque processing centres at commercially important centres of the country with the latest state-of-the-art technology. Some centres have also got the facility for 'Imaging' which enables capturing of the digital images of the cheques.

2. Consistent with its philosophy for standardisation of work procedures across different sites, the Department of Information Technology of the Reserve Bank of India has come out with a set of comprehensive guidelines for operating the Mechanised cheque processing systems using MICR technology. This booklet details the procedural guidelines to be followed at the banks and at the Cheque Processing Centres. This publication, has benefitted immensely from the contributions of Shri. G.M.Shetti, Additional Chief General Manager since retired, and of Shri S.Sankara Subramanian, General Manager, Shri S.Ganesh Kumar, Deputy General Manager and Shri S.B.Gaud, Assistant General Manager. This publication is offered essentially to provide useful and practical information for the benefit of commercial banks.

3. Mechanised cheque processing using MICR technology has brought in its wake quicker realisation of cheques, improved customer service and more effective housekeeping at banks. However, full benefits of the technological upgradation in this area would accrue only with full support of all the banks that participate in the clearing operations. Two key

parameters, namely low reject rates in MICR processing and low or nil clearing reconciliation entries at banks- should be the indicators on which MICR processing should focus on. Very close adherence to the procedural guidelines offered here will help improve the performance of cheque processing operations and minimise risks.

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CONTENTS

ANNEXURES

SCHEDULES

CHAPTER I

INTRODUCTION

1.1 One of the important means of efficient funds movement through the organised sector of an economy is the process of clearing of cheques. To facilitate quick processing of cheques and prompt settlement thereof, mechanised cheque processing systems using Magnetic Ink Character Recognition (MICR) technology for cheque clearing was introduced in the mid eighties and has been in operation at the four major metropolitan cities viz., Mumbai, Kolkata, Chennai and New Delhi. Subsequently, 40 centres with substantial cheque volumes were identified and allotted to different public sector banks for managing the Cheque Processing Centres as indicated in Annexure I. Some of these centres have already commenced full scale operations, while others are at various stages of implementation.

1.2 This booklet lays down the procedural guidelines for mechanised cheque processing based on MICR technology to be used by banks managing the MICR Cheque Processing Centres and their participant members.

1.3 These guidelines deal mainly with the operations of the MICR based cheque processing and have to be read with and subject to the Uniform Regulations and Rules for Bankers' Clearing Houses.

1.4 The term 'cheque' in this booklet shall mean and include all types of clearing instruments including cheques, drafts, pay orders, 'at par' instruments, etc.

CHAPTER II

MECHANISED CHEQUE PROCESSING SYSTEM

Standardisation of Cheque Forms

2.1 To facilitate MICR based Cheque Processing, instruments passing through clearing are required to be issued in standard format and defined size of 8" x 3 2/3". The instruments should be printed on MICR grade quality paper (the specifications of which are given in Annexure II) with a "read band" of 5/8" in width reserved at the bottom on which essential particulars occur in special MICR ink in the E-13B Font. Cheques are printed by approved security printers forming part of a panel which is maintained by the Indian Banks' Association. The current panel of printers and paper manufacturers are furnished in Annexure III and IV respectively.

MICR Code Line Structure

2.2 The code line occurring in the Read Band is divided into five fields with distinct delimiters separating each field, the details of which are as under:

(i) **Cheque serial number** of *six numeric digits* preceded and followed by a delimiter. The alpha-numeric prefix to the serial number normally used by banks should be printed outside the code line in close proximity, just above the read band, in normal ink.

(ii) **Sort field or the city/bank/branch code number** consisting of nine digits followed by a delimiter. The first three digits represent the city, the next three indicate the bank and the last three digits signify the branch. The nine digit sort code is unique for any bank branch in the country.

Details of the City Codes are given in the Annexure V.

The bank code is a three digit code number allotted to the bank on an all-India basis. A list of 3 digit bank code numbers allotted to banks alongwith the three letter abbreviation (alpha code) to the respective bank is furnished in Annexure VI. Allottment of bank codes is centralised at the office of the Chief General Manager in-Charge, Department of Information Technology, Reserve Bank of India, Central Office, Shahid Bhagat Singh Marg, Mumbai-400001.{Fax No.(022)2691557} and applications have to be routed through the President of the respective clearing house of which the bank is a direct member. Sub-members are required to present and receive the clearing instruments through a Sponsor Bank who is a (direct) member of the Clearing House.

The branch code is the last three digits of the nine digit sort code and is unique to a branch in a city. Allotment of branch codes is by the President of the Clearing House of which the Bank is a member; generally the service branch of a bank is allotted the branch code of '001'.

A sub-member will be treated as if it were a branch of the sponsoring bank. It would have the bank code number allotted to the sponsor bank to be followed by the branch code which would normally commence from 251.

A full list of nine digit code number allotted to each bank/branch along with the three letter alphabetical abbreviations for the clearing stamp could be obtained from the President of the concerned Clearing House.

(iii) **Account number field** consisting of six digits followed by a delimiter is an optional field. In the case of Government Cheques issued by RBI alone, the account number is of seven digits. The Government Account number is 10 digits in length-7 digits occurring in the Account number field and three in the transaction code field.

(iv) **Transaction code field** comprising of two digits in all instruments except Government cheques drawn on RBI which have a 3 digit transaction code. Control documents - batch and block tickets have a three digit representation in the transaction code field. A full list of transaction codes and their representation is furnished in Annexure VII.

(v) **The last field represents the amount field** and consists of *13 digits* bounded on both sides by a delimiter. The amount is encoded in paise without the decimal point.

Issue of MICR Cheque Books

2.3 Each member bank should ensure that the cheque books issued by its branches to account holders are in the MICR format. Before bulk printing the cheque books for the first time, adequate number of specimen cheque leaves could be forwarded to the nearest MICR Cheque Processing Centre for being tested with reference to the quality of MICR paper / printing, on the reader/sorter.

2.4 Corporate customers or other account holders like Central or State Government Departments, who print their cheques which are drawn on the branches of member banks should be individually advised to print the cheque leaves in the MICR format with pre-printed MICR code line. Specimen cheque forms / 'at par' items etc. could, if desired, be tested at the nearest MICR processing centre before bulk orders are executed. This applies to Continuous Stationery cheques as well. In case of non-testing and consequent high reject rates on pre-printed field, penalties may be levied on the drawee bank.

Non-Standard Instruments to be Standardised

2.5 Constituents of banks including Central and State Government offices who issue instruments like income tax/sales tax refund orders, Government Pay Orders, etc. should be advised, by the banks on which such instruments are drawn, to make arrangements to issue the instruments in the standard MICR format to facilitate processing them on Reader/Sorters. Non-standard instruments may not form part of the cheque clearing.

MICR CHEQUE PROCESSING EQUIPMENTS

2.6 The following are the MICR cheque processing equipments:

(i) MICR Document Encoder

The encoder is a table top machine which can print the coded particulars of cheques and other payment instruments in magnetic ink on the 5/8" read band at specified position. The conventional encoder has a keyboard and a programmable journal printer (i.e. lister). It endorses on the reverse of the instrument a fixed or variable stamp. The encoder has the facility to proof the pay-in-slip amount or control totals simultaneously by marking off successive amounts of encoded cheques thus arriving at a zero balance when all the cheques are encoded and bringing out discrepancies, if any, in the totals or errors during encoding. The figures are cumulated to enable encoding of the control documents viz., Batch and Block tickets. The encoders are also programmed to simultaneously affix/print the Clearing Endorsement Stamp on the reverse of the instrument, in the format prescribed. Encoders with compatibility to PCs are available, as also are power encoding machines and encoders with limited sorting facilities. Encoding work could either be decentralised at branches or centralised at the Service branch depending on the logistic in the bank. Clustering of encoding work at some branches to take care of smaller branches in the vicinity is another option available. Detailed guidelines on the availability of different types of MICR encoders and steps to be taken by member banks in setting up the MICR cheque encoding facilities in their Service Branch/Main Clearing Department are given in Annexure VIII.

(ii) Reader Sorter

A Reader/Sorter is a device that reads the MICR encoded documents and sorts (direct) them to one of the many pockets as per the pre-determined sort pattern/programme. Most reader/sorters can operate on off-line mode as well as on-line with a host computer. Documents are fed automatically from an input hopper, which can handle documents of various sizes simultaneously. The documents travel past an electronic field which magnetises the characters and symbols in the MICR read band and generates distinct wave patterns intelligible to the machine. The physical sorting of cheques on the machine is carried out under the control of a computer program. This sort program, while directing the documents to the designated pockets, simultaneously captures and stores the information in the MICR code line on the cheques. The information captured from the documents is simultaneously stored on disk/tape, etc. and used for further processing. In case certain information is not read due to defective printing, encoding, etc., the cheque is directed to a 'Reject' pocket along with the control documents. These are taken out and the missing information is completed by manually keying in the data.

(iii) Image Capture

Image capture and image processing technology is a recent development in document processing by which the image of a payment instrument is captured simultaneously when it is processed on reader/ sorters by adding an image capture module and related software. The images so captured are stored on magnetic media for retrieval and processing. The images can be displayed on a screen and copies can be printed. It is also possible to transfer the image data to banks through magnetic media or through the communication backbone. The availability of image files enhances the processing quality and speeds up reject recapture, balancing, etc. The stored images could also be retrieved at a later date to facilitate quick reconciliation of clearing differences.

ENDORSEMENTS ON CHEQUES

Special Crossing Stamp

2.7 All cheques received for collection over the bank's counters are required to be branded with the bank's special crossing stamp. The suggested dimension and the position of the Special Crossing Stamp are given in Annexure IX.

Other Endorsements

2.8 Apart from the endorsements which are already made on the cheque when the customer has deposited the cheque for realisation, there are two categories of endorsements/stamping which are made by the collecting bank during the cheque processing - the Clearing stamp and the bank's certification or confirmation of various endorsements on the cheque and an undertaking to the effect that the proceeds will be credited to the payee's account on realisation.

Clearing Stamp

2.9 The clearing stamp indicates particulars regarding the name of the presenting bank/branch (alpha codes), date of presentation and the type of clearing. Encoding machines are programmed to affix the clearing stamp on the reverse of the cheque simultaneously while encoding the amount. Format of the clearing stamp (local clearing) is given in Annexure X.

Confirmation of Endorsements

2.10 As regards the confirmation/certification of endorsements, the attention of member banks is invited to the Uniform Regulations and Rules of the Clearing Houses providing that once the clearing stamp is affixed, it could be presumed that the collecting bank confirms the previous endorsements and undertakes to credit the party's account on realisation and no specific endorsement/certificate of confirmation to this effect on the instrument is necessary.

CHAPTER III

PROCEDURE FOR HANDLING CLEARING CHEQUES BY BANKS/BRANCHES

At Branch Level

3.1 Each branch will receive the local and intercity MICR clearing cheques from the customers over the counters, along with the pay-in-slips and will process them as per the existing procedure. Separate pay-in-slips / challans may be used for local clearing cheques and intercity cheques. Branches need not sort these cheques drawee bank/branch-wise or prepare corresponding listing and abstracts. They would only have to segregate the intra-bank bank instruments from inter-bank instruments. The procedure for preparation of outward clearing of inter-bank instruments at the branches will be as under:

a) ***If the branch is supplied with MICR document encoder (s):***

(i) The cheques will be encoded as and when received after balancing the totals with the pay-in-slip totals or in batches as is convenient. The clearing stamp occurs on the reverse of the instrument simultaneously with encoding.

(ii) Each payment instrument presented in clearing should bear the special crossing stamp in the manner explained in paragraph 2.9.

(iii) The cheques will be presented into convenient batches (upto 200 cheques in each batch).

(iv) The audit trail is generated by the encoder machine simultaneously with encoding.

(v) The claim figures for each batch will be encoded on a Batch Ticket. The format and the MICR code structure of a Batch Ticket are furnished in Annexure XI.

(vi) A forwarding schedule indicating the name of the branch, number of cheques and aggregate value of each batch and the grand total should be prepared.

(vii) A Branch Clearing Control Report should be prepared (in duplicate) as per format furnished in Annexure XII.

(viii) Zero Proofing of the batches to ensure that there are no errors during encoding is also necessary.

b) ***If the branch does not have an encoder machine:***

(i) The total of pay-in-slips should be balanced with the total of the amounts listed.

(ii) The cheques will be listed under batches (upto 200 cheques in each batch). A dummy batch ticket indicating the name of the branch, number and total amount of the instruments in the batch should be prepared.

(iii) Each payment instrument presented in clearing should bear the special crossing stamp in the manner explained in paragraph 2.7. The clearing stamp will be affixed by the Service Branch / Main Clearing Department / Encoding branch while encoding the instruments at their end.

(iv) A forwarding schedule indicating the name of the branch, total number of cheques in each batch and the total amount, should be prepared.

(v) A Branch Clearing Control Report should be prepared (in duplicate) as per format furnished in Annexure XII.

c) In either case, entries in the Outward Clearing Register will have to be made as per the existing procedure prevalent in the bank.

3.2 After balancing the outward clearing cheques in all respects, the Branch Clearing Control Report, Forwarding Schedule, and the instruments pertaining to each batch under cover of the Batch Ticket(s) should be forwarded to the Service Branch/Main Clearing Department along with the audit trail i.e. the listing of amounts of cheques in respect of each batch duly referenced.

At Service Branch/Main Clearing Department

3.3 The Service Branch/Main Clearing Department should ensure that the duly balanced outward clearing batches are received from the various branches within the prescribed time schedule. The outward clearing presentation for the bank as a whole, duly balanced and with the necessary control documents, should be forwarded to the Cheque Processing Centre as per the time schedule stipulated by it.

3.4 **The Service Branch/Main Clearing Department** will have the following broad functions:

a) receive fully encoded cheques from branches who have encoders.

b) provide encoding facility to its branches who do not have the encoding machine.

   Note: The encoding procedure will be similar to the procedure followed in the branch with an encoder as indicated in Paragraph 3.1(a) above except that instead of comparing the totals with pay-in slips, the control total indicated in the forwarding schedule [paragraph 3.1b(iv)] will be entered for zero proofing. Discrepancies noticed, if any, should be reconciled with the add list provided by the branch. The total branch presentation (total of Batch Tickets of the branch) should also be tallied with the figures furnished in the Branch Clearing Control Report.

c) cross reference each Batch Ticket with the corresponding audit trail by assigning serial number and branch identification.

d) add up the Batch Ticket figures and prepare a Block Ticket representing the aggregate claim of the bank as a whole, in respect of the batches and cheques included in the presentation.The format and the MICR Code line structure of a Block Ticket are furnished in Annexure XIII.

e) Present the instruments in the manner detailed vide para 4.5 of Chapter 4.

f) Keep the audit trails duly cross referenced at the end, in an envelope.

g) A chart indicating a representative Block of Outward Clearing sent to the Cheque Processing Centre (CPC) is furnished in Annexure XIV.

h) send the outward clearing to the Cheque Processing Centre through a representative.

i) Hold the Branch Clearing Control Report for verification of actual credit received from the CPC.

Intercity Clearing

3.5 The procedure to be followed for intercity clearing - i.e. presenting cheques drawn on other MICR centres would be similar to the above; the only requirement is that the intercity instruments should be made into separate batches and presented alongwith a separate covering schedule. Realisation of intercity cheques would be intimated after the process is completed. Separate reports - including control reports - would be made for Intercity Clearing.

CHAPTER IV

OPERATIONS AT THE CHEQUE PROCESSING CENTRE

4.1 The MICR Cheque Processing Centre (CPC) will be set up by RBI or a Public Sector Bank designated for the purpose, hereinafter referred to as a Sponsor Bank. The responsibility of installing, maintaining and operating the necessary cheque processing equipments and software including the necessary infrastructure would be undertaken by the Sponsor Bank. The CPC will offer member banks of the Clearing House the necessary cheque processing facility as a service against the service charge to be recovered from the member banks.

4.2 The activities of CPC which would include receiving and sorting/listing of cheques drawee bank/branchwise, preparing drawee bank/branchwise reports, etc. (which member banks presently handle in-house) would be distinct from the responsibility of the bank managing the Clearing House who, apart from accounting the settlement i.e. raising the debits/credits in the accounts of various member banks held in its books, will also look after the overall functioning of the Clearing House and day-to-day monitoring of the Clearing House operations including the operations of the CPC, admission of new members, maintaining the discipline relating to return of unpaid cheques, etc.

4.3 Both the above responsibilities i.e. management of clearing house and setting up of the Cheque Processing Centre may either rest with the same bank or with two different banks. In the latter case, it becomes necessary that there is proper earmarking of responsibilities and proper coordination between the two agencies to ensure smooth conduct of the Clearing House operations. With a view to lay down proper guidelines in this regard, a model Memorandum of Procedure (MOP) for accounting of settlement, etc. has been drawn up for adoption by the Clearing House members. The model MOP is furnished in Annexure XV.

4.4 Subject to the provisions made in the model Memorandum of

Procedure (MOP) referred to above, the MICR Cheque Processing Centre (CPC) would attend to the following functions and procedures :

(i) All member banks of the Clearing House at the centre are eligible to avail of the services of cheque processing provided by the CPC. The member banks will furnish a formal request to this effect to the CPC in the manner prescribed in MOP. The sub-members of the Clearing House will participate in clearing through the respective sponsor members and for all purposes, so far as they relate to cheque processing activities, a sub-member including its branches will be treated on par with the branches of the concerned sponsor member.

(ii) The service of cheque-sorting/listing would be as per the sort pattern determined by the Clearing House in advance. The general pattern would be to sort the cheques drawee bank-wise and within the bank, drawee branch-wise and could also transaction code wise as per the decision taken by the Clearing House. Further fine sorting of the cheques may be undertaken by the CPC for individual banks as per sort programme (such as account wise sorting) mutually agreed upon, for which additional service charge could be levied.

(iii) Member banks should make their own arrangements to deposit the outward clearing cheques with the CPC for processing as per the time-slots indicated by the Clearing House.

(iv) Similarly, member banks should make their own arrangements to collect the inward clearing cheques from the CPC as per the time schedule indicated by the Clearing House.

OUTWARD CLEARING

4.5 The outward clearing items presented by each member bank would be in the following order:

Block Ticket, Batch Ticket, Cheques under the batch, next Batch Ticket, Cheques under next Batch and so on..........., followed by an envelope containing the addlists in respect of the instruments contained in each batch. The lot should be neatly placed in one or more trays in proper order. The trays should be duly locked by the presenting bank.

4.6 The Cheque Processing Centre (CPC) will:

(i) receive the outward clearing cheques from the member banks, as per the stipulated time schedule;

(ii) conduct a prima facie scrutiny to ensure that -
  - (a) appropriate Block Ticket has been placed as the header;
  - (b) supporting batches are under cover of proper Batch Tickets;
  - (c) all paper clips, pins, staples, etc. on individual cheques have been removed;
  - (d) the envelope containing the addlists has been placed at the end;

(iii) enter the receipt particulars on the PC placed at the receiving counter;

(iv) insert the CPC control documents for the purpose of processing;

(v) send the trays to the Reader/Sorter Room.

DATA PROCESSING AND CHEQUE SORTING

4.7 The Data Processing Wing of the CPC will comprise the following units based on the workflow:
  - (a) Prime Pass Unit
  - (b) Reject Re-entry and Balancing Unit
  - (c) Fine Sort and Manual Sort Unit
  - (d) Data Processing and Printing Unit

These are only indicative and could vary from centre to centre.

(a) Prime Pass Unit

4.8 Prime Pass Unit will:

(i) receive the outward clearing Block of each member bank from the Receiving Counter;

(ii) determine the unit of work and assign the work to different sorters;

(iii) pass the instruments through the reader/sorter.

4.9 The operations carried out during prime pass would include capturing the data (and image if provided with the image capture module) through reading the MICR code line, on the Block/Batch Tickets, and the supporting instruments; segregation of the control documents and the instruments not read/incompletely read in the each batch, sorting of the instruments into broad groups to facilitate further fine sorting etc.

4.10 During the Prime pass, it should be ensured that the order in which the control documents, batch tickets and rejected items appear is not disturbed. The good items of the lot sorted to different pockets should also be properly labelled and kept in trays without disturbing the order. The Reader/Sorter is programmed to assign a unique sequence number to each item passing through the reader/sorter and print the same on the reverse of the item for further identification, recall of the data, or the image of the instruments. The reader/sorter is also programmed to indicate a running report on the items processed and rejects encountered so that the quality of processing and also of the instruments being processed could be continuously monitored.

(b) Reject Re-entry and Balancing Unit :

4.11 Reject Re-entry

Reject re-entry supplements the data in respect of a rejected item in order to complete the same or remove the deficiencies therein. The Unit will have terminals on line with the system. The terminal operator will perform data entry in respect of all the items that have been rejected from each instrument of the relevant batches.

If the system has image capture facility, the image of the item will appear on the screen side by side the MICR code line particulars. This will substantially enhance the ease and quality of reject re-entry. Further, the software could be customised to treat the instruments rejected due to deficiencies in fields other than the sort field on par with good documents and sort them as such to respective bank pockets.

4.12 Balancing and Adjustments

The objective of this unit is to validate the totals of item-wise data captured on the system with the presentation totals as reflected in the Block/Batch totals indicated by the presenting banks.

(i) A batch is out of balance when the total value read on the Batch Ticket is not equal to the total value obtained by the system by adding the amount fields read of all items in the batch. This may be caused by omissions; inaccurate reject re-entry; incorrect casting of totals by the resenting bank, errors in encoding etc.

(ii) After the reject re-entry operations in respect of a work unit is over, the balancing work will be taken up. The system will display the item-wise details of the unbalanced batches one by one to enable balancing and adjustments. The system will also enable printing of item-wise details of unbalanced batches which are to be verified with the addlist placed in the envelope received from the presenting bank.

(iii) After rectification of item-wise discrepancies, data entry of corrections has to be done after which the batch should normally balance. If a difference persists despite individual items having been validated, the Batch amount correction may have to be resorted to.

(iv) All corrections which result from discrepancy/inaccuracies at the bank level would be communicated to the bank concerned through a suitable Adjustment Advice, along with the Batch Ticket, corresponding addlist and the item-wise listing as per instruments read by the system.

(c) Fine sort and Manual Sort Unit

4.13 Fine sorting of good documents

(i) The cheques will be sorted drawee bank/branch-wise and within a branch according to transaction type.

(ii) At par items which are sorted to a separate pocket in the prime pass, will be further fine sorted to drawee banks and then to designated branches. (Normally 'at par' items will be sorted to the Service Branch).

(iii) Government cheques drawn on RBI shall be sorted according to the special sort pattern advised by the Clearing House.

4.14 Fine sorting of rejected items

(i) It should be the endeavour to sort the reject items mechanically, to the extent possible, so that only a minimum number of instruments are subjected to manual sorting since this method is prone to human error.

(ii) At centres where image capture facility is available, it is possible to sort all instruments with good sort field directly to the bank pockets, even though the item is logically a reject due to deficiencies, in other fields, since the reject re-entry under image capture is done with the help of images without referring to physical instruments.

(iii) Even under conventional cheque processing system (i.e. without image capture), the software provides for machine sorting of reject items picking up only the sort field or the bank code within the sort field.

(iv) The remaining cheques needing manual sort are sorted bank-wise and placed in separate lots for the bank concerned to further fine sort them branch-wise for delivery to the concerned branches.

(d) Data Processing and Printing Unit

4.15 After all the 'out-of-balance' batches are reconciled and adjusted, the complete data in respect of outward clearing of all banks will be merged and a fully validated data base shall be created. The data thereafter, will be further processed and the Clearing House Settlement Statement and other reports will be generated. CPC will generate the following reports for use by the member banks:

(i) **Clearing House Balance Register** in the format given in Annexure XVI to provide each member bank with a report showing its clearing transactions at the bank level i.e. both presentations and receipts, by number of instruments and aggregate value and the net position vis-à-vis each member bank.

(ii) **Branch-wise Clearing Statement** in the format given in Annexure XVII to provide each member bank, a branch-wise summary of inward and outward clearing figures both by number of instruments and aggregate value, together with the net clearing balance.

(iii) **Item-wise Listing of Inward Clearing Instruments** in the format given in Annexure XVIII. The detailed listings will be printed for each drawee bank, within the bank by each branch and within the branch by each transaction code, providing a summary of inward figures by transaction type, at the end of the report.

4.16 The CPC will also generate the following reports for the Manager of the Clearing House (MCH):

(i) **Clearing House Settlement Register** in the format given in Annexure XIX. The statement will indicate the clearing position in respect of each member bank, both presentation and inward and the net settlement figures in favour or against each member bank.

(ii) Settlement information in a computer media, say a floppy disk or tape, as indicated by the MCH, as per the record lay out and security features as agreed upon between the CPC and MCH or in case the accounting system in MCH is not computerised, the voucher listings and bankwise credit/vouchers as per format furnished by the MCH in terms of the MOP (Please refer to Annexure XV).

4.17 The CPC will also generate the following control reports for use by banks and MCH for monitoring the cheque clearing operations:

(i) **Reject Analysis Report - Bank-wise** in the format given in Annexure XX.

This report gives the field-wise details of rejects during the processing of payment instruments in clearing A copy of the report will be furnished daily to the respective member bank to enable the bank to monitor the quality of its presentation and also the MICR printing of its cheque books and other payment instruments.

(ii) **Reject Analysis Report - Summary** in the format given in Annexure XXI.

This statement gives a summary of the reject analysis bank-wise to enable the CPC and MCH to monitor the reject rate on a daily basis.

(iii) **Statement of Comparison of Receipts and Settlement** in the format given in Annexure XXII.

This statement gives the claims made by each member bank as per its presentation and actual credit given thereagainst to the concerned bank in the settlement bringing out the excess/short credits and the batch adjustments made in respect thereof.

(iv) **Report on Daily Operation of CPC** as per the format given in Annexure XXIII.

4.18 A copy each of the report referred to in (ii) to (iv) above will be forwarded by CPC to the MCH on a daily basis. Further, the CPC may furnish to the MCH any other periodical report as agreed between the CPC and MCH and also any adhoc report as the President of the Clearing House may require.

INWARD CLEARING

4.19 The undernoted documents would form the Inward Clearing of the individual member bank:-

(i) Good instruments sorted branch-wise and transaction code wise.

(ii) Reject items
- machine sorted branch-wise
- machine sorted bank-wise
- manually sorted

(iii) Branch Listing of Inward Clearing Items

(iv) Branchwise Clearing Statement

(v) Clearing House Balance Statement

(vi) Adjustment advices in respect of amendments made in the outward clearing items presented to CPC supported by Batch Ticket, addlist and item-wise listing of items presented in the batch as read by the system.

(vii) Any other report as per the local decision

4.20 The delivery of inward clearing will be arranged in boxes with provision of locking in the Delivery Section of CPC. In this regard the following formalities have to be observed:

(i) The banks are expected to depute authorised representatives to the CPC for collecting the inward, as per the time schedule indicated by CPC.

(ii) Banks should obtain identity cards from CPC in respect of their staff deputed to collect the inward.

(iii) CPC staff should verify the identity cards before allowing access to delivery area/ receptacles.

(iv) Whenever there are changes in the staff deployment, fresh identity cards should be obtained and cards already issued to staff who have been withdrawn should be surrendered for cancellation.

(v) The staff taking delivery should enter the name of the bank, name of the representative and time of delivery in the Delivery Register maintained by the CPC; the closing time of the delivery counter could also be noted in the Delivery Register.

BACK UP OF DATA TO BE MAINTAINED BY CPC :

4.21 CPC should maintain proper library of the daily data file of instruments processed by it. Three generations of the back up should be maintained.

(i) Data back up to be maintained on the system disk for a minimum of 10 days or such other (longer) period as the Clearing House/ MCH may stipulate.

(ii) Data back up to be maintained on computer media on site in a properly arranged library for 8 years or such other (longer) period as Clearing House/MCH may stipulate.

(iii) Another copy of data back up to be maintained on computer media off site in a different locality for 8 years or such other (longer) period as Clearing House/MCH may stipulate.

4.22 System back up should similarly be maintained, on a weekly basis, one set onsite and another set offsite. The tapes/floppies should be rotated on a continuing basis to ensure that the system back up is updated regularly.

CHAPTER V

HANDLING OF INWARD CLEARING BY BANKS

5.1 i) The Service Branch/Main Clearing Department of each member bank will depute an authorised representative possessing valid identity cards to the MICR Cheque Processing Centre for collecting its inward clearing instruments and other reports at the time and venue indicated by the Cheque Processing Centre/ Manager of the Clearing House.

ii) The Service Branch should ensure that its representative calls at the CPC at the stipulated time, collects the instruments and delivers them at the Service Branch promptly.

iii) Security staff of CPC should check the identity cards of visitors before allowing them access to delivery area/receptacles.

iv) The staff deputed to collect inward clearing shall be required to write the name of the bank, name of the representative, time of delivery, etc. in the Delivery Register maintained at CPC.

5.2 The inward clearing instruments are given to the Service Branch by the CPC in two lots. The first lot represents the good (unrejected) instruments which have been fully sorted by the Reader Sorter machines. The second lot consists of the instruments that were rejected during the process and had to be manually sorted. While the first lot of instruments are sorted drawee branch-wise and transaction code wise, the second lot of instruments are sorted bank/branch-wise only. In addition, there could be other lots of instruments such as 'At Par' instruments sorted to the designated branch/ Service Branch. The Service branch should arrange to further fine sort the second lot of instruments drawee branch-wise on the basis of the sort code available on the MICR read band and place them after the lot of fully sorted instruments of each branch.

5.3 Alongwith the MICR clearing inward instruments, the MICR Cheque Processing Centre will also furnish to each member bank, the Clearing House reports, either in hard copy or on magnetic media or both, as indicated in Para 4.15.

5.4 If the volume of instruments is relatively high or if the time frame available at the Service Branch does not permit detailed verification of inward clearing items with the listings, then a prima facie scrutiny should be conducted as indicated in paragraph 5.6 below and the inward instruments distributed to the branches alongwith the listings. The branches should be instructed to conduct the detailed scrutiny before distributing the instruments to dealing assistants.

5.5 If the volume of inward instruments is manageable, the Service Branch could also take up verification of the inward instruments as per the branch-wise listing so as to ensure that the physical instruments received tally with the number of instruments mentioned in the reports, the procedure for which is enumerated in paragraph 5.9 below.

5.6 **Prima facie scrutiny of Inward Clearing Instruments at the Service Branch**

i) The branch-wise instruments and the outputs should be matched with the totals in the Branch Clearing statement and the summary of Branch Listings.

ii) The verification of the manually sorted instruments has to be done at the Service Branch so as to ensure that these instruments go to the correct drawee branch.

iii) The branch-wise listings provided by the CPC flag the instruments that have been Rejected during the processing by the indication 'R' alongside such instruments. The Service Branch should check these entries with the physical instruments to ensurethat the rejected instruments go to the correct branch.

iv) The lots should be kept ready for delivery to the representative/ messenger of the branch concerned.

5.7 The following procedure may be adopted for handling of differences arising out of the above verification :-

(a) If the Service Branch finds that any item is listed to any branch but not received, then it can make a note of such non-receipt and inform the branch accordingly.

(b) In case the Service Branch receives an item that is not listed to any of its branches but belonging to one of its branches, it should include this additional items(s) also in the 'Branch-wise Inward Listing' report, make a note of such unlisted receipt and inform the concerned branch accordingly.

(c) In case the Service Branch receives an item that does not belong to any of its branches i.e. the cheque is drawn on another member bank but is listed against any branch, the Service Branch should make a note of it against the branch-list concerned and ask the branch to return the same through return clearing as an item not drawn on it.

(d) In case the Service Branch finds an item that does not belong to any of its branches i.e. the cheque is drawn on another member bank and is also not listed in any of the branch listing, then it can set it aside for transmission to the concerned drawee Bank/branch, **without making any claim.**

5.8 A reference may please be made to the Branch Clearing Control Report (Annexure XI). referred to in paragraph 3.1 above. The branch-wise inward clearing as per the report (Branchwise clearing position) should be entered in Part B of the Report. The report in duplicate should be forwarded to branches alongwith the Inward clearing.

Verification of the Previous Day's Outward from the Branch Clearing Statement

5.9 In addition to the inward instruments drawn on branches of a bank, the Branch-wise Clearing Statement furnished by the CPC would contain the summary position of the branch-wise presentation of the total number of instruments and the total value thereof. This represents the outward presentation of the branch concerned on the previous day as reflected in the Branch Clearing Control Report. The information should be recorded in the Branch Clearing Control Report of the branch concerned.

5.10 The Service Branch should compare the two figures referred to in the above paragraph and verify the correctness of the credit received with the outward claim lodged by it on the previous day. If there is a variation between the claim made and the actual credit reported by the CPC, the reason/s for the variation have to be ascertained with reference to the adjustments, if any, made by the CPC (i.e. in the values on the Batch Tickets of branch presentation). The CPC would be furnishing details of such adjustments made and the causes for the adjustments. This sheet coupled with the Batch Ticket is returned by the CPC along with the copy of the Audit Trail / Patti submitted by the branch the previous day. This would help the Service Branch in reconciling the difference. The Service Branch should verify branch-wise credits as furnished in the Branch Clearing Statement vis-a-vis the presentation made in respect of each branch on the previous day. Even though the total value of the credit received by the bank may tally with the claim made by the bank as a whole, individual branch-wise amounts have to be checked, to ensure non-occurrence of compensatory errors, if any.

5.11 **Processing of Inward Clearing at the Drawee Branch**

(a) On receipt of the inward instruments alongwith the listings related thereto, the drawee branch will tally all the instruments, marking off each instrument against the entry in the branch listings received from the Service Branch. This process would be easy since the instruments would be in the same order as the listings except for the manually sorted instruments representing the rejected items for which separate indications on the listings/reports would be available.

(b) If the branch finds any instrument that is listed to it (for which a debit has been made on it) but not received by it, it should be treated as a 'Clearing Receivable' entry. A Clearing Receivable Report in 'FORM-A' has to be prepared and forwarded to the Service Branch for onward transmission to the presenting branch concerned, **in duplicate.** The format of this report is furnished in Annexure XXIV.

(c) If the branch finds any instrument received that is not listed to it (for which no debit has been raised on it by the Clearing House), it should be treated as a 'Clearing Payable' entry. For such items, a Clearing Payable Report in 'FORM - B' has to be prepared and forwarded to the Service Branch for onward transmission to the Clearing House, ***in***

duplicate. A specimen of the Form-B is given in Annexure XXV. The cheque should be passed for payment if it is otherwise in order and the relevant credit passed on to the Service Branch.

(d) In case, the branch receives an instrument that is neither listed to it nor pertaining to it, then the branch should promptly forward the same, ***without any claim,*** to the Service Branch who would transmit it to the drawee Bank/Branch concerned.

(e) The position after verification including the discrepancies noticed as referred to in (a) to (d) above, should be noted in the Branch Clearing Control Report received from the Service Branch.

(f) After verification of the statements/listings with the instruments in the above manner, the branch may go ahead with further processing of the instruments - debit to accounts concerned etc., in the usual manner.

Verification of claims made in Outward Clearing

5.12 In respect of the outward clearing instruments presented on the previous day, the Service Branch will convey to the branch concerned the actual credit afforded by the CPC, in the Branch Clearing Control Report. The branch should note the figures reported therein carefully. If there is a difference between the claim made and the actual credit received, then the branch should analyse the reason for the difference. The Service Branch would have received from the cheque processing centre the information regarding adjustments, if any, made in the batch totals and the reasons therefor. The CPC will also provide full particulars of the MICR codeline in respect of each instrument presented in the said batch. It should be possible for the branch to use the information and reconcile the difference. Since the realisation is related to corresponding customer credits, the branch should locate and reconcile such outward clearing differences promptly and account for the same and make necessary adjustments. Action taken in this regard should be noted in the Branch Clearing Control Report.

Feed Back to Service Branch

5.13 After the processing of inward clearing and also verification of the outward clearing figures, a copy of the Branch Clearing Control Report duly completed should be returned to the Service Branch. The reports in Form A and Form B should also be enclosed to this report.

Handling of Cheque Returns

5.14 The mechanised cheque processing system proposed under the scheme does not envisage handling of the settlement operations relating to the clearing of unpaid cheques on reader/sorter machines. The same will be handled by the Clearing House adopting the existing procedure viz. manual procedure or Floppy Input-statement Based Clearing procedure. The Service Branch/Main Clearing Departments of banks will as hitherto, arrange for exchange, of the returns of unpaid cheque in the Clearing House through the receptacles and settling on the basis of data of Input statements.

RECONCILIATION OF CLEARING DIFFERENCES

5.15 Generally, there are two types of 'clearing differences' that may arise viz., (a) Inward Clearing Differences and (b) Outward Clearing Differences.

Inward Clearing Differences

5.16 Inward Clearing Differences are of the following types:

(a) Cheques listed to the bank/branch but not received by it - the Clearing Receivables

(b) Cheques received by the bank/branch but not debited to it - the Clearing Payables;

(c) Cheques received by the bank/branch with the actual debit not tallying with the face value of the instrument.

5.17. For all the Clearing Receivable differences reported by a branch, the Service Branch should maintain full data and try to match these with the Clearing Payable differences reported by the other branches. If no such matching is possible, then the Service Branch could forward the Form-A to the presenting bank for further action as per the Clearing House Rules. For

Clearing Payable differences too, the same procedure could be adopted and unresolved Form- B sent to the cheque processing centre as per the Guidelines. The CPC, would, on the basis of the MICR data available at their end, find out the bank/branch to whom the actual debit has been raised and inform the same to the bank/branch reporting the Clearing Payable difference who could issue a Pay order to the affected branch for settlement of this un-reconciled clearing difference.

5.18 In the case of a cheque listed for a value higher than the actual amount of the cheque, the branch may debit the drawee's account for the actual amount of the instrument, if it is otherwise in order, and the excess should be reported to the Service Branch for onward follow-up with the bank/branch concerned. In the case of a cheque which is listed i.e. the debit has been raised, for an amount lower than the value of the cheque, the branch may debit the drawee's account for the actual value of the instrument, if it is otherwise in order, and the difference passed on to the Service Branch for onward transmission to the presenting bank/branch after verifying the position from the cheque processing centres.

Outward Clearing Differences

5.19 Outward Clearing Differences could arise in one of the following ways:

a) No credit received in respect of an instrument presented.

b) Short credit received in respect of an instrument presented.

c) Excess credit received in respect of an instrument presented.

d) Credit received in excess of the claim.

In respect of (a), (b) and (c) above, the differences should be reconciled promptly, if necessary by obtaining the additional information from the CPC or in consultation with the drawee bank/branch concerned. As regards (d), where credit is received in excess of the claim, the Service Branch should be informed of the position by reporting the same in the daily Branch Clearing Control Report. The service branch should attend to such cases promptly and ascertain the reasons therefor by referring the matter to the CPC. Before making a reference, however, the Service Branch should verify from the Branch Clearing Statement and the branchwise claim figures whether the excess credit is adjusted against a corresponding short credit against another branch. Such inter-branch clearing differences should be reconciled internally without reporting the same to the CPC.

5.20 It must be recognised that reconciliation of clearing differences is an important activity that assumes greater significance since this is also an area that may give rise to frauds. The essence of reconciliation is the need for all banks and branches to follow the set rules and guidelines laid down in this regard. Prompt reporting and solving of the same should, therefore, be the prime concern of all players in the field. It would also be desirable that all unreconciled clearing differences payable are transferred to the Head/ Controlling Office after the lapse of particular period - say a year or so, to enable better handling of this activity.

ANNEXURES

ANNEXURE I

Names of Cities and Banks Setting up MICR Centres

Sr.No.	NAME OF CENTRE	NAME OF THE DESIGNATED BANK	REMARK
1.	AGRA	PUNJAB NATIONAL BANK	Operational
2.	AHMEDABAD	BANK OF BARODA	Operational
3.	ALLAHABAD	PUNJAB NATIONAL BANK	
4.	AMRITSAR	ORIENTAL BANK OF COMMERCE	Operational
5.	BANGALORE	CANARA BANK	Operational
6.	BARODA	STATE BANK OF INDIA	Operational
7.	BHOPAL	CENTRAL BANK OF INDIA	Operational
8.	BHUBANESWAR	STATE BANK OF INDIA	
9.	CALICUT	STATE BANK OF INDIA	
10.	CHANDIGARH	PUNJAB NATIONAL BANK	Operational
11.	COIMBATORE	BANK OF BARODA	Operational
12.	ERNAKULAM	STATE BANK OF TRAVANCORE	Operational
13.	GUWAHATI	To be designated	
14.	GWALIOR	STATE BANK OF INDIA	
15.	HYDERABAD	BANK OF INDIA	Operational
16.	INDORE	STATE BANKOF INDORE	Operational
17.	JABALPUR	STATE BANK OF INDIA	
18.	JAIPUR	PUNJAB NATIONAL BANK	Operational
19.	JALLANDHAR	PUNJAB NATIONAL BANK	Operational
20.	JODHPUR	STATE BANK OF INDIA	
21.	KANPUR	PUNJAB NATIONAL BANK	Operational
22.	KOLHAPUR	To be designated	
23.	LUCKNOW	PUNJAB NATIONAL BANK	Operational
24.	LUDHIANA	PUNJAB NATIONAL BANK	Operational
25.	MADURAI	CANARA BANK	Operational

Sr.No.	NAME OF CENTRE	NAME OF THE DESIGNATED BANK	REMARK
26.	MANGALORE	CORPORATION BANK	Operational
27.	MEERUT	STATE BANK OF INDIA	
28.	NAGPUR	PUNJAB NATIONAL BANK	Operational
29.	NASIK	STATE BANK OF INDIA	
30.	PATNA	STATE BANK OF INDIA	
31.	PUNE	UNION BANK OF INDIA	Operational
32.	RAJKOT	BANK OF BARODA	
33.	SHOLAPUR	To be designated	
34.	SURAT	STATE BANK OF INDIA	Operational
35.	THIRUVANANTHA-PURAM	CANARA BANK	Operational
36.	TIRUCHIRAPALLI	To be designated	
37.	TRICHUR	STATE BANK OF INDIA	
38.	VARANASI	UNION BANK OF INDIA	
39.	VIJAYAWADA	STATE BANK OF HYDERABAD	
40.	VISAKHAPATNAM	ANDHRA BANK	

Additional MICR Cheque Processing Centres in the 4 Metros where RBI has set up MICR CPCs

Sr.No.	NAME OF CENTRE	NAME OF THE DESIGNATED BANK	REMARK
1	CALCUTTA	STATE BANK OF INDIA	
2	CHENNAI	STATE BANK OF INDIA	Operational
3	MUMBAI	STATE BANK OF INDIA	Operational
4	NEW DELHI	STATE BANK OF INDIA	

ANNEXURE II

Technical Specifications for Printing of Standard Cheque Forms and Forms of other Payment Instruments

Part I -Specifications for cheque paper

A. General

1. Paper to be supplied should be flat and without curl.
2. To be free from dust/fluff/pinholes/specks and metallic inclusions.
3. To be printed on the smoother (felt) side.
4. To be smooth and free from embossment or heavy engraving.
5. Moisture content: 4 - 6%
6. The paper supplied by the paper manufactures should be exactly "square" cut so that no further trimming is required to be done by the printers to make it square.
7. Continuous light band watermark to be incorporated in the security paper in such a fashion that it shall not appear in the 5/8" clear band on each cheque.

B. Sensitized security cheque paper

(i)	Basic Weight	96 g.s.m. + 5%	
(ii)	Thickness	Not less than 4 1/4 thousandths of an inch	(+ 5%)
(iii)	Smoothness Bendtsen	Both sides	Not greater than 160 c.c. per min.
(iv)	Stiffness Taber	Cross Direction	1.2 minimum
		Machine Direction	3.0 minimum
	Clerk	Cross Direction	60 minimum
		Machine Direction	150 minimum
(v)	Porosity Gurley	25 Secs. per 100 c.c. minimum	

(vi)	Tear Elmendroff	Both Directions	80 gms. minimum
(vii)	Brightness		70-75
(viii)	Shade		Standard shade.

Other properties including security features will be normal for this grade of paper.

C. Supply of paper

It would be the responsibility of the banks to supply paper to printers. A panel of approved paper manufacturers from whom the supply could be obtained is furnished in Annexure IV.

Part II - Printing Specifications

1. Size

The instruments should be in uniform size of 8" x 3 2/3".

2. Counterfoils for cheques.

Banks have decided that the cheque forms will be issued to customers without counterfoils. To enable the customers to maintain a record of the cheques issued by them either blank slips of ordinary paper with printed columns may be provided along with the cheques for recording the particulars or provision be made on inside covers. Banks should ensure that the slips provided have sufficient space for the customer to record the particulars of cheques issued as well as deposits made and the balance in the account.

3. Cheque Design

Each bank may have its own design, background printing, logo, etc.

4. Cheque format

In order to bring uniformity in the cheques and draft forms, their formats have been standardized.

5. Cheques to be issued in loose leaf form/book form.

Whether the cheques/drafts should be printed in loose leaf form (shrink packed) or in book form will be advised by banks to printers. If they are to be printed in book form, banks may advise the printers the binding margin to be kept along side perforation. The perforation should be deep to enable the customer to tear off the cheque leaf without difficulty.

6. Colour of ink for printing MICR code line

It is preferable to use black magnetic ink for the MICR code line.

7. Security paper printing & storage

The bank should, by inspection, verify whether the printers have taken adequate steps in this regard.

8. A panel of printers from whom the cheques could be got printed is furnished in Annexure III.

ANNEXURE III

List of Security Printers included in the panel to undertake printing of cheques for banks

1 M/s Anil Printers Ltd.
8/30, MIDC, Ambad
NASHIK 422 010

2 M/s. Arpee Projects Pvt.Ltd
4-B, Little Russel Street,
Jubilee Park
KOLKATA 700 071.

3 M/s Bang Data Forms Pvt. Ltd.
58, Bhuleshwar Road
MUMBAI 400 002.

4 M/s Bhagwati Printers Pvt. Ltd.
Works - B - 233,
Naraina Indl. Area, Phase-1
NEW DELHI 110 028.

5 The Calcutta Phototype
Company Ltd.
6, Jawaharlal Nehru Road,
Post Box No.502
KOLKATA 700 013.

6 Calcutta Security Printers Ltd
Post Box No.1002,
Nawabganj, Kanpur - 208 002.

6, Jawaharla Nehru Road,
Kolkata-700 013

7 M/s. Caslon Press Pvt. Ltd.
2556/6, Gurdwara Road
Karol Bagh
NEW DELHI 110 005

8 M/s Computer Skill Ltd.
13-B, First floor,
Laxmi Chambers,
Navjivan Press Road,
Opp. Gujarat High Court,
AHMEDABAD 380 014.

9 Con Forms Pvt. Ltd.
239/89 Ho-Chi_Minh Sarani,
Ketopale, P O Sarsuna,
KOLKATA 700 061

10 M/s Continuous Stationery
Pvt. Ltd.,
Apeejay House130,
Mumbai Samachar Marg,
MUMBAI 400 023.

11 Coronation Security
Printers Pvt. Ltd.
Security Printing Division
H-4 Unit, Industrial Estate
Srivilliputtur Road
SIVAKASI 626 124

12 M/s Crystal Forms Pvt. Ltd.
Motiwala Mansion,
Ground Floor, A Wing,
40, Forjett Street, Gowalia Tank,
MUMBAI 400 036.

13 M/s. D.S. Savant & Sons,
25OA(2), Dr. Annie Besant Rd.,
MUMBAI 400 025.

14 M/s Gillanders Arbuthnot
& Co. Ltd.
(Kalamzoo Works Division)
Netaji Subhas Road, P.B.No.174
KOLKATA 700 001.

15 M/s Gyan Security Press Ltd.
Chaulakhi, B.N. Road
LUCKNOW 226 001
(UTTAR PRADESH)

16 M/s Hindon Engineering
Pvt. Ltd.
W-9, West Patel Nagar
Behind LIC Office
NEW DELHI 110 008

17 M/s Hitech Print Systems Ltd.
Plot No.33, UBI Colony
Road No.3, Banjara Hills
HYDERABAD 500 034

18 M/s Inland Dataforms Pvt. Ltd.
13 Sighpura Industrial Estate
Gaiwadi, S.V. Road,
Goregaon (West)
MUMBAI 400 062.

19 M/s Jagat Corporation
City Mills Compound
Kankaria Road
AHMEDABAD 380 022.

20 M/s. Jai Kaushal Industries
Pvt. Ltd
511, Raheja Centre
214, Nariman Point
MUMBAI 400 021.

21 M/s. Karamchand Thapar &
Bros.(C.S.) Ltd
Meher House, 15,
Cawasji Patel Street
MUMBAI 400 001

22 M/s Kiran Data Farms Pvt. Ltd.
(Security Printing)
114/115, Sanjay Mittal Estate - 2
Andheri - Kurla Road
MUMBAI 400 059

23 M/s K.L. Hi-Tech
Secure Print Ltd.
230, Road 36, Jubilee Hills
HYDERABAD 500 034

24 M/s. Madras Security Printers
19, Thiruvottiyur High Road,
Chennai 600 081

25 M/s. Manipal Press Ltd.Post
Box No. 4 Manipal - 576 119
(SOUTH KANARA)

26 M/s Nagpur Business Forms
Pvt. Ltd.
M-14, MIDC Industrial Area
Hingna Road,
NAGPUR 440 016.

27 M/s NU Tech Security Printers
Works : B-240,
Okhla Industrial Area, Phase I
NEW DELHI 110 020.

28 M/s Omni Prints India Ltd.
8, Arcadia (1st Floor)
195, Nariman Point
MUMBAI 400 021.

29 M/s Orient Press Ltd.
L-31, MIDC Area
Tarapur Industrial Area
BOISAR, Dist. Thane

30 M/s Orissa Computer Forms
150, B.K. Paul Avenue
KOLKATA 700 005.

31 M/s Peerless Consultancy
Services Pvt. Ltd.
48, S.N. Roy Road
Behala, KOLKATA 700 038.

32 M/s Precision Paper Products
B-10, Gulmohar Park
NEW DELHI- 110 049

33 M/s Prinktokraft
Flat No.20, Gala No.1,
Survey No. 3739/1,
Village Allyali
Taluka Palghar
Dist. Thane (Maharashtra)

34 M/s Printrite
16, Sassoon Dock
Colaba, MUMBAI 400 005.

Printrite
Raja Bahadur Compound
24-B, Ambalal Doshi Marg
Fort, Mumbai 400 023

35 M/s. R. Nowrojee & Co.
Pallonji Compound
D.K. Cross Marg
Victoria Gardens
Mumbai 400 027

36 M/s. Sai Security Printers Ltd.
152, DLF Industrial Area
FARIDABAD 121 003

BANGALORE UNIT
Sai Security Printers Ltd.
Plot No.256, IV Phase,
Peenya Industrial Area
BANGALORE 560 058

37 M/s Sam Business Forms
Pvt. Ltd.
114-115A-A-I Bldg.
Shah & Nahar Industrial Estate
Dhanraj Mill Compound
Sitaram Jadhav Marg
Lower Parel, MUMBAI 400 013.

38 M/s Sanjay Press
Security Printers
209/12, Mahavir Industrial Estate
Bahucharaji Road, Karelibaug
VADODARA- 390 018

39 M/s Security Printers of
BombayPvt. Ltd.
250 A(2), Kalu Ahire Marg
Off Dr. Annie Besant Road
Prabhadevi, MUMBAI 400 025.

40 M/s. Security Printers of
India Pvt. Ltd
P.O. Box No. 24
Lakshmi Building
16/103, Mahatma Gandhi Raod
Kanpur 208 001

41 M/s. Seshasai Business Forms
(P) Ltd
7/8 Ghaswala Bldg.,
Naigaum Cross Road Dadar,
Mumbai 400 014.

42 Shri Dnyaneswar Printing Press
PO Box No.36,
393/2C-Ward Shivaji Road
Kolhapur 416 022

43 Ms. Specific Computer
Printers Ltd.
7-8, 2nd floor,
Moonlight Complex
Opp. Gurukul, Drive-in Road
AHMEDABAD 380 052.

44 Subodh Mudran
709 B, Gaonbhag
Sangli 416 416,
MAHARASHTRA

45 M/s. Sundstrand Forms Pvt. Ltd.
K-2A, Houz Khas Enclave
P.B.No.4555,
NEW DELHI 110 016.

46 M/s Thomson Press (India) Ltd.
K-9, Connnaught Circus
P.B. No.314
NEW DELHI 110 001

47 M/s Truegraph Charts Pvt. Ltd
Udyog Mandir No.1,7/C,
Bhagoji Keer Marg
Mahim, MUMBAI 400 016

48 M/s. Utility Forms Pvt. Ltd
A-23/B-1,
Mohan Co-op. Ind. Estate
Mathura Road
NEW DELHI 110 044

49 M/s Vandana Printing Works
Pvt. Ltd.
C-150, Naraina Industrial Area-1
NEW DELHI 110 028.

50 Agarwal Accurate Printers
(Pvt.) Ltd.
36/46, Ram Mohan Ka Hata
KANPUR 208 001

51 Atlanta Forms Pvt.Ltd.
A-2/136,
Shah & Nahar Industrial Estate
Lower Parel (W)
MUMBAI 400 013

52 Bharat Printing & Stationery w/s
Co-operative Industrial
Society Ltd.
Partap Road
(Near Railway Station,
Petrol Pump),
Old Dana Mandi Road
JALANDHAR CITY 144 001

53 Capital Business Systems Ltd.
30-B, Prahlad Market
Karol Bagh, New Delhi 110 005

54 Eagle Press Private Ltd.
1/5, Vaidyanathan Street
Tondiarpet
CHENNAI 600 081,
TAMIL NADU

55 Flexell Computer Forms
Pvt.Ltd.
24, T V Industrial EstateWorli,
MUMBAI 400 025

Flexell Computer Forms Pvt. Ltd.
606, Premier Chambers
R C Dutt Road
VADODARA 390 005

56 Lucky Forms Pvt. Ltd.
Samrat Mills Compound
Gala No.16, L.B.S. Marg
Vikhroli (W)
MUMBAI 400 079

57 Saraswaty Press Limited
11, B T Road
KOLKATA 700 056

58 Security PrintersSurya Estate
'Prajapati' VasAmbli Gam
Satellite - Bopal Road
AHMEDABAD 380 058

59 Shakuntala Printers
Alinagar (South)
Near Jain Temple
GORAKHPUR 273 001

60 Shree Nidhi Secure Print Pvt.Ltd
D-31, Phase 1, I.D.A. Jeedimetla
Shapurnagar
HYDERABAD 500 055

61 E.I.H. Limited
Printing Unit 7,
Sham Nath Marg
Delhi 110 054

62 Pragati Press
Z-21, Okhla Industrial Area
Phase - II
NEW DELHI 110 020

63 Gopsons Printers
C-26, Sector 57, Noida
Distt. Gautam Budh Nagar
(U.P.) 201 301

64 Emmkay Forms Pvt. Ltd.
28,29, Sector-A, Zone-D
Mancheswar Industrial Estate
Bhubaneshwar 751 010
(Orissa)
Tel: 0674 - 580285
Fax:0674 - 580916/550662

Note: This list is subject to modification. For further information please contact Indian Banks' Association, Centre-1, 6th Floor, World Trade Centre, Cuffe Parade, Mumbai-400 005.

ANNEXURE IV

Panel of approved Paper Manufacturers

1. Ballarpur Industries Ltd., Thapar House, 124, Janpath, NEW DELHI 110 001.

2. Tribeni Tissues Ltd., 2, Lee Road, KOLKATA 700 020.

3. Sidharth Papers, 407 and 408, Deepali, 92, Nehru Place, NEW DELHI 110 019.

4. Sirpur Paper Mills Ltd., Sirpur Kagaznagar - 504296, ANDHRA PRADESH.

5. West Coast Paper Mills Ltd., Sreenivas House, H. Somani Marg, MUMBAI 400 001.

6. Pudumjee Pulp & Paper Mills Ltd., Jatia Chambers, 60, Dr. V.B. Gandhi Marg, MUMBAI 400 023.

7. The Central Pulp Mills Ltd., Regd. Office & Works, P.O. Central Pulp Mills, Fort Songadh, Dist. Surat (Gujarat) -394660.

8. Century Pulp and Paper (Prop. Century Textiles and industries Ltd.), 201-206 2nd Floor, 9, Sikka Complex, Community Centre, Preet Vihar, DELHI 110 092.

Note: For further information please contact Indian Banks' Association, Centre-1, 6th Floor, World Trade Centre, Cuffe Parade, Mumbai-400 005.

ANNEXURE V

DETAILS OF CITY CODES

Sr No.	City	City Code
1.	New Delhi	110
2.	Ludhiana	141
3.	Amritsar	143
4.	Jallandhar	144
5.	Chandigarh	160
6.	Kanpur	208
7.	Allahabad	211
8.	Varanasi	221
9.	Lucknow	226
10.	Meerut	250
11.	Agra	282
12.	Jaipur	302
13.	Jodhpur	342
14.	Rajkot	360
15.	Ahmedabad	380
16.	Vadodara	390
17.	Surat	395
18.	Mumbai	400
19.	Pune	411
20.	Sholapur	413
21.	Kolhapur	416
22.	Nasik	422
23.	Nagpur	440
24.	Indore	452
25.	Bhopal	462

Sr No.	City	City Code
26.	Gwalior	474
27.	Jabalpur	482
28.	Hyderabad	500
29.	Vijayawada	520
30.	Visakhapatnam	530
31.	Bangalore	560
32.	Mangalore	575
33.	Chennai	600
34.	Tiruchirapalli	620
35.	Madurai	625
36.	Coimbator	641
37.	Calicut	673
38.	Trichur	680
39.	Ernakulam	682
40.	Thiruvananthapuram	695
41.	CalcuttaKolkata	700
42.	Bhubaneswar	751
43.	Guwahati	781
44.	Patna	800

ANNEXURE VI

LIST OF ALL INDIA BANK MICR CODE-NUMBERS

CODE NO	NAME OF THE BANK	(ALPHA CODE)
01	RESERVE BANK OF INDIA	(RBI)
02	STATE BANK OF INDIA	(SBI)
03	STATE BANK OF BIKANER & JAIPUR	(SBJ)
04	STATE BANK OF HYDERABAD	(SBH)
05	STATE BANK OF INDORE	(SBN)
06	STATE BANK OF MYSORE	(SBM)
07	STATE BANK OF PATIALA	(SBP)
08	STATE BANK OF SAURASHTRA	(SBS)
09	STATE BANK OF TRAVANCORE	(SBT)
10	ALLAHABAD BANK	(ALB)
11	ANDHRA BANK	(ANB)
12	BANK OF BARODA	(BOB)
13	BANK OF INDIA	(BOI)
14	BANK OF MAHARASHTRA	(BOM)
15	CANARA BANK	(CAB)
16	CENTRAL BANK OF INDIA	(CBI)
17	CORPORATION BANK	(COB)
18	DENA BANK	(DEB)
19	INDIAN BANK	(INB)
20	INDIAN OVERSEAS BANK	(IOB)
21		
22	ORIENTAL BANK OF COMMERCE	(OBC)
23	PUNJAB AND SIND BANK	(PSB)
24	PUNJAB NATIONAL BANK	(PNB)
25	SYNDICATE BANK	(SYB)
26	UNION BANK OF INDIA	(UBI)
27	UNITED BANK OF INDIA	(UNI)
28	UCO BANK	(UCO)
29	VIJAYA BANK	(VJB)
30	ALGEMENE BANK NEDERLAND	(ABN)
31	AMERICAN EXPRESS BANK LTD	(AMX)
32	BANK OF AMERICA	(BOA)
33	BANK OF TOKYO LTD	(BOT)
34	BANQUE NATIONALE DE PARIS	(BNP)
35	BRITISH BANK OF MIDDLE EAST	(BBM)
36	STANDARD CHARTERED GRINDLAYS BANK	(CHB)
37	CITI BANK	(CIT)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
38		
39	HONGKONG SHANGHAI BKG.CORP	(HON
40	MITSUI BANK LTD	(MIT)
41	BANK OF MADURA LTD	(MDR)
42		
43	BANK OF RAJASTHAN LTD	(BOR)
44	BHARAT OVERSEAS BANK LTD	(BHB)
45		
46	BANK OF THANJAVUR LTD	(BTH)
47	CATHOLIC SYRIAN BANK LTD	(CSB)
48	DHANALAKSHMI BANK LTD,MADRAS	(DBL)
49	FEDRAL BANK LTD	(FBL)
50		
51	JAMMU AND KASHMIR BANK LTD	(JKB)
52	KARNATAKA BANK LTD	(KBL)
53	KARUR VYSYA BANK LTD,MADRAS	(KVB
54	KUMBAKONAM CITY UNION BANK LTD	(KCU)
55		
56	LAKSHMI VILAS BANK LTD,MADRAS	(LVB)
57	NEDUNGADI BANK LTD,MADRAS	(NBL)
58	SANGLI BANK LTD	(SAN)
59	SOUTH INDIAN BANK LTD	(SIB)
60	TAMILNADU MERCANTILE BANK LTD	(TMB)
61		
62	UNITED INDUSTRIAL BANK LTD	(UIB)
63	UNITED WESTERN BANK LTD	(UWB)
64	VYSYA BANK LTD	(VBL)
65	ABHYUDAYA CO-OP.BANK LTD	(ACB)
66	AHMEDABAD MERCANTILE CO-OP. BANK LTD	(AMC)
67	ALEN CO-OP.BANK LTD,MUMBAI	(ALC)
68	MUMBAI DIST.CENTRAL CO-OP BANK LTD	(MDC)
69	MUMBAI MERCANTILE CO-OP BANK LTD	(BMC)
70	CO-OP BANK OF AHMEDABAD	(CBA)
71	DECAN MERCHANTS CO-OP BANK LTD	(DMC)
72	DEVELOPMENT CO-OP. BANK LTD	(DCB)
73	JAIN SAHAKARI BANK LTD.MUMBAI	(JNB)
74	JANATA SAH. BANK LTD,MUMBAI	(JSB)
75	KONKAN MERCANTILE CO-OP. BANK LTD	(KMC)
76	KAPOLE CO-OP BANK LTD	(KCB)
77	KURLA NAGARIK SAH. BANK LTD	(KNS)
78		
79	THE MALAD SAHAKARI BANK LTD	(MSB)
80	MANDVI CO-OP BANK LTD	(MCB)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
81	METROPOLITAN CO-OP BANK LTD,MUMBAI	(MTC)
82	MAHARASHTRA STATE CO-OP BANK LTD	(MSC)
83	MEMON CO-OP BANK LTD,MUMBAI	(MMN)
84	MOGAVEERA CO-OP BANK LTD,MUMBAI	(MGB)
85	NEW INDIA CO-OP BANK LTD,MUMBAI	(NIC)
86	N.K.G.S.B.CO-OP BANK LTD	(NKC)
87	SAHYADRI SAH. BANK LTD	(SHC)
88	SARASWAT BANK	(SRC)
89	SHAMRAO VITHAL CO-OP BANK LTD	(SVC)
90	SWASTIK JANATA SAH. BANK LTD,MUMBAI	(SJC)
91	TAMILNADU STATE CO-OP BANK LTD	(TSC)
92	MADRAS CENTRAL CO-OP BANK LTD	(MCC)
93	WEST BENGAL STATE CO-OP BANK LTD	(WBC)
94	DELHI STATE CO-OP BANK LTD	(DSC)
95	GREATER MUMBAI CO-OP BANK LTD	(GBC)
96	AHMEDNAGAR SAHAKARI BANK LTD	(ANS)
98	APNA SAHAKARI BANK LTD	(APN)
99	SONALI BANK LTD	(SON)
100	PURBANCHAL BANK LTD	(PBB)
101	BANTRA CO-OP BANK LTD	(BCB)
102	PUNJAB CO-OP BANK LTD	(PCO)
103	LILUAH CO-OP BANK LTD	(LLC)
104	THANE PEOPLES CO-OP BANK LTD	(TPC)
105	JANAKALYAN SAHAKARI BANK LTD	(JKS)
106	THE MARATHA MANDIR CO-OP BANK LTD	(MAR)
107	THE SATARA SAHAKARI BANK LTD	(SSB)
108	THE SAFE CO-OP BANK LTD	(SCO)
109	THANE JANATA SAHAKARI BANK LTD	(TJS)
110	THE MUNICIPAL CO-OP BANK LTD	(MLB)
111	GENERAL POST OFFICE	(GPO)
112	THE BHARAT CO-OP BANK LTD	(BHR)
113	GUWAHATI CO-OP URBAN BANK LTD	(GCU)
114	INDUSTRIAL CO-OP BANK LTD	(ICO)
115	CITY CO-OP BANK LTD,GUWAHATI	(CCB)
116	PRAGJYOTISH GAONLYA BANK LTD	(PJG)
117	ASSAM CO-OP APEX BANK LTD	(ACA)
118	AHMEDABAD DIST. CO-OP BANK LTD	(ADC)
120	AHMEDABAD PEOPLES CO-OP BANK LTD	(APC)
122	GENERAL CO-OP BANK LTD, AHMEDABAD	(GCB)
123	GUJRATH INDUSTRIAL CO-OP BANK LTD	(GIC)
124	GUJRATH STATE CO-OP BANK LTD	(GSC)
125	HARISIDDH CO-OP BANK LTD	(HSC)
126	KALUPUR COMMERCIAL CO-OP BANK LTD	(KCC)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
127	MANEKCHOWK CO-OP BANK LTD	(MAN)
128	NUTAN NAGARIK SAHAKARI BANK LTD	(NNS)
129	SHRI LAXMI CO-OP BANK LTD	(SLC)
130	SOCIAL CO-OP BANK LTD	(SOC)
131	TEXTILE TRADERS CO-OP BANK LTD	(TTC)
132	VIJAY CO-OP BANK LTD	(VCO)
133	AHMEDABAD URBAN CO-OP BANK LTD	(AUC)
134	BAGYODAYA CO-OP BANK LTD	(BYC)
135	SARANGPURA CO-OP BANK LTD	(SGP)
136	UNION CO-OP BANK LTD	(UBC)
137	CITI CO-OP BANK LTD,AHMEDABAD	(CCC)
138	COLOUR MERCHANTS CO-OP BANK LTD	(CMC)
139	NAVNIRMAN CO-OP BANK LTD	(NVN)
140	PRAGATI CO-OP BANK LTD	(PRG)
141	PROGRESSIVE MERC.CO-OP BANK LTD	(PGM)
142	ANDHRAPRADESH MAHESH CO-OP URBAN BANKLTD	(APM)
143	ANDHRA PRADESH STATE CO-OP BANK LTD	(APS)
144	HYDERABAD DIST. CO-OP CENTRAL BANK LTD	(HDC)
145	VASAVI CO-OP URBAN BANK LTD	(VCU)
146	KARNATAKA STATE CO-OP APEX BANK LTD	(KSA)
147	MADHUPURA MERC.CO-OP BANK LTD	(MDP)
148	BANK OF CR. & COMM. INTERNL.(OVERSEAS)LTD	(CCI)
149	PATAN CO-OP BANK LTD	(PCB)
150	BANK OF BAHRAIN & KUWAIT BSC	(BIS)
152	ANYONYA SAH. MANDALI CO-OP BANK LTD	(ASM)
153	BARODA CENTRAL CO-OP BANK LTD	(BAR)
154	BARODA TRADERS CO-OP BANK LTD	(BTC)
155	BARODA PEOPLES CO-OP BANK LTD	(BPC)
156	BARODA CITY CO-OP BANK LTD	(BCC)
157	CO-OPERATIVE BANK BARODA LTD	(CBB)
158	GUJRATH INDUSTRIAL CO-OP BANK LTD	(GIC)
159	MAKARPURA INDL.EST.CO-OP BANK LTD	(MIE)
160	VARDHAMAN SAH. BANK LTD	(VSB)
161	VEPAR VIKAS CO-OP BANK LTD	(VVC)
162	BARODA DIST. INDL.CO-OP BANK LTD	(BDI)
163	PATNI CO-OP BANK LTD	(PAT)
164	COSMOS CO-OP BANK LTD	(CMS)
165	THE MUSLIM CO-OP BANK LTD	(MSL)
167	PUNE MERCHANTS CO-OP BANK LTD	(PNC)
168	PUNE PEOPLES CO-OP BANK LTD	(PNP)
169	RUPEE CO-OP BANK LTD	(RPC)
170	SHREE SUVARNA SAH. BANK LTD	(SSV)
171	VIDYA SAH. BANK LTD, PUNE	(VID)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
172	PUNE HEAD POST OFFICE	(PHP)
173	POONA CONTRACTOR CO-OP BANK LTD	(PCC)
174	PUNE ZILLA MADHYA. SAH. BANK MARYADIT	(PZM)
175	MAHESH SAH. BANK LTD	(MHS)
176	RATNAKAR BANK LTD	(RTN)
177	KERALA STATE CO-OP BANK LTD	(KRL)
178	LORD KRISHNA BANK LTD	(LKR)
179	PARUR CENTRAL BANK LTD	(PRR)
180	TRIVANDRUM DIST. CO-OP BANK LTD	(TVD)
181	NAGPUR URBAN CO-OP BANK LTD	(NGP)
182	SHIKSHAK SAH. BANK LTD	(SKK)
183	NAGPUR NAG. SAH. BANK LTD	(NNR)
184	NAINITAL BANK LTD	(NNT)
185	U.P. CO-OP BANK LTD	(UPC)
186	BENARAS STATE BANK LTD	(BNS)
187	BAREILLY CORPORATION BANK LTD	(BRC)
189	JAIPUR CENTRAL BANK LTD	(JCC)
190	RAJASTHAN STATE CO-OP BANK LTD	(RJS)
191	RAJASTHAN STATE INDL. CO-OP BANK LTD	(RSI)
192	URBAN CO-OP BANK LTD	(URB)
193	PRUDENTIAL CO-OP URBAN BANK LTD	(PUB)
194	AMANATH CO-OP BANK LTD	(ACL)
195	THE VAISH CO-OP NEW BANK LTD	(VNB)
196	DELHI NAGARIK SAH. BANK LTD	(DNB)
197	GRAIN MERCHANTS CO-OP BANK LTD	(GMC)
198	TRIVANDRUM CO-OP URBAN BANK LTD	(TCU)
199	CHITANAVISPURA FRIENDS CO-OP BANK LTD	(CFC)
200	DEUTSCHE BANK	(DTB)
201	SHREE MAHALAXMI MER. CO-OP BANK LTD	(SMM)
202	PRAGATI SAHAKARI BANK LTD	(PGB)
203	NUTAN SAHAKARI BANK LTD	(NSB)
204	UNNATI CO-OP BANK LTD	(UCB)
205	MASHREQ BANK PSC	(MSQ)
206	NAGPUR DIST. CENTRAL CO-OP BANK LTD	(NDB)
207	SADHANA SAHAKARI BANK LTD	(SAB
208	VAISH CO-OP ADARSH BANK LTD	(VAB)
209	CITIZEN CO-OP BANK LTD	(CZC)
210	OMAN INTERNATIONAL BANK SAOG	(OIB)
211	U.T.I.BANK LTD	(UTI)
212	UFJ BANK LTD	(UFJ)
213	BIHAR STATE CO-OP BANK LTD	(BSC)
214	MAHILA UTKARSHA NAGRIK SAH. BANK LTD	(MUB)
215	SARASPUR NAGRIK SAH. BANK	(SNB)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
216	SABARMATI CO-OP BANK LTD, AHMEDABAD	(SCL)
217	RAJKOT NAGRIK SAHAKARI BANK LTD	(RNB)
218	ORRISA STATE CO-OP BANK LTD, BHUBANESHWAR	(OSB)
219	PURI GRAMYA BANK	(PUG)
220	URBAN CO-OP BANK LTD, BHUBANESHWAR	(UCP)
221	UTKAL CO-OP BANKING SOCIETY	(UBS)
222	A.P. VARDHAMAN (MAHILA) CO-OP BANK LTD	(APV)
223	CHARMINAR CO-OP BANK	(CCP)
225	BANGALORE CITY CO-OP BANK LTD	(BCO)
226	APEX BANK	(AXB)
227	MALLESWARAN CO-OP BANK	(MCO)
228	KARNATAKA INDUSTRIAL CO-OP BANK LTD	(KIB)
229	I.C.I.C.I. BANKING CORPORATION LTD	(ICI)
230	GLOBAL TRUST BANK LTD	(GTB)
231	CREDIT LYONNAIS	(CLN)
232	THE SINDH MERCANTILE CO-OP BANK LTD	(SMC)
233	CENTURION BANK LTD	(CBL)
234	INDUS-IND BANK LTD	(IDS)
235	DOMBIVLI NAG. SAH. BANK LTD	(DSB)
236	VISNAGAR NAGRIK SAH. BANK LTD	(VNS)
237	BANK OF PUNJAB LTD	(BOP)
238	BASSEIN CATHOLIC CO-OP BANK LTD	(BCL)
239	THE BANK OF NOVA SCOTIA	(NST)
240	HDFC BANK LTD	(HDF)
241	DIAMOND JUBILEE CO-OP BANK LTD	(DJC)
242	PANCHSHEEL MERCANTILE CO-OP BANK LTD	(PMC)
243	THE RANDER PEOPLES CO-OP BANK LTD	(RCB)
244	SURAT DISTRICT CO-OP BANK LTD	(SDC)
245	SURAT MERCANTILE CO-OP BANK LTD	(SMB)
246	SURAT NATIONAL CO-OP BANK LTD	(SNC)
247	SURAT NAGRIK SAHAKARI BANK LTD	(SNS)
248	SURAT TEXTILE TRADERS CO-OP BANK LTD	(STT)
249	SARVODAYA SAHAKARI BANK LTD	(SSL)
250	PRIME CO-OP BANK LTD	(PCL)
251	SURAT PEOPLES CO-OP BANK LTD	(SPC)
252	NAGPUR MAHILA NAG. SAH. BANK LTD	(NMN)
253	TIMES BANK LTD	(TBL)
254	SURAT MAHILA NAG. SAH. BANK LTD	(SMN)
255	INDRAPRASTHA SAH. BANK LTD	(ISB)
256	SARDAR VALLABHBHAI SAHAKARI BANK LTD	(SVS)
257	JANASEVA SAHAKARI BANK LTD,PUNE	(JBL)
258	SIDDI CO-OP BANK LTD, AHMEDABAD	(SOB)
259	IDBI BANK LTD	(IDB)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
260	THE TEXTILE CO-OP BANK LTD	(TCB)
261	SHRI M. VISVESVASRAYA CO-OP BANK LTD	(MVC
262	DEEPAK SAHAKARI BANK LTD	(DES)
263	THE MYSORE SILK CLOTH MERCANTS CO-OP BANK LTD	(MCM)
264	VEERASHAIVA CO-OP BANK LTD	(VAL)
265	HANUMANTHANAGAR CO-OP BANK LTD	(HCB)
266	RAJAJINAGAR CO-OP BANK LTD	(RJB)
267	MAHILA CO-OP BANK LTD	(MBL)
268	NOT ALLOTTED	
269	ABU DHABI COMMERCIAL BANK LTD	(ABC)
270	SURYAPUR CO-OP BANK LTD, SURAT	(SCB)
271	THE TEXTILE CO-OP BANK OF SURAT LTD	(TCS)
272	BHAGINI NIVEDITA SHA.BANK MARYADIT, PUNE	(BSB)
273	SIKKIM BANK LTD	(SKB)
274	THE BHARAT CO-OP BANK LTD, BANGLORE	(BHC)
275	THE NATIONAL CO-OP BANK LTD, BANGLORE	(NCB)
276	SOCIETE GENERALE	(SOG)
277	HINDU NAG.SAH.BANK LTD, INDORE	(HNS)
278	INDORE CLOTH MARKET CO-OP BANK LTD, INDORE	(ICM)
279	INDORE PARASPARA SAH. BANK LTD, INDORE	(IPS)
280	INDORE PREMIER CO-OP BANK LTD, INDORE	(IPC)
281	M.P.RAJYA SAH.BANK LTD, INDORE	(MPB)
282	MAHARASHTRA BRAHMAN SAH.BANK LTD, INDORE	(MBS)
283	NAGRIK SAH. BANK LTD,INDORE	(NSI)
284	PARASPARA SAHAYAK CO-OP BANK LTD, INDORE	(PSC)
285	SHUBH-LAXMI MAHILA CO-OP BANK LTD, INDORE	(SLM)
286	TRANSPORT CO-OP BANK LTD,INDORE	(TCL)
287	VYAPARIK AUDHYOGIK SAH.BANK LTD, INDORE	(VAS)
288	RESERVE BANK EMPLOYEES CO-OP BANK LTD, BANGLORE	(RBC)
289	THE VARACHHA CO-OP BANK LTD, SURAT	(VCB)
290	THE UDHANA CITIZEN CO-OP BANK LTD, SURAT	(UCC)
291	THE SHIVAJI-NAGAR CO-OP BANK LTD, PUNE	(SHB)
292	SRI BHAGAVTI CO-OP BANK LTD, MANGALORE	(BBL)
293	MAHALAKSHMI CO-OP BANK LTD, UDIPI	(MHC)
294	SRI GOKARNANATH CO-OP BANK LTD, MANGALORE	(SGC)
295	THE MANGALORE CO-OP TOWN BANK LTD, MANGALORE	(MCT)
296	JULLUNDER CENTRAL CO-OP BANK LTD, JULLUNDER	(JCB)
297	CITIZEN URBAN CO-OP BANK LTD, JULLUNDER	(CUB)
298	THE SOUTH CANARA DIST.CENTRAL CO-OP BANK LTD, MANGALORE	(SCC)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
299	DISTRICT CO-OP BANK LTD, VARANASI	(DCO)
300	NAGARIA SAHAKARI BANK LTD, VARANASI	(NAG)
301	MANGALORE CATHOLIC CO-OP BANK LTD, MANGALORE	(MCL)
302	NARODA NAGRIK CO-OP BANK LTD, NARODA, AHMEDABAD	(NNC)
303	KANKARIA MANINAGAR NAG.SAH. BANK LTD, AHMEDABAD-8	(KMN)
304	KANGRA CO-OP BANK LTD	(KAN)
305	KHATRI CO-OP URBAN BANK LTD,	(KHB)
306	MADURAI DISTRICT CENTRAL CO-OP BANK LTD, MADURAI	(MDB)
307	PUNE URBAN CO-OP BANK LTD	(PUC)
308	JHARNESHWAR NAG.SAH.BANK MYDT.,BHOPAL	(JNS)
309	BHOPAL CO-OP CENTRAL BANK LTD,BHOPAL	(BHO)
310	SADGURU NAG.SAH.BANK MYDT.BHOPAL	(SAD)
311	HIMACHAL PRADESH STATE CO-OP BANK LTD,	(HPB)
312	PARSIK JANATA SAH.BANK LTD, KALWA-THANE	(PJS)
313	MEHSANA URBAN CO-OP BANK LTD, AHMEDABAD	(MUC)
314	THE CITY CO-OP BANK LTD,MUMBAI	(TCC)
315	SHRI CHHANI NAG. SAH BANK LTD,BARODA	(SCN)
316	SHRI KRISHNA SAH. BANK LTD, BARODA	(SKS)
317	BARODA MERCANTILE CO-OP BANK LTD,	(BMB)
318	COMMERCIAL CO-OP BANK LTD,	(CCO)
319	SANKHEDA NAG.SAH. BANK LTD	(SNL)
320	MAHESANA SAMAJ CO-OP BANK LTD	(MBN)
321	SHRI SWAMINARAYAN CO-OP BANK LTD	(SSC)
322	ALAVI CO-OP BANK LTD	(ABL)
323	UMA CO-OP BANK LTD	(UMB)
324	DABHOI NAG.SAH.BANK LTD	(DNS)
325	SULAIMANI CO-OP BANKING SOCIETY LTD	(SLB)
326	SHREE CO-OP BANK LTD	(SRB)
327	MADURA SOURASHTRA CO-OP BANK LTD, MADURAI	(MSO)
328	PUNJAB AND MAHARASHTRA CO-OP BANK LTD, MUMBAI	(PMB)
329	JAIN CO-OP BANK LTD, NEW DELHI	(JCL)
330	AKOLA URBAN CO-OP BANK LTD	(AUB)
331	BANK OF CEYLON	(BOC)
332	STATE BANK OF MAURITIUS LTD	(SOM)
333	AMRITSAR CENTRAL CO-OP BANK LTD	(ACC)
334	GANESH BANK OF KURUNDWAD LTD,PUNE	(GBK)
335	VISHWESHWAR SAHAKARI BANK LTD,PUNE	(VSL)
336	VIDISHA-BHOPAL KSHETRIYA GRAMIN BANK, BHOPAL	(VBK)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
337	GURDASPUR-AMRITSAR KSHETRIYA GRAMIN VIKAS BANK	(GAK)
338	APEX CO-OP BANK OF URBAN BANKS OF MAHARASHTRA AND GOA LTD	(ABU)
339	BHOPAL NAGRIK SAHAKARI BANK LTD,BHOPAL	(BNB)
340	ASTHA MAHILA NAGRIK SAHAKARI BANK MARYADIT	(AMN)
341	MAHANAGAR NAGRIK SAHAKARI BANK MARYADIT	(MNS)
342	VAISHALI URBAN CO.OP.BANK LTD.,JAIPUR	(VUC)
343	CHAROTAR NAGARIK BANK LTD.ANAND	(CNS)
344	TIRUPATI URBAN CO.OP.BANK LTD.,NAGPUR	(TUC)
345	ABHINAV SAHAKARI BANK LTD.,DOMBIVLI, THANE	(ASB)
346	HARYANA STATE CO.OP.APEX BANK LTD.	(HSB)
347	SHREE VIKAS CO.OP.BANK LTD., SURAT	(SVB)
348	JAIPUR NAGAUR AANCHLIK GRAMIN BANK, JAIPUR	(JNA)
349	SHRAMIK SAHAKARI BANK LTD., MUMBAI	(SHS)
350	PUNJAB STATE CO.OP.BANK LTD.	(CSC)
351	CHANDIGARH STATE CO.OP.BANK LTD., CHANDIGARH	(CSC)
352	SUVARNAYUG SAHAKARI BANK LTD., PUNE	(SUV)
353	RAJARSHI SHAHU SAHAKARI BANK MARYADIT, PUNE	(RSS)
354	UDYAM VIKAS SAHAKARI BANK LTD., PUNE	(UVS)
355	BHARATI SAHAKARI BANK LTD., PUNE	(BHA)
356	JIJAMATA MAHILA SAHAKARI BANK LTD., PUNE	(JMS)
357	SHREE SADGURU JANGALI MAHARAJ SAHAKARI BANK LTD., PUNE	(SJM)
358	SHREE SHARDA SAHAKARI BANK LTD., PUNE	(SHA)
359	ROPAR CENTRAL CO.OP.BANK LTD., ROPAR, CHANDIGARH	(RCC)
360	GANDHIBAG SAHAKARI BANK LTD., NAGPUR	(GSB)
361	JANATA CO-OP. BANK LTD., DELHI	(JCB)
362	BANK MUSCAT INTERNATIONAL SAOG	(BMI)
363	KRISHNA MERCANTILE CO-OP BANK LTD., BHOPAL	(KML)
364	AKOLA JANATA COMMERCIAL CO-OP. BANK LTD, AKOLA	(AJC)
365	SHRIRAM URBAN CO-OP. BANK LTD., NAGPUR	(SUC)
366	PARMATMA EK SEVAK NAGRIK SAH. BANK LTD, NAGPUR	(PES)
367	KALYAN JANATA SAHAKARI BANK LTD , KALYAN	(KJS)
368	MITRA-MANDAL SAHAKARI BANK LTD., INDORE	(MMS)
369	NASIK MERCHANTS CO-OP. BANK LTD., NASIK	(NMC)
370	NASIK PEOPLES CO-OP.BANK LTD., NASIK	(NPC)
371	NASIK JILHA MAHILA SAHAKARI BANK LTD., NASIK	(NZM)
372	NASIK DISTRICT CENTRAL CO-OP. BANK LTD., NASIK	(NDC)
373	JANALAXMI CO-OP. BANK LTD., NASIK	(JCS)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
374	NASIK ROAD DEOLALI VYAPARI SAH.BANK LTD.	(NRD)
375	SHREE SAMARTH SAHAKARI BANK LTD., NASIK	(SHR)
376	GODAVARI URBAN CO-OP.BANK LTD. NASIK	(GUC)
377	NASIK DISTRICT INDUSTRIAL & MERCANTILE CO-OP.BANK LTD., NASIK	(NDI)
378	SHRIRAM SAHAKARI BANK MARYADIT, NASIK	(SOL)
379	LUDHIANA CENTRAL CO-OP. BANK LTD., LUDHIANA	(LCC)
380	TAPI CO-OP. BANK LTD, SURAT	(TAP)
381	NASIK JILHA MAHILA VIKAS SAH. BANK LTD, NASIK	(NJM)
382	SHREE SINNAR VYAPARI SAHAKARI BANK, LTD. SINNAR	(SVL)
383	THE CITIZEN CO-OP. BANK LTD. NEW DELHI	(CIZ)
384	TRICHUR URBAN CO-0P. BANK LTD. TRICHUR	(TRC)
385	INDIAN MERCANTILE CO-OP. BANK LTD. LUCKNOW	(IMC)
386	ICHALKARANJI JANATA SAH. BANK LTD. KOLHAPUR	(I J S)
387	KOLHAPUR DISTT. CENTRAL CO-OP. BANK LTD. KOLHAPUR	(KDC)
388	KOLHAPUR JANATA SAHAKARI BANK LTD. KOLHAPUR	(KJB)
389	SHRI MAHALAXMI CO-OP. BANK LTD. KOLHAPUR	(MAH)
390	STATE TRANSPORT CO-OP. BANK LTD. MUMBAI	(STC)
391	SHRI SHAHU CO-OP.BANK LTD. KOLHAPUR	(SHI)
392	SHRI BALBHIM CO-OP. BANK LTD. KOLHAPUR	(BAL)
393	YOUTH DEVELOPMENT CO-OP.BANK LTD. KOLHAPUR	(YDC)
394	THE AJARA URBAN CO-OP. BANK LTD. AJARA, KOLHAPUR (AJU)	
395	CHAUNDESHWARI CO-OP. BANK LTD. KOLHAPUR	(CHO)
396	SHRIPATRAO DADA SAHAKARI BANK LTD. KOLHAPUR	(SDS)
397	SHRI WARANA SAH. BANK LTD. WARANA NAGAR	(WSB)
398	KOLHAPUR URBAN CO-OP. BANK LTD. KOLHAPUR	(KUC)
399	KOLHAPUR MARATHA CO-OP. BANK LTD. KOLHAPUR	(KMB)
400	THE RAVI CO-OP. BANK LTD. KOLHAPUR	(RCL)
441	CO-OPERATIVE BANK OF RAJKOT LTD.	(CBR)
442	SHREE DHARTI CO-OP. BANK LTD., RAJKOT	(DHA)
443	JIVAN COMM.CO-OP BANK LTD., RAJKOT	(JIV)
444	RAJKOT MAHILA NAG.SAH.BANK LTD.,RAJKOT	(RMN)
445	RAJKOT PEOPLES CO-OP. BANK LTD.,RAJKOT	(RPB)
446	SREE CHARAN CO-OP BANK LTD., BANGALORE	(SCH)
447	UNITED COMMERCIAL CO-OP BANK LTD., KANPUR	(UNC)
448	AVADH GRAMIN BANK, LUCKNOW	(AGB)
449	ASSOCIATE CO-OP. BANK LTD., SURAT	(ASC)
450	NAGRIK SAMABAY BANK LTD., GUWAHATI	(NSL)
451	THE WOMEN'S CO-OP. BANK LTD., PANJI, GOA`	(WCB)
452	THE ERNAKULAM DISTRICT CO-OP. BANK LTD., ERNAKULAM	(EDC)

CODE NO	NAME OF THE BANK	(ALPHA CODE)
453	DEVLOPMENT CO-OP. BANK LTD., KANPUR	(DEV)
454	KANPUR KSHETRIYA GRAMIN BANK, KANPUR	(KKG)
455	SREE SUBRAMANYESWARA CO-OP. BANK LTD., BANGALORE	(SRE)
456	INTEGRAL URBAN CO-OP BANK LTD., JAIPUR	(INC)
457	ANKLESHWAR NAGRIK SAHAKARI BANK LTD. (VADODARA)	(ANK)
458	GEORGE TOWN CO-OP BANK LTD., CHENNAI	(GRC)
459	PANCHMAHAL-VADODARA GRAMIN BANK, PANCHMAHAL	(PVG)
460	NORTH MALABAR GRAMIN BANK, CANNANORE	(NMG)
461	AGRA DISTRICT CO-OP. BANK LTD., AGRA	(AGD)
462	JAMUNA GRAMIN BANK, AGRA	(JGB)
463	MALVIYA URBAN CO-OP. BANK LTD., JAIPUR	(MAU)
464	COIMBATORE DISTRICT CENTRAL CO-OP BANK LTD	(CDC)
465	SHREE LAXMI CO-OP BANK LTD, PUNE	(SLX)
466	THE ALWAYE URBAN CO-OP BANK LTD	(ALW)
467	COIMBATORE CITY CO-OP BANK LTD	(COI)
468	VIJAY COMMERCIAL CO-OP BANK LTD, RAJKOT	(VCC)
469	VISAKHAPATNAM CO-OP BANK LTD	(VIS)
470	NAGRIK SAHAKARI BANK LTD, GWALIOR	(NSG)
471	CITIZENS CO-OP BANK LTD, RAJKOT	(CBO)
472	VERAVAL MERCANTILE CO-OP BANK LTD, RAJKOT	(VMC)
473	RAJKOT COMMERCIAL CO-OP BANK LTD, RAJKOT	(RAJ)
474	SHRI RAJKOT DISTRICT CO-OP BANK LTD	(SRD)
475	SHREE PARSWANATH CO-OP BANK LTD, RAJKOT	(PAR)
476	JILA SAHAKARI KENDRIYA BANK MARYADIT, JABALPUR	(JSK)
477	IMPERIAL URBAN CO-OP BANK LTD, JALANDHAR	(IUB)
478	TEACHERS' CO-OP BANK LTD, MANGLORE	(TCH)
479	JILA SAHAKARI CENTRAL BANK MARYADIT, GWALIOR	(JSG)

NOTE: In case the name of any bank is not included in the list, please approach the Chief General Manager-in-Charge, Reserve Bank of India, Department of Information Technology, Central Office, Central Office Building, 14th Floor, Sahid Bhagat Singh Marg, Mumbai-400 001 through the President of the Clearing House.

ANNEXURE VII

List of Transaction Code Numbers

A uniform set of transaction codes has been developed to be used by all banks. The transaction code, to be pre-printed, comprises of a two digit number running from 01-99, codes 01-49 are reserved for debit instruments and codes 50-99 for credit instruments. The transaction code numbers are enumerated below:

Transaction Code No.	Nature of transaction/instruments represented by the code
01-09	Codes reserved for clearing house control documents representing debit instruments.
10	Savings Bank Account Cheque
11	Current Account cheque
12	Banker's cheque
13	Cash credit account cheque
14	Dividend warrant
15	Traveller's cheque
16	Demand Draft
17	Cheques which will be issued in lieu of existing payment order
18	Gift cheque
19	Interest warrant
20	State government transactions @
21	Central Government transactions @
22	Railway transactions @
23	Posts & Telegraphs transactions @
24	Defence transactions @
25	Telecommunication transactions @
26	Reserved
27	Deparptmentalised ministries (UMALO) transactions
28	Refund warrant
29	At Par Current Account Cheques
30	Stock Invest
31-49	Reserved

@ To be printed on cheques/payment instruments issued by Govt. Departments for drawing on their accounts maintained with banks other than Reserve Bank of India

Note : For the present, banks have decided not to bring the travellers'cheques under the purview of mechanised cheque processing. Travellers cheques may not be printed in MICR format and with MICR codeline. Accordingly, when the mechanised cheque processing system is introduced for cheque clearing on a regular basis, the travellers cheques will not be eligible for presentation through the clearing system.

ANNEXURE VIII

Detail guidelines regarding MICR Encoders

MICR CHEQUE ENCODER is a table top machine which can print the coded particulars of cheques and other instruments in magnetic ink in the 5/8" read band in the specified position. A conventional encoder of stand alone type has a keyboard, a programmable journal printer and a MICR cassette/ribbon typewriter. The machine can simultaneously with encoding, endorse on the reverse of the instrument a fixed or variable stamp i.e. clearing stamp of the presenting bank/branch. The encoder can, during encoding, proof the pay-in-slip amount or the control total by marking off successive amounts of encoded cheques thus arriving at a zero balance when all the cheques are encoded, bringing out during the process any discrepancy in the totals or wrong encoding, if any. The encoder should have facility to encode all the five fields or any of the fields desired to be completed by pressing the relevant functional keys and by keying in the digital information i.e. the code number of the field concerned. There should also be a provision to automatically endorse the clearing stamp on the reverse, simultaneously with the encoding. In addition, it should be possible to skip the encoding or endorsement when needed, say when amount field is already encoded and the instrument is being represented. There should be a provision for multiple positioning of endorsement on the reverse to take care of such cases. At the end of encoding each lot of cheques, the encoder should have facility to encode the branch-wise Batch Ticket for the number and amount of cheques in the lot and ultimately the Block Ticket prepared for the bank as a whole on the basis of the cumulated batch values of instruments presented by a bank.

2. Initially, when MICR technology was introduced at the four metropolitan centres a decade ago, banks had installed stand alone encoder machines without PC interface. Presently, however, the technology has advanced and encoders with P.C. interface are available by using which additional data including the information of pay-in-slip can be entered so that full outward clearing information could be taken on the P.C. at the branch for balancing of outward clearing and also for further processing of the data so captured for accounting purposes. MICR Readers are available

with PC interface for capturing the preprinted information in the MICR code line to save on data entry and also ensuring accuracy. Recently, MICR Reader-cum-Encoders have also come in the market using which it is possible to capture the data of the pre-printed fields in the MICR code line and supplement the information with data entry as also encoding of the instruments simultaneously. This will enable balancing of the outward clearing and also building up the data base on cheques presented for subsequent use say for posting of the ledgers, etc. Encoding of the instruments could be done simultaneously or later on by encoding the instruments at one go (power encoding) on the basis of the data file. The type of encoder to be purchased by a member bank would, therefore, depend upon the existing and proposed level of computerisation in the branches/ Service Branch where the encoders are to be located.

3. Depending upon the total volume of the cheques presented in clearing and the volume handled at the individual branches, encoders may have to be installed at the Service Branch to encode cheques centrally or having encoders also at some branches having adequate volume so that the cheques could be encoded at the branches and the completed batches could be forwarded to Service Branch for presentation. The banks will have to take their own decision on whether to encode cheques centrally or decentralise encoding work, fully or partly, depending upon the cheque volume, space and organisational availability. Necessary guidance in this regard could also be obtained by the banks from their Service Branch at any of the existing MICR centres.

4. Presently, some MICR Document Encoders are manufactured/ assembled locally. Several companies are also supplying imported MICR Document Encoders/Readers/ Reader-cum-Encoders with PC interface. M/ s APLAB Industries Ltd., M/s Bradma India Ltd., M/s Kores India Ltd., M/ s NCR Corporation (India) Pvt., Ltd., M/s Tata Infotech Ltd., etc., are some of the companies who supply such equipments. The list is only indicative and not exhaustive, there could be more such suppliers. For further information and guidelines for procurement, the member banks are advised to get in touch with their Service Branches at the four metropolitan cities or their Computer Policy and Planning Department.

5. The encoders, being computer peripherals, need dust free environment.

Suitable site preparation, power connection, air-conditioning, etc., may have to be provided in consultation with the suppliers of the machines. Encoder operation, being quite simple, the existing staff could handle the work with minimum training. The vendors supply the necessary operation manuals along with the equipment and also provide training to the operators. They also provide post-warranty maintenance of the machines.

6. The quality of encoding is crucial to the MICR cheque processing system since bad quality encoding or use of sub-standard MICR ribbon could lead to large number of rejects during machine processing of the instruments at the MICR centres. This, apart from increasing the workload at the cheque processing centre, could also lead to errors in reading/data correction resulting in avoidable clearing differences. It is, therefore, necessary that the encoders are placed in clean environment and are serviced by vendors regularly. The quality of the MICR ribbon used on the encoder machines is also another important factor. The bank should procure good quality MICR ribbons. The ribbons have a limited shelf life and hence should not be procured in bulk and also should be stored properly in dust free environment. The banks should peruse the Reject Analysis Report furnished by the MICR Cheque Processing Centre regularly and take prompt corrective action.

ANNEXURE IX

Special Crossing Stamp

i) **Dimension of Special Crossing Stamp**

Two parallel lines of length upto 2 inches at a distance of ¼ inch in between them. The name of the bank and branch to be incorporated in the enclosed space.

ii) **Position of Special Crossing Stamp**

Preferably at the top left hand corner with a slanting of 60 degrees to the base

iii) **Suggested specimen**

iv) **Additional Safeguard**

The crossing stamp should be affixed in such a manner that to the extent possible it does not deface `A/C payee', etc., crossing made by the customer.

ANNEXURE X

Format of Local Clearing Stamp

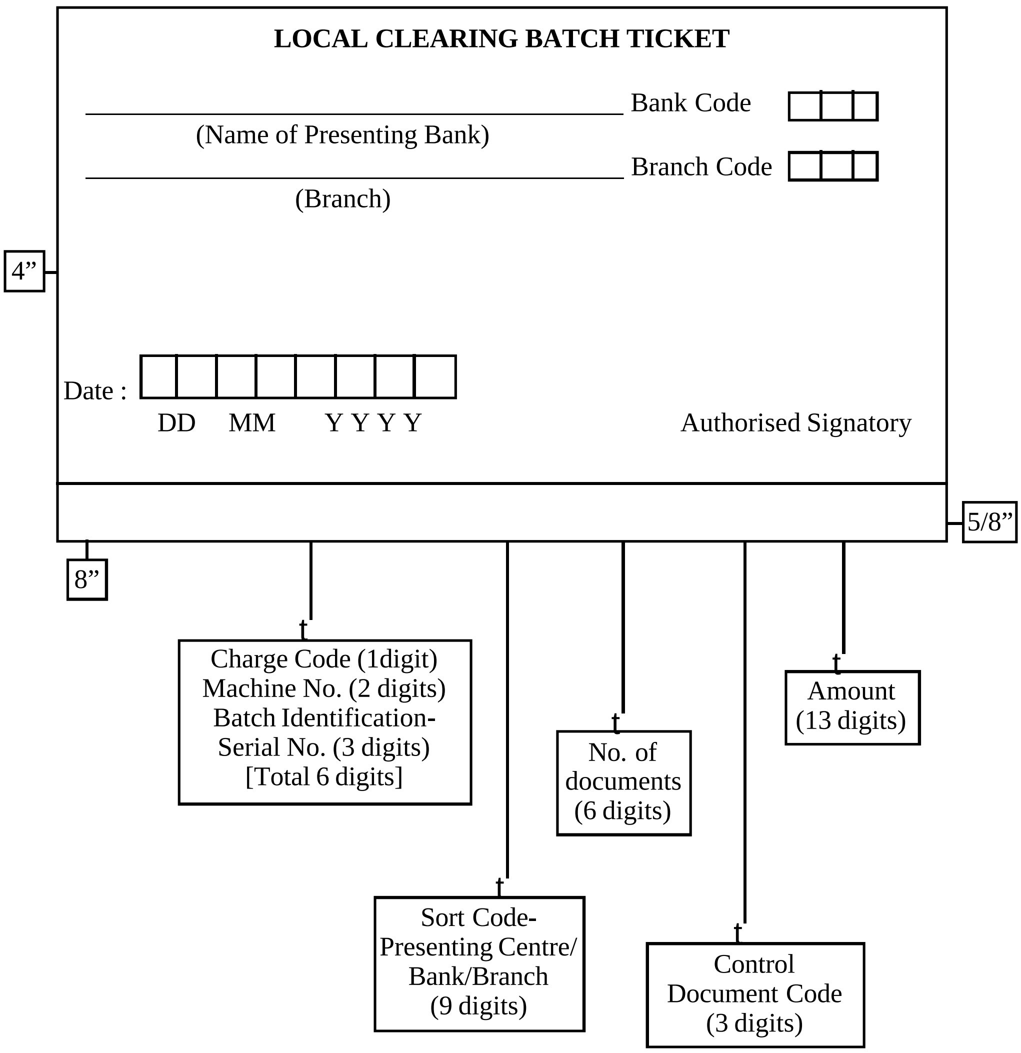
Reverse of the cheque or other payment instrument

CCC BBB RRR LCLG DDMMYYYY

CCC	- Centre Code Number (3 digits - numerical code)
BBB	- Abbreviated Bank Name (3 letters - alpha code)
RRR	- Abbreviated Branch Name (3 letters - alpha code)
LCLG	- Local Clearing Abbreviation (4 letters)
DD.MM.YYYY	- Date, Month, Year (2 + 2 + 4 digits)

ANNEXURE XI

FORMAT OF A BATCH TICKET - LOCAL CLEARING



ANNEXURE XII

DAILY BRANCH CLEARING CONTROL REPORT - for ...../...../ 199

Name of the Bank :____________________ Name of the Branch :________________

*Date of MICR Clearing*_ _ _ _ _ _ _ _ _ _ _ _ _ *Date of settlement* _ _ _ _ _ _ _ _ _ _ _ _ _ _

Part A - Outward Clearing

	Total No. of Instruments	Aggregate Value
As per batches presented :	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
As per branch listing :	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
Recons. Status - Difference	______________________	____________________

Part B - Inward Clearing

a. As per Branch listing : Received from CPC (filled by Service Branch)		_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
b. Add - Items received but not listed at the branch (Form B enclosed)	(+)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
c. Less - Items listed but not received at the branch (Form A enclosed)	(-)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
d. Short claimed (actual amt of item - listed amount)	(+)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
e. Excess claimed (listed amt - actual amount of item)	(-)	_ _ _ _ _ _ _ _ _ _ _ _ _ _ _	_ _ _ _ _ _ _ _ _ _ _ _ _ _
T O T A L		______________________	____________________

Remarks :

PART C - Items received but neither listed nor drawn on the bank/branch - returned to the service branch

ANNEXURE XII *(Contd.)*

PART D - Return Clearing :
(of current day-to be filled in by the branch) :

No. of instruments _

PART E - Reconciliation Data :

No. of Clearing Receivables - Form A : _ _ _ _ _ _ _ _ _ _ _ Value : Rs._ _ _ _ _ _ _ _ _ _ _

No. of Clearing Payables **-** Form B : _ _ _ _ _ _ _ _ _ _ _ Value : Rs._ _ _ _ _ _ _ _ _ _ _

Items Reconciled _

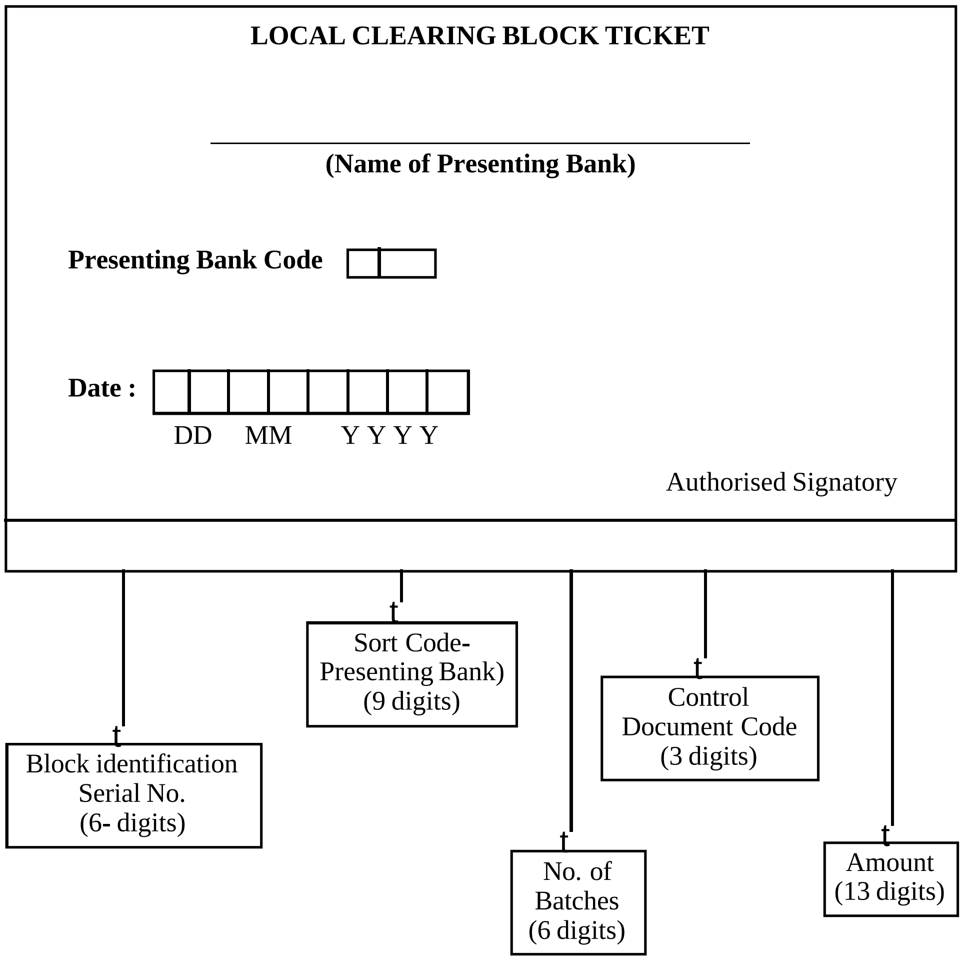
PART F - Follow up Report:

(Signature of Branch Manager) **(Signature of Mgr., Ser. Branch)**

(Note : To be filled in duplicate and sent to Ser. Br. which would return one copy duly filled in)

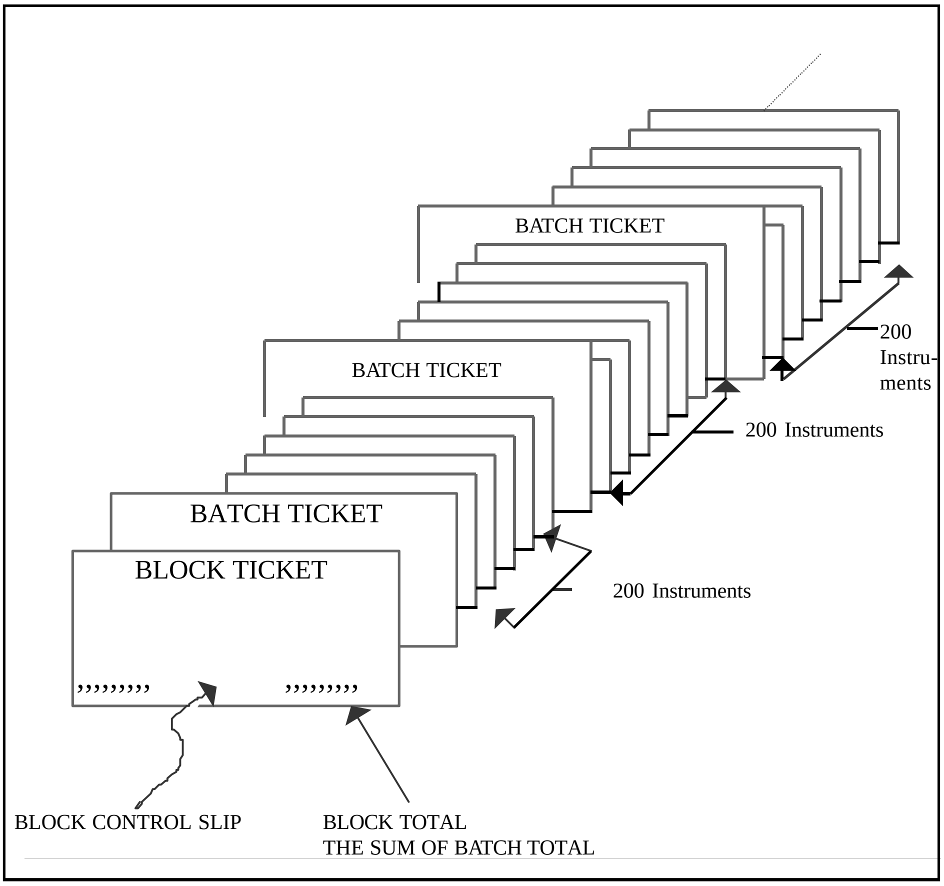
ANNEXURE XIII

FORMAT OF A BLOCK TICKET - LOCAL CLEARING



ANNEXURE XIV

CHART INDICATING OUTWARD CLEARING PRESENTATION



ANNEXURE - XV

MEMORANDUM OF PROCEDURE for handling clearing settlement, etc., at centres where clearing houses are managed by RBI/SBI/Associate Banks of SBI and MICR Cheque Processing Centres are set up by other Public Sector Banks

Introduction

In the case of centres where Clearing Houses are presently managed by RBI, SBI or Associate Banks of SBI and the Cheque Processing Centres (CPC) are set up by other Public Sector Banks, it becomes necessary to clearly indicate the functions and responsibilities of the agencies involved viz., the member banks, the Cheque Processing Centre set up by the Sponsor Bank and the Bank Managing the Clearing House. This Memorandum presents the procedures and earmarks the responsibilities between the parties involved so far as they relate to the settlement accounting and monitoring of cheque clearing operations. The provisions made herein are not exhaustive and are to be read with and subject to the Regulations and Rules of the Bankers' Clearing House and the procedures circulated to member banks by the President of the Bankers' Clearing House from time to time.

2. Definitions

i) **Member Bank:** Member Bank refers to the bank admitted as member of the Bankers' Clearing House for participating in the Cheque Clearing Operations directly. A bank admitted as sub-member shall clear its instruments through another bank who is a direct member.

ii) **Sponsor Bank:** The Sponsor Bank is the Public Sector Bank which has set up the MICR Cheque Processing Centre and offers the MICR Cheque Processing Service to member banks of the Clearing House

iii) **MICR Cheque Processing Centre:** MICR Cheque Processing Centre, hereinafter referred to as CPC, is the centre set up by the Sponsor Bank for providing MICR cheque processing facility for cheque clearing to Member Banks of the Clearing House.

iv) **Bank Managing the Clearing House:** The Bank managing the Clearing House hereinafter referred to as MCH is the bank which has been entrusted with the responsibilities of managing the Clearing House in terms of Regulation 3(a) of the Uniform Clearing House Regulations and Rules adopted by the Bankers Clearing House.

v) **President of the Clearing House:** President of the Clearing House, hereinafter referred to as the President, is the Manager of MCH entrusted with the rights and responsibilities as enumerated in Regulation 3 of the Uniform Clearing House Regulations and Rules adopted by the Bankers Clearing House.

Broad Distribution of Responsibilities

Member Banks:

3. Each member bank will furnish a formal request to the CPC in the format given in Schedule I to this Annexure authorising the CPC to:-

(a) process, on behalf of member banks, the cheques presented by them under the MICR based Cheque Processing System, and

(b) deliver the instruments drawn on other member banks to the drawee bank concerned along with the various reports and listing of the instruments delivered.

Each member bank will also furnish to the President of the Clearing House, necessary authority by way of a letter in the format furnished in Schedule II to this Annexure, duly signed by an Authorised Official, and authorising the Officer-in-Charge of the office/branch of MCH :--

(a) to debit/credit its current account on the basis of the settlement report and the vouchers or a transaction file in computer media furnished by CPC to the MCH, and

(b) to debit its account with the amount of the Service Charges in respect of the instruments processed, at the rates stipulated and at intervals as determined by the President of the Clearing House.

Sponsor Bank:

4. The Sponsor Bank will set up, manage and operate the MICR Cheque

Processing Centre (CPC) and offer cheque processing service to all the member banks of the Bankers' Clearing House. CPC will receive the MICR outward clearing cheques from the member banks, process them on their behalf and deliver the inward clearing instruments along with reports to the concerned drawee banks. The settlement and other reports as stipulated will be forwarded to the MCH. The broad functions of the CPC are enumerated in paragraph 5 below.

The Cheque Processing Centre (CPC)

5. Under the MICR Cheque Clearing Procedure, the CPC will broadly attend to the following functions :-

i) Receive the outward clearing cheques from the member banks along with the control documents viz. Block Tickets and Batch Tickets and add lists as per the procedure prescribed by the Clearing House.

ii) Arrange for data capture, sorting and listing of cheques drawee bank/ branch-wise / by transaction type as the case may be.

iii) Generate Clearing House Settlement including the reports such as bankwise settlement reports, drawee bank/branch-wise / by transaction type listings of cheques, etc., as per the sort pattern approved by the Clearing House.

iv) Place the cheques duly sorted, along with the reports referred to in item (iii) above in the respective banks' trays/receptacles for delivery to the concerned drawee banks.

v) Generate the Clearing House Settlement Register and the computer file/vouchers indicating the bankwise settlement figures and forward the same to the MCH in the prescribed manner.

vi) Preserve the data pertaining to clearing operations for such period as prescribed under the Clearing House Rules or such other instruction as the Clearing House may stipulate.

vii) Any other activity relating to MICR cheque processing which the Sponsor Bank may, in consultation with the President, assign to the centre.

Reports relating to MICR Clearing Settlement

6. The information to be forwarded to the MCH relating to the MICR clearing settlement will comprise the following:

i) A forwarding letter in the prescribed format furnished in Schedule III to this Annexure.

ii) The Clearing House Settlement Statement generated by the system indicating the net settlement figures as per format furnished in Annexure XIX, duly certified/signed by the authorised official of the CPC.

iii) In case MCH has computerised the Current Accounts of member banks, a file containing the settlement information on a computer media say a floppy disk, as per the record layout and the security features agreed upon by the MCH in consultation with the CPC. The record layout format in which the information is to be furnished by the CPC to the Clearing House managed by RBI is furnished in Schedule IV. In due course, this file could be forwarded through the computer communication medium to the MCH on the mail address in the manner stipulated by the MCH.

OR

iii) In case the MCH does not request the settlement information in computer media, hard copies of the following reports will be forwarded :

  a) Voucher amount listing generated by the system as per format furnished in Schedule V.

  b) Settlement voucher in respect of each member bank as per the format furnished in Schedule VIA and VIB.

  c) Any other information as agreed between the sponsor banks and the President.

7. The forwarding letter and the clearing House Settlement Statement referred to in paragraph 6(ii) above should be duly signed by the authorised

official of the centre whose signature is on record in the Current Accounts Department of the MCH and should bear the official stamp of the CPC. The file furnished in computer media referred to at paragraph 6(iii) above will be sent duly encrypted at source and decrypted at the other end as per the procedure finalised between the CPC and the MCH. The latter may stipulate additional safety measures as may be considered necessary.

8. The statement/floppy, vouchers, etc. will be placed in a sealed cover and forwarded to the Current Accounts Department of the MCH expeditiously, through a special messenger. An entry will be made in the Delivery Register with suitable columns for indicating the date and time of despatch and the acknowledgement obtained of the officer of the Current Accounts Department of MCH. The latter should also indicate in the register, the date and time of receipt of the sealed cover and his remarks, if any, which should be monitored by the CPC regularly.

Bank Managing the Clearing House

(a) Settlement Accounting

9. The officer in the Current Accounts Department will receive the sealed cover, open the same and verify the contents as under :

A) In cases where the settlement figures are furnished in computer file

(i) Peruse the settlement file furnished on the floppy, decrypt it and ensure that the same is prima facie in order.

(ii) Peruse the Clearing House Settlement Register (Statement) to see whether it is prima facie in order and verify the signature of the CPC official who has certified the statement.

(iii) Release the settlement file for being posted in the books of accounts.

(iv) Check the entries with reference to the figures furnished in the Clearing House Settlement Register.

(v) Authorise the entries in the ledger.

(vi) Countersign the Clearing House Settlement Statement for having passed the entries, and

(vii) Transfer/take a back up of the original file for records and preserve it as per the norms prescribed.

B) In cases where settlement figures are furnished in the form of hard copy of vouchers and vouchers listing

(i) Peruse the Clearing House Settlement Statement, Voucher listing and vouchers of individual member banks and ensure that they are prima facie in order.

(ii) Verify the signature of the CPC official who has signed the Clearing House Settlement Register (Statement).

(iii) Release the vouchers for entry into the respective ledgers.

(iv) Check the entries in the ledgers with reference to the figures furnished in the Clearing House Settlement Register.

(v) Authorise the entries,

(vi) Sign the vouchers and countersign the Clearing House Settlement Statement for having passed the entries, and

(vii) Store vouchers for a period as required

(b) Supervision and monitoring of Clearing House

10. As the Manager of the Clearing House, the President would be required to monitor the Clearing House operations including the activities handled by the CPC for which he would receive from the CPC following information, **on a daily basis:**

(i) Summary of Clearing House Balance Statement indicating bank-wise presentations (outward) and receipt (inward) of clearing instruments and value thereof (Schedule VII).

(ii) Reject Analysis Report - Summary Position (Annexure XXI).

(iii) Statement of comparison of receipting and settlement (Annexure XXII).

(iv) Operations of the Cheque Processing Centre - Summary Report of activities (Annexure XXIII).

(v) Any other report as agreed between the sponsor bank and the President.

The statements received from the Cheque Processing Centre should be perused daily and put up to the President highlighting the problems/ irregularities noticed, if any.

(c) Recovery of Service Charges

11. The Cheque Processing Centre would be entitled to recover from each member bank service charges at the rate as agreed by the Clearing House/ President from time to time, towards processing the payment instruments entrusted to it. Presently, the rate is fixed at Re.1 per instrument presented (outward clearing) ***plus*** Re.1 per instrument received (inward clearing). The charges would be recovered on a quarterly basis at the end of each quarter or such other periodicity as the Clearing House/President may stipulate.

Each member bank will authorise the MCH/ in-charge of the Clearing House to debit its current account in respect of the charges payable by it to the CPC. A provision to this effect is made in the letter to be addressed by the member bank to the MCH/ in-charge of the Clearing House as per format given in Schedule II. The recoveries will be made by the MCH on the basis of Statement of Recoveries to be made towards service charges in the format given in Schedule VIII. The statement should be duly signed by the official whose signature is on record with the Current Accounts Department of the MCH. In cases where the MCH has computerised procedure of accounting of transactions in Current Accounts of member banks, MCH may stipulate that the information should be furnished to it in the Record Layout and the security features as may be agreed upon by MCH in consultation with the CPC. In other cases the relative vouchers as per the format furnished in Schedule IX A (Debit voucher) and Schedule IX B (Credit Voucher) will be generated on the system and furnished to the MCH along with the Statement of Recoveries referred to above.

Daily Monitoring of the presentation limit of each member bank with regard to the value of presentation

12. Rule 8(A) of the Uniform Regulations and Rules of the Clearing House applicable to the Clearing Houses managed by the Reserve Bank of India requires that the total value of presentations made in the local clearing by any private commercial bank/central co-op. bank/primary co-op. bank, on any day of participation in clearing, should not exceed the prescribed percentage of the total deposits of the member bank as at the end of March of the previous year, hereinafter referred to as the presentation limit.

(i) Each member bank is expected to monitor the presentation limit independently and each time the presentation exceeds the limit, it should obtain the clearance of the President of the Clearing House or an officer authorised by him and furnish the proof thereof to the Cheque Processing Centre at the time the presentation is made.

(ii) The Cheque Processing Centre will maintain entry point information of the presentation made by the individual member bank and monitor whether the presentation is within the presentation limit.

(iii) To enable CPC to monitor the above stipulation, the local office of RBI will furnish to CPC the figures of total deposits of each member bank as on 31st March of the previous year and the presentation limit stipulated as a percentage of such deposits.

(iv) In the event of a member bank exceeding the presentation limit, the Centre will insist on production of specific clearance of the President of the Clearing House or officer authorised by him. If the same is not produced, the CPC will call upon the member bank to restrict its presentation upto the presentation limit by withdrawing required number of batches.

(v) The CPC will advise the member bank in writing in the format furnished in Schedule X, the instances of member banks exceeding the presentation limit and action taken thereon. Copies of the advices issued to member banks in this regard should be forwarded to the President along with the other reports forwarded daily in terms of paragraph 6 of this MOP. If there is no instance on any date, a NIL report should be forwarded.

Schedule - I

Format of letter of authority to be forwarded by each member bank to the Officer-in-Charge of the MICR Cheque Processing Centre

(Letter Head of the Bank)

The Officer-in-Charge,
(Bank) MICR Cheque Processing Centre,
____
____

Dear Sir,

Introduction of MICR Technology for cheque processing

(Centre) Bankers' Clearing House has decided to introduce MICR cheque processing system for clearing. The *(Sponsor Bank)* has set up a MICR Cheque Processing Centre (CPC) at *(Centre)* and has offered its services to process the clearing cheques of member banks of *(Centre)* Bankers' Clearing House.

2. We hereby authorise the____________________ MICR Cheque Processing Centre to receive our **outward clearing** instruments duly encoded along with the control documents viz., Block Tickets and Batch Tickets and process them on our behalf i.e. capture the data, sort and list the instruments drawee bankwise etc., generate the receivable, payable and net figures, under the MICR Cheque Processing System and deliver the **inward clearing** instruments to the concerned drawee banks along with the reports.

3. In pursuance to the above, we have authorised the President of the *(Centre)* Bankers' Clearing House to debit/credit our current account on the basis of the Clearing House Settlement Register, vouchers/settlement figures on computer media, as the case may be, generated by the CPC under the MICR Cheque Processing System and forwarded to him.

4. We have also separately authorised the President, to debit our current account held with the bank managing the Clearing House, the amount of service charges payable by us to the CPC, in respect of the MICR cheques processed, at the rates prescribed and at intervals stipulated by the President. The amount will be passed on to the CPC, in due course. You are requested to please issue a bill and a formal receipt in this regard, as and when the service charges are recovered and passed on to you, for our record.

Yours faithfully

Authorised Signatory

Name

Designation

Bank's seal

Schedule - II

Format of the letter of authority to be forwarded by each member bank to the President,Clearing House

(Letter Head of the Bank)

The President,
_______________Bankers' Clearing House,
____
____

Dear Sir ,

Introduction of MICR Technology for cheque processing

(Centre) Bankers' Clearing House has decided to introduce MICR Cheque Processing System for clearing. The *(Sponsor Bank)* has set up a MICR Cheque Processing Centre (CPC) at *(Centre)* and has offered its services to process the clearing cheques of member banks of *(Centre)* Bankers' Clearing House.

2. We have separately authorised the *(Sponsor Bank)* MICR Cheque Processing Centre to receive our outward clearing instruments duly encoded along with the control documents viz., Block Tickets and Batch Tickets and process them on our behalf i.e., capture the data, sort and list the instruments drawee bankwise etc., generate the receivable, payable and net figures, under the MICR Cheque Processing System and deliver the inward clearing instruments to the concerned drawee banks along with the reports.

3. In pursuance to the above, we hereby authorise the President of the *(Centre)* Bankers' Clearing House to debit/credit our current account on the basis of the Clearing House Settlement Register, vouchers/settlement figures on computer media, as the case may be, generated by the CPC under the MICR Cheque Processing System and forwarded to him.

Schedule - II *(Cont.)*

4. We also hereby authorise the President, *(Centre)* Bankers' Clearing House to debit our current account held with him, the amount of service charges payable by us in respect of the processing of MICR cheques by the CPC, at the rates prescribed and at intervals stipulated by the President. The amount may be passed on to the CPC.

Yours faithfully

Authorised signatory

Name

Designation

Bank's seal

Schedule- III

Proforma of the letter to be forwarded to thePresident of the Clearing House regarding MICR clearing settlement (Letter Head)

No. /99-2000 dated __________

The President,
_____________Bankers' Clearing House,
____
____

Dear Sir,

Accounting of MICR clearing settlement
Date of processing : ______________.
Date of Settlement : ______________.
____

We forward herewith the following documents relating to the cheques processed at the (Sponsor Bank) MICR Cheque Processing Centre, on behalf of the member banks of the (Centre) Bankers' Clearing House for necessary action at your end.

(i) the Clearing House Settlement Register generated by the system indicating the net settlement figures of individual member banks.

*(ii) A file containing settlement information on a floppy as per the prescribed record layout and security procedure.

or

*(ii) (a) Voucher amount listing generated by the system, and
(b) Settlement vouchers in respect of each member bank.

2. We also enclose for your kind information the following daily statements.

(a) Summary of Clearing House Balance Register indicating bankwise presentations (outward) and receipts (inward) of clearing instruments and value thereof.

(b) Reject Analysis Report - Summary position

(c) Statement of comparison of receipting and settlement

(d) Operation of the Cheque Processing Centre - Summary Report of activities.

(e) Copy(ies) of advices issued to banks exceeding prescribed presentation limit.

3. Please acknowledge receipt.

Yours faithfully,

Authorised Signatory

Name:

Designation:

Seal / Stamp

---

* Alternatives as decided by the President in consultation with the MICR Cheque Processing Centre.

Schedule - IV

RECORD LAYOUT OF THE FILE CONTAINING SETTLEMENT INFORMATION TO BE FURNISHED TO RBI

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE

Character From	Position To	No. of Characters	Item	Type	Remarks
1	8	8	Clearing Date	9(8)	DDMMYYYY
9	16	8	Value Date	9(8)	DDMMYYYY
17	18	2	Clearing Zone	99	To be allotted by the respective offices (RBI)
19	19	1	Type of Clearing	9	1 Presentation 2 Return 3 Netted
20	22	3	City Code	999	Originating city for inter city clearing
23	25	3	Bank Code	999	As in MICR band
26	28	3	Branch Code	999	Responding city for inter city clearing
29	35	7	Account Code	9(7)	To be advised by respective DADs to CPCs, NCCs, CHs
36	51	16	Amount	9(14)V99	Amount with assumed decimal point i.e. in paise
52	52	1	Debit/Credit	X	"D" Debit "C" Credit
53	56	4	Check sum	9(4)	For EFT/ECS only
57	60	4	Filler	X(4)	Spaces

Schedule - V

FORMAT OF THE VOUCHER AMOUNT LISTING

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE ——

Date of MICR Cheque Processing ————————————————

Type of Clearing ————————————

Date of Settlement————————————

VOUCHER AMOUNTS DEBIT <voucher amounts>	VOUCHER AMOUNTS CREDIT <voucher amounts>

TOTAL DEBITS	**< no of vouchers >**	**< aggregate amt >**
TOTAL CREDITS	**< no of vouchers >**	**< aggregate amt>**

Schedule -- VI A

FORMAT OF A DEBIT VOUCHER

(Name of the Bank managing the Clearing House)

Date____________________

ACCOUNT NO__________

DEBIT
DEBIT < name of the Bank >
DEBIT
Rs. < amount in figures >

RUPEES < in words >

BEING THE AMOUNT OF SETTLEMENT IN MICR CLEARING HELD ON < clearing date > < type of clearing > IN RESPECT OF MICR CHEQUES PROCESSED AT THE____________________________
MICR CHEQUE PROCESSING CENTRE____________________________

AUTHORISED SIGNATORY

Schedule - VI B

FORMAT OF A CREDIT VOUCHER

(Name of the Bank managing the Clearing House)

Date___________________

ACCOUNT NO__________

CREDIT **< name of the Bank >**

Rs. **< amount in figures >**

RUPEES **< in words >**

BEING THE AMOUNT OF SETTLEMENT IN MICR CLEARING HELD ON < clearing date > < type of clearing >IN RESPECT OF MICR CHEQUES PROCESSED AT THE________________________________ MICR CHEQUE PROCESSING CENTRE_________________________

AUTHORISED SIGNATORY

Schedule-VII

FORMAT OF CLEARING HOUSE BALANCE STATEMENT--SUMMARY

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE________

CLEARING HOUSE BALANCE REGISTER-SUMMARY

Date of Processing : _____________

Date of Settlement :______________ Type of Clearing : ______________

BANK CODE	NAME OF THE BANK	NO OF ITEMS	AMOUNT TO RECEIVE(CR)	NO OF ITEMS	AMOUNT TO PAY(DR)	NET AMOUNT TO RECEIVE(+) TO PAY(--)
<sortcode>	<bank's name>	<no of inst>	<total amt>	<no of inst>	<total amt>	< net amt >
TOTAL		< aggregate of the above to be shown here >				

NOTE :

THE FIGURES REPRESENT SUMMARY OF OUTWARD AND INWARD CLEARING POSITION FOR ALL THE BANKS.

Schedule VIII

SERVICE CHARGES (BANK-WISE) FOR BILLING

(Sponsor Bank) MICR Cheque Processing Centre_________________

STATEMENT OF NO. OF INSTRUMENTS PROCESSED AND CHARGES TO BE RECOVERED FROM THE MEMBER BANKS DURING THE PERIOD FROM <date> TO < date>

NAME OF THE BANK	NO OF INSTRUMENTS		CHARGES
	INWARD	OUTWARD	Rs.
< name of the bank>	<no of inst>	<no of inst>	<amount>
TOTAL	< aggregate of the above to be shown here>		

Schedule IXA

FORMAT OF DEBIT VOUCHER FOR SERVICE CHARGES RECOVERY

(Name of the Manager of Clearing House)

Date_________

DEBIT
DEBIT < name of the bank > ACCOUNT NO <a/c no>
DEBIT
THE AMOUNT OF RS. < amount in figures >

RUPEES < amount in words >

BEING THE AMOUNT OF PROCESSING CHARGES FOR MICR CHEQUE PROCESSED BY THE (SPONSOR BANK) MICR CHEQUE PROCESSING CENTRE DURING THE PERIOD FROM <date> TO <date>.

AUTHORISED SIGNATORY

Schedule- IXB

FORMAT OF CREDIT VOUCHER FOR TRANSFERRING SERVICE CHARGES TO CPC

(Name of the Manager of Clearing House) **Date___________**

CREDIT < name of the Sponsor Bank > ACCOUNT NO <a/c no>

THE AMOUNT OF RS. < amount in figures >

RUPEES < amount in words >

BEING THE AMOUNT OF PROCESSING CHARGES FOR MICR CHEQUE PROCESSED BY THE (SPONSOR BANK) MICR CHEQUE PROCESSING CENTRE ON BEHALF OF MEMBER BANKS DURING THE PERIOD FROM < date> TO < date >.

AUTHORISED SIGNATORY

Schedule- X

FORMAT OF ADVICE TO BANKS EXCEEDING PRESENTATION LIMIT
(Letter Head of the Sponsor Bank)

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE_______

TO: **Dated__________**

<presenting bank exceeding the limits>

DEAR SIRS,

WE HAVE TO ADVISE THAT AN EXCESS AMOUNT OF Rs. < in figures > RUPEES < in words > WAS PRESENTED IN OUTWARD CLEARING BY YOU ON < date > AS PER DETAILS GIVEN BELOW:

LIMIT	AMOUNT AS PER COUNTER RECEIPT
<limit amount>	<presentment amount>

YOURS FAITHFULLY,

AUTHORISED SIGNATORY

Endt. No.___________of date

Copy forwarded for information to the President,__________Bankers' Clearing House_____________________________ remarks by CPC) ___________________

AUTHORISED SIGNATORY

(A nil report should be furnished if there are no such instances on the particular processing date)

ANNEXURE XVI

NAME OF CPC:___________________________.

CLEARING HOUSE BALANCE REGISTER

DATE__________________

BANK CODE_______________________________

BANK NAME_______________________________

PAGE__________________

BANK CODE	NAME OF BANK	No.of ITEMS DELIVERED	Amt. TO RECEIVE Rs. P.	No .of ITEMS RECEIVED	Amt. TO PAY Rs. P.	Net Amt. $\pm$ Rs. P.

TOTALS :

NET POSITION :

ANNEXURE XVII

BRANCH-WISE CLEARING STATEMENT

(Sponsor Bank) **MICR CHEQUE PROCESSING CENTRE**

BANK CODE_____________ CLEARING DATE_____________

BANK NAME_____________ PAGE NO____________________

BRANCH CODE.	NAME OF BRANCH	NUMBER OF ITEMS DELIVERED	AMT. TO RECEIVE Rs. P.	No. OF ITEMS RECEIVED	AMT. TO PAY Rs. P.	NET AMT. TO PAY(-) TO RECEIVE(+) Rs. P.

TOTALS :

ANNEXURE XVIII

ITEM-WISE LISTING OF INWARD CLEARING INSTRUMENTS

(Sponsor Bank) **MICR CHEQUE PROCESSING CENTRE**

DRAWEE BANK : DATE : ____________________

DRAWEE BRANCH : PAGE : ____________________

TRANSACTION CODE :

SEQUENCE No.	CHEQUE No.	ACCOUNT No.	AMOUNT	PRESENTING BANK/BRANCH SORT CODE	SEQUENCE No.	CHEQUE	ACCOUNT No.	AMOUNT	PRESENTING BANK/BRANCH SORT CODE

TOTAL ITEMS :
TOTAL AMOUNT : Rs.

SUMMARY
BANK :
BRANCH:

TRANSACTION CODE	ITEMS	AMOUNT

ANNEXURE XIX

FORMAT OF THE CLEARING HOUSE SETTLEMENT REGISTER

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE____________________

CLEARING HOUSE SETTLEMENT REGISTER

Date of Processing : ______________ Type of Clearing ________________

Date of Settlement : _____________

BANK CODE	ACCOUNT NO	BANK NAME	ITEMS	AMOUNT TO RECEIVE(CR)	ITEMS	AMOUNT TO PAY(DR)	NET AMOUNT (+ OR -)
<sortcode>	< a/c no >	<bank's name>	<no of inst>	<total amt>	<no of inst>	<total amt>	< net amt >
TOTAL		< aggregate of the above to be shown here >					

NOTE :

TOTAL OUTWARD AND INWARD CLEARING POSITION FOR EACH MEMBER BANK IS LISTED.

THE ACCOUNT NO FIELD IS THE BANK'S CURRENT ACCOUNT NO. WITH THE RBI/SBI.

Certified that the outward clearing instruments indicated in this statement were actually received from the member banks named therein and were processed at the Centre and the inward clearing instruments, duly sorted, have been deliverd to the banks as per this statement. The net settlement figures indicated herein were the result of the data captured and validated on the basis of the instruments received and processed at the Centre.

Authorised Signatory
Name:

Date:

Official Seal/ Stamp of CPC

ANNEXURE XX

REJECT ANALYSIS REPORT--BANK-WISE

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE ________________

Date: _________________

REJECT ANALYSIS FOR < CLEARING DATE>

NAME OF THE BANK: < SORT CODE>**--** <NAME OF BANK>

	AS PRESENTING BANK	**AS DRAWEE BANK**
ITEMS PRESENTED/DRAWN ON	<no. of cheques>	<no. of cheques>
NO OF REJECTS	<reject volume>	<reject volume>
REJECT PERCENTAGE	<% rejected>	<% rejected>

FIELDWISE BREAK-UP OF REJECTS

MICR-LINE FIELD	**NUMBER**	**PERCENTAGE**	**NUMBER**	**PERCENTAGE**
AMOUNT FIELD REJECTS	<no.>	<%>		
SORTCODE FIELD REJECTS			<no.>	<%>
ACCOUNT FIELD REJECTS			<no.>	<%>
TRANCODE FIELD REJECTS			<no.>	<%>
SERIAL NO. FIELD REJECTS			<no.>	<%>
ACCOUNT NO.FIELD REJECTS			<no.>	<%>
OTHER REJECTS			<no.>	<%>
TOTAL:	**< aggregates of the above to be shown here >**			

POSITION FOR THE CLEARING CENTRE AS A WHOLE

SYSTEM VOLUME <no. of items processed> SYSTEM REJECTS <no of rejects> <%>

ANNEXURE XXI

FORMAT OF REJECT ANALYSIS REPORT-SUMMARY

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE _______________

REJECT ANALYSIS REPORT--SUMMARY POSITION FOR FOR < clearing date >

<TYPE OF CLEARING>

SYSTEM VOLUMES < no of instruments processed > REJECTS < no of rejects >

REJECT RATE < % of rejects >

		AS PRESENTING BANK					**AS DRAWEE BANK**				
		OVERALL			**AMOUNT FIELD ONLY**		**OVERALL**			**OTHER THAN AMT FIELD**	
BANK CODE	BANK NAME	ITEMS	REJ	REJ%	REJ	REJ%	ITEM	REJ	REJ%	REJ	REJ%
<sortcode>	< bank name >	<volume>	<volume>	%	<volume>	%	<volume>	<volume>	%	<volume>	%
TOTAL		<aggregates under each column to be shown here>									

NOTE :

BANKS HAVING A REJECTS MORE THAN < % > SHOULD BE IDENTIFIED / SEGGREGATED.

IF ACCOUNT NO FIELD IS ENCODED BY THE DRAWEE BANK THE REPORT SHOULD BE EXPANDABLE TO INCLUDE THE REJECT INFORMATION ON THAT FIELD ALSO.

SIMILARLY IN CASE OF DATA MATCH OPTION, THE SCROLL NO. MAY BE ENCODED. THE REPORT SHOULD BE MODIFIABLE TO INCLUDE SCROLL NO INFORMATION ALSO.

ANNEXURE XXII

FORMAT OF STATEMENT OF COMPARISON OF RECEIPTING AND SETTLEMENT

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE____________________

COMPARISON BETWEEN AMOUNT CLAIMED AND SETTLED FOR <clearing date><Type of Clearing>

NAME OF BANK	AMOUNT CLAIMED RECEIPT TOTAL)	SETTLEMENT TOTAL	WRONG DELIVERY	BATCH ADJ. TOTAL	TOTAL	DIFF.
<sortcode>-<bank name>	<amount claimed>	<amount settled>	<wd amt>	<batch total>	<net amt>	<diff. amt>

NOTE :

NET AMOUNT UNDER THE HEADING "TOTAL" REFERS TO SETTLEMENT TOTAL + WRONG DELIVERY TOTAL+/- BATCH ADJUSTMENT TOTAL.
DIFFERENCE AMOUNT REFERS TO "RECEIPT TOTAL" +/ - " TOTAL "

ANNEXURE XXIII

FORMAT OF CPC OPERATION --SUMMARY REPORT

(Sponsor Bank) MICR CHEQUE PROCESSING CENTRE_______________

OPERATION SUMMARY REPORT FOR < range of dates >

PRESENTATION ANALYSIS

TYPE OF CLEARING	NO. OF NO.	INSTRUMENTS AMOUNT	PERCENTAGE TO TOTAL	
<clearing type >	< no. of inst >	< amount >	< % no >	< % amount >
TOTAL	< aggregate of the above to be shown here >			

RETURN ANALYSIS

TYPE OF CLEARING	NO OF NO	INSTRUMENTS AMOUNT	PERCENTAGE TO TOTAL	
<clearing type >	< no. of inst >	< amount >	< % no >	< % amount >
TOTAL	< aggregate of the above to be shown here >			

SECTOR-WISE ANALYSIS - (VALUE ONLY)

TYPE/GROUP	MICR		HIGHVALUE		INTERBANK		INTERCITY	
OF BANK	OUTWARD	INWARD	OUTWARD	INWARD	OUTWARD	INWARD	OUTWARD	INWARD
<name of the groupr>	**<amt>**	**< amt>**	**<amt>**	**< amt>**	**<amt>**	**< amt>**	**<amt>**	**< amt>**
PERCENTAGE TO TOTAL	**< % >**	**< % >**	**< % >**	**< % >**	**< % >**	**< % >**	**< % >**	**< % >**
TOTAL	**< aggregate of the above to be shown here >**							

GOVERNMENT TRANSACTION ANALYSIS

PARTICULARS	CASH		TRANSFER		CLEARING		TOTAL	
	NO	AMT	NO	AMT	NO	AMT	NO	AMT
RECEIPTS	<no>	<amt>	<no>	<amt>	<no>	<amt>	<no>	<amt>
PAYMENTS	<no>	<amt>	<no>	<amt>	<no>	<amt>	<no>	<amt>

INTERCITY CLEARING PROFILE

CENTRE NAME	INWARD		OUTWARD		INWARD	OUTWARD
	NO	AMT	NO	AMT	PROCESS COMPLETED	PROCESS COMPLETED
<centre name>	<no>	<amt>	<no>	<amt>	<date>	<date>
TOTAL	< aggregate of the above to be shown here >					

ANNEXURE XXIV

CLEARING RECEIVABLE - FORM 'A' REPORT

Bank : ________________________ Branch : _______________________

Sort Code of the Reporting Bank/Branch	:	___________________
Serial Number of the Instrument not received	:	___________________
Transaction Code	:	___________________
Account Number, if available	:	___________________
Amount of the debit	:	Rs ________________
Item Sequence Number	:	___________________
Presenting Bank/Branch Code	:	___________________

(Sign. of Branch Manager)

FOR USE AT THE PRESENTING BANK/BRANCH

Details Noted in the Clg. Reg. / A/c Ledger Folio : ____________________

In case the details of the actual drawee bank/branch is different as per the Clearing Register/Counterfoil of pay-in slip, the details are to be recorded below and sent to the reporting Bank/branch :

Correct Drawee Bank/Branch : ____________________________________

(Sign of Pr. Bank/Br. Manager)

(Note : To be filled in duplicatr snd sent to the Presenting Bank/Br. thru Ser Br who would retain one copy and return one copy to the reporting bank/branch)

ANNEXURE XXV

CLEARING PAYABLE - FORM 'B' REPORT

Bank : ______________________ Branch : _____________________

Sort Code of the Reporting Bank/Branch	:	__________________
Serial Number of the Instrument received	:	__________________
Transaction Code	:	__________________
Account Number, if available	:	__________________
Amount of the debit	:	Rs________________
Item Sequence Number	:	__________________
Presenting Bank/Branch Code	:	__________________

(Sign. of Branch Manager)

FOR USE AT THE CLEARING HOUSE

Sort Code as per Data available : ________________________________

The Reporting Bank to issue a Pay Order favouring the above mentioned Bank/Branch immediately.

(Sign. of Manager of the Clg. House)

(Note :To be filled in duplicate and sent to the Clearing House thru. Ser. Br. which would return one copy to the branch and send one copy to the affected bank/branch)