

SERVICE CHARGES & FEES
(W.E.F 15.05.2006)

[1.0] SERVICE CHARGES TO MAINTAIN A LEDGER ACCOUNTS

[1.1] Ledger folio charges for Current / CC / OD Accounts: -

Quarterly charges @ Rs.25/- per 40 entries or Rs.50/- whichever is more, over and above the free ledger folio allowed as per detail given below:

<u>Average Credit Balance</u>	<u>Free Ledger Folio per year</u>
a) Up to Rs.50000/-	Nil
b) Above Rs.50000/- up to Rs.75000/-	2
c) Above Rs.75000/- up to Rs.150000/-	5
d) Above Rs.150000/- up to Rs.300000/-	10
e) Above Rs.300000/-	No Charges

[1.2] Charges of stop payment instructions:

Rs.25/- per instruction for all type of accounts.

[1.3] Issuance of duplicate account statement / passbook:

a) With latest Balance only	Rs.20/-
b) With previous entries	Rs.20/- per ledger page or part thereof.

For computer maintained accounts, 40 entries or part thereof shall constitute one ledger page.

[1.4] Minimum Balance in Savings Accounts / Current Accounts and Charges thereon: -

[1.4.1] Minimum Balance in Saving Bank Accounts: -

i) Computerized Branches: -

- Where Cheque Book is not issued:	Rs.500/-
- Where Cheque Book is issued:	Rs.1000/-

ii) Non – Computerized Branches: -

- Where Cheque Book is not issued:	Rs.250/-
- Where Cheque Book is issued:	Rs.500/-

iii) Rural Branches: -

- Accounts with or without Cheque Book:	Rs.100/-
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[1.4.2] Minimum Balance in Current Accounts: -

Rural: i)Minimum balance for all personal accounts Rs.1000/-
S-Urban:
Urban: ii)Minimum balance for all other accounts Rs.3000/-
Metro:

(Revised minimum balance in current accounts, are irrespective of computerized or non – computerized branches)

[1.4.3] Minimum Balance in Pension Accounts: Rs.20/-

[1.4.4] Service Charges if Minimum balance not maintained in Savings Bank / Current Accounts: -

Saving Bank A/c	-Rs.10/- per month for all the branches in respect of a/cs not availing cheque book. -Rs.20/- per month for Metro/urban branches availing Cheque book facility -“No Frill a/cs” exempted
Current A/c	-Rs.50/- once during the month for metro/urban branches when the average balance falls below minimum level -Rs.25/- for other centres

No charges in (i) No Frill a/c (ii) Pensioners a/c (iii) Senior Citizens a/c

In case balance available is not sufficient for debiting of Service Charges then amount available may be debited in the A/c and account may be closed after giving due notice (Registered) to the party and unused cheque books are to be got returned.

[1.5] Inoperative Accounts:

(a) All Current Accounts in which there has been no operation for last one year with the exception of Service Charges / Incidental Charges / periodic interest entries, these shall be branded as Inoperative Accounts.

(b) All Savings Bank Accounts in which there is no operation for the last two years with the exception of service Charges / incidental Charges / Interest entries shall be branded as Inoperative Accounts.

c) Service Charges in Inoperative

Savings Bank Account: -

i)Rs.20.00 per half year if the balance is below Rs.100/-

ii) If balance is below Rs.20/- then a Service Charge equal to the amount outstanding is to be Charged and account is to be closed under due advice to the customer and request to return the unused Cheque Book.

iii) If the balance is Rs.100/- or more no Service Charges to be levied.

[1.6] Charges for Closure of Savings / Current / Pre-Mature R. D. Accounts:

	Rs.
i) Savings Bank/R. D. Account closed within 6 months of opening of the account	30.00
ii) Current Account closed within 6 months of opening of the account	100.00

[1.7] Standing Instructions: -

a) Service Charges of Rs.20/- per transaction : - Standing Instructions charges are to be levied only when the third party is involved in the instructions. Where instructions are for transfer of amount from his / her own account to another his / her own accounts within the branch then no standing instruction charges are to be levied. However, if customer gives instructions for payment of Telephone Bills / Electricity Bills / House Rent Payment etc. or any payment to other customer's A/c then charges should be levied for standing instructions.

b) Standing Instructions, even if not carried out, due to insufficient balance in the account, would also be liable for Service Charges of Rs.20/- per transaction.

c) If the transactions, involves remittance to upcountry centers, charges prescribed for remittance along with the actual postal charges shall be recovered. The charges to be recovered, from the account from which, amount is to be transferred.

[1.8] Cheque Book Charges: -

i) Withdrawal Form Charges: - A maximum number of 50 Withdrawal forms, in half year, are free. Service Charges of Rs.10/- per withdrawal form shall be charged for withdrawals over and above the aforesaid limit.

ii) Savings Banks Accounts: - 3 cheque books free of cost in a year , for extra cheque book Rs.2.00per leaf.

iii) Current Account: - Rs.1.50 per leaf Rs.2.00 per leaf

[2.0] CHARGES FOR REMITTANCES / COLLECTION

[2.1] Charges for Issuance of Pay Order / Banker Cheque

a)	Upto Rs.5000/-	Min.Rs.25/- *
b)	Above Rs.5000/-	Rs.1.50 per 1000 or part thereof Min.Rs.35/- Max.Rs.6000/-

***Service charges for students for issue of MC/Pay Order upto Rs.1000/- in respect of remittance of application fee shall be Rs.10/- only.**

[2.2] Charges for remittances/ Issuance of DD/MT/TT :-

a)	Upto Rs.10000/-	Rs.25/-
b)	Above Rs.10000/-	Rs.3/- per thousand Min.Rs.30/- &Maximum of Rs.12000/-

[2.3] ELECTRONIC FUNDS TRANSFER

[2.3.1] Remittance through N E F T(National Electronic Fund Transfer): -

(i)Outward Remittance : Rs.10/- per transaction.

(ii)Inward Remittance : NIL

[2.3.2]Remittance through RTGS (Real Time Gross Settlement):-

(i)Outward Remittance : Rs.25/- per transaction.

(ii)Inward Remittance : NIL

[2.3.3]Remittance through PSB-eFunds Transfer:-

(i)Outward Remittance : Rs.10/- per transaction.

(ii)Inward Remittance : NIL

[2.4] CLARIFICATIONS:-

We may clarify that in case of remittance from one branch to another branch by way of MT under the same title of accounts the charges for remittance be 50% of the above said revised charges. The rationale behind this concession is that funds remitted remains within the bank. **However, remittance through IBR alone is not permitted.**

[2.5]However please note that remittance through DD/MT/TT/Pay Order/ Banker's Cheque /EFT above Rs.50000/- by tender of cash is subject to the Income Tax Rules prevailed from time to time.

[2.6] Further please note that where a company/constituent is sanctioned credit facilities to be availed at two or more centers, in such cases, transfer of funds between these centers are allowed at par. However, actual out of pocket expenses @ Rs.50/- per transaction are to be recovered.

[2.7] CONCESSION FOR ISSUANCE OF EXCHANGE FREE DRAFTS / MANAGER CHEQUES: -

(A) FOR SAVING BANK ACCOUNT HOLDERS: -

i) On Maintenance of Rs.10,000/- as minimum balance in Saving Bank Account throughout the month the account holder will be entitled for **TWO** exchange free Drafts / Manager Cheques up to the maximum overall ceiling amount of Rs.10,000/- each to be entitled in the following month only, from the same account.

ii) On Maintenance of Rs.50000/- as minimum balance in Saving Bank Account throughout the month the account holder will be entitled for **TWO** exchange free Drafts / Manager Cheques up to the maximum overall ceiling amount of Rs.1,00,000/- to be entitled in the following month only, from the same account.

(B) FOR CURRENT ACCOUNT HOLDERS: -

i) On maintenance of Rs.25,000/- or more as minimum balance in Current Account throughout the month the account holder will be entitled for **FOUR** exchange free Drafts / Manager Cheques up to the maximum overall ceiling amount of Rs.25,000/- each to be entitled in the following month only, from the same account.

ii) On maintenance of Rs.1,00,000/- as minimum balance in Current Account throughout the month the account holder will be entitled for **THREE** exchange free Drafts / Manager Cheques up to the maximum overall ceiling amount of Rs.2,00,000/- to be entitled in the following month only, from the same account.

iii) On maintenance of Rs.5,00,000/- as minimum balance in Current Account throughout the month the account holder will be entitled for **TEN** exchange free Drafts / Manager Cheques up to the maximum overall ceiling amount of Rs.10,00,000/- to be entitled in the following month only, from the same account.

iv) On maintenance of Rs.10,00,000/- or above as minimum balance in Current Account throughout the month the account holder will be entitled for **FIFTEEN** exchange free Drafts / Manager Cheques up to the maximum overall ceiling amount of Rs.20,00,000/- to be entitled in the following month only, from the same account.

As already circulated such accounts shall be earmarked as “VALUE ADDED – SAVINGS BANK ACCOUNT” AND “ VALUE ADDED CURRENT ACCOUNT”

Please note that the above facility will be non cumulative in nature.

[i] Issuance / Revalidation of Duplicate Draft / Pay Order

Issuance of Duplicate Draft /Pay Order	Rs.50/- per instrument
Revalidation of Draft/Pay Order	Rs.25/- per instrument

[3.0] COLLECTION CHARGES: -

[3.1] Collection of Outstation Cheques / National Clearing charges: -

a)	Upto Rs.1000/-	Rs.20/- +out of pocket expenses
b)	Above Rs.1000/-	Rs.3/- per thousand Min.Rs.30/- & Max.Rs.12000/- + out of pocket expenses.

[3.2] Collection of Outstation Bills charges: -

a)	Upto Rs.1000/-	Rs.25/-+out of pocket expenses
b)	Above Rs.1000/- upto Rs.10000/-	Rs.100/-+out of pocket expenses
c)	Above Rs.10000/-	Rs.10/- per thousand Maximum. Rs.12500/- +out of pocket expenses

Note:Collection of outstation cheques and issuance of DD/MT/TT/EFT etc. shall be free of charge to Defence Personnel in active service as well as ex-servicemen, subject to collection of out of pocket expenses.

[3.3]Collection of Deposit Receipt:

Collecting bank shall levy charges as applicable to remittances. In case of local collection, charges as applicable to Banker's Cheque to be levied.

[3.4] SERVICE CHARGES FOR NON-CUSTOMERS INVOLVING, HANDLING OF CASH SHALL BE DOUBLE FOR ABOVE STIPULATION FOR COLLECTION BUSINESS / BILLS.

[4.0] HANDLING CHARGES:

[4.1] Handling charges for Cheques / Bills Returned Unpaid: -

Local Cheque	Rs.50/- per instrument where the account holder is drawer of the cheque. Rs.25/- per instrument where a/c holder is payee of the cheque *
Outstation Cheque	Rs.50/- +out of pocket expenses
Outstation Bills	50% of collection charges with Min.Rs.75/- +out of pocket expenses

- **Branch Manager has the discretion to waiver charges, keeping in view the business prospects.**

[4.2] Returning charges are to be levied invariably when the cheque is returned on counter, through clearing or received directly.

[4.3] POSTAL CHARGES:

Please note that actual postal / communication charges incurred to be recovered always.

[5.0] LOCKER / SAFE CUSTODY CHARGES:

[5.1] Locker Charges: -

Sr. No.	Size of locker	Category of Branches		Specialized Locker Branches
		Metro / Urban	S-Urban / Rural	
1	Small	Rs.600	Rs.400	Rs.700
2	Medium	Rs.800	Rs.800	Rs.1000
3	Large	Rs.2000	Rs.2500	Rs.3000
4	Very Large	Rs.3500	Rs.3500	Rs.5000

Please Note that Ex – Staff Members are not to be granted any concession in the Locker Rent and they may also be charged normal Locker Rent as detail above.

[5.1.1] Locker Break Open Charges: -

Rs.100/- as incidental charges plus all other expenses incurred in the breaking open of the Locker and replacing the lock should be born by the hirer and should be recovered before getting the locker broken.

[5.2] Safe Custody Charges: -

- i) Scrip's: Rs.10/- per scrip, mini. Rs.1000/- per year or part thereof on each lodgment / release / substitution.
- ii) Sealed Covers: Rs.50/- per cover p. a. or part thereof.
- iii) Sealed Boxes: Rs.1000/- per box p.a. or part thereof for boxes with size up to 30 x 30 cms.
Bigger boxes to be accepted subject to availability of space and would carry proportionately higher charges.
- iv) Banks own deposit receipts: No Charges.

[6.0] Charges for Call Deposit Receipt / Solvency Certificate: -

[6.1] Call Deposit Receipt Charges: Rs.25/-

[6.2] Issuance of Solvency Certificate Charges: -

- i) Upto Rs.1.00 lac Rs.500/-
- ii) Above Rs.1.00 lac to Rs.25.00 lacs Rs.2500/-
- iii) Above Rs.25.00 lacs to Rs.50.00 lacs Rs.5000/-
- iv) Above Rs.50.00 lacs Rs.10000/-

[7.0] CHARGES FOR INLAND LETTER OF CREDIT: -

A) Following charges subject to a minimum charges of Rs.100/- shall be levied.

a) Usance Charges: -

Usance Charges according to tenor of the Bill shall be levied as under: -

- i) 0.20 % for bills up to 7 days sight.
- ii) 0.40 % for bills over 7 days sight & up to 3 months sight.
- iii) 0.40 % for the Ist three months plus 0.20 % P.M. in excess of 3 months for bills over three months sight.

AND

b) Commitment Charges: -

A) Minimum of 25% of the processing charges to be levied at the time of sanction as commitment charges.

A)(i) Commitment charges for the period of liability (from the date of opening of credit to last day of its validity) @ 0.20% for every period of 3 months or part thereof.

B) The commitment charge of 0.20 % covering each period of 3 months and an extension may be allowed free of commitment charge, if such an extension does not run into fresh period of 3 months, otherwise a fresh charge of 0.20 % for further period of 3 months with minimum of Rs.100/- is to be levied.

C) If amount of credit is subsequently increased both usance and commitment charge shall be levied on amount so increased with minimum of Rs.100/-.

D) Amendment other than validity period or increase in value of L/C shall attract a flat commission of Rs.100/-.

If bills are not taken up in accordance with terms of original L/C, suitable additional usance charge as given above shall be levied.

[7.1] REVOLVING LETTER OF CREDIT:

On revolving L/C, charges shall be levied in first instance on L/C amount (maximum amount of drawings permitted at any time) and period of liability for the purpose of commitment charges (i.e. from date of opening to date of validity).

i) Usance charges: -

Same as given (A) (a) (i to iii)

ii) Commitment Charges: -

Same as given in (A) (b) above with minimum of Rs.100/-

iii) On each reinstatement, usance and commitment charges @ 0.20 % with minimum of Rs.100/- as given above on reinstatement amount only with minimum of Rs.100/- to be levied.

[7.2] ADVISING CHARGES: -

On Advising L/C opened by a correspondent (which includes letters of authority, orders to negotiate), the Advising Bank / Branch shall carry advising commission of 0.05% of each L/C with minimum of Rs.100/-, if such credit does not carry confirmation, shall be levied. A further charge of Rs.100/- for advising each amendment shall be levied.

[7.3] CONFIRMATION OF L/C: -

An Advising Bank / Branch shall levy commitment charge for full validity of L/C @ 0.20 % for every quarter or part thereof subject to minimum of Rs.100/- and usance charge as given in (A) (a) (i to iii) while confirming correspondent's credit.

[7.4] TRANSFER OF L/C: -

When transfer of credit is made under transferable credit, a flat charge of Rs.100/- per advice of transfer, whether full or in part or whether endorsed on credit itself or not, except when beneficiary is changed on instruction of Opening Bank. These charges shall be on account of first beneficiary of credit unless other wise specified. On L/C calling for usance drafts drawn and accepted by Banks, a commission @ 0.20 % P.M. with minimum of Rs.100/- shall be levied.

If beneficiary refuses to pay charges, the same shall be collected from applicant of credit.

[7.5] NEGOTIATION OF L/C: -

The Negotiation Branch shall levy following negotiation charges: -

a) For bills up to Rs.2.50 lacs - @ 0.40 % with minimum of Rs.100/- plus discount at applicable rate of interest from date of negotiation to date of reimbursement.

b) For bills over Rs.2.50 lacs - @ 0.25 % with minimum of Rs.100/- plus discount at applicable rate of interest from date of negotiation to date of reimbursement.

[7.6] OUT OF POCKET EXPENSES: -

All out of pocket expenses such as postage, telegram, telex, cable shall be recovered from beneficiary unless otherwise specified.

[7.7] GUARANTEE ON ACCOUNT OF DISCREPANCIES IN DOCUMENTS: -

A commission of 0.25 % with minimum of Rs.100/- shall be charged for joining in customer's guarantee and for giving guarantees to other Banks in respect of discrepancies in documents negotiated under L/C, when payment received under reserve is credited to beneficiary's account. However, no such charge is levied, if amount received under reserve, on request of customer, is not parted with by the Bank.

When called upon to refund the payment received under reserve (general or specific), Bank will pay to Negotiating Bank face value of bill and interest at commercial rate of Negotiating Bank plus charges. Interest / Charges, if any, shall be debited to customer's account.

[7.8] CLEAN PAYMENT RECEIVED UNDER L/C: -

A flat charge of Rs.100/- shall be levied by beneficiary's Bank for receiving and crediting clean payment to beneficiary's account.

[7.9] CERTIFICATE: -

Attestation of commercial invoices on request of the beneficiary shall be free of charge for negotiation / collection. However, attestations on subsequent occasion shall be @ Rs.10/- per invoice with minimum of Rs.20/- for each attestation.

[7.10] GENERAL: -

- i) Commission to be charged on opening / amendment of L/C and no refund is permitted under any circumstances whatsoever.
- ii) All Charges in respect of advance bills and / or bills under L/C are on account of applicant.
- iii) When Inland L/C opened by a Bank is advised / confirmed by its own branch, the advising / confirmation branch shall not be entitled to advising / confirmation commission.
- iv) If Collecting Bank is not the Negotiating Bank, then charges as applicable to collection of Bills be levied by the Collecting Bank.

[8.0] PROCESSING CHARGES ON ADVANCES: -

Following charges on fresh / renewal / enhancement Loan proposal are to be levied on sanctioned amount.

a) Fund – Based Limit: -

- | | |
|-------------------------------------------------------------------------------------------|--------------------------------------------------------|
| i) Up to Rs.25000/- | NIL |
| ii) Above Rs.25000/- up to Rs.2.00 lacs | Rs.200/- |
| iii) Above Rs.2.00 lacs | Rs.150/- per Lac or part thereof Max. of Rs.7.50 Lacs. |
| iv) Agriculture Advances except IRDP | 0.50 % on total project outlay on one time basis. |
| v) Advance against deposit, Govt. Securities, Mutual Fund Units, UTI Units, NSC/KVPs/IVPs | NIL |

b) NON – FUND BASED LIMITS

50 % of above charges.

General: -

- i) Processing Charges on each renewal is to be debited on due date irrespective of the fact that case is actually renewed / reviewed on that date. In case the renewal / reviewal is delayed due to non submission of financial data or any other such reason attributable to the borrower, the proportionate processing charges for the period of delay shall also be recovered in addition to normal charges which are recovered on due date.
- ii) **In case of staff loans of any type, No Processing Charges are to be levied.**

[8.1] UP – FRONT CHARGES:

A Service Charges of 1 % on all Term Loans exceeding Rs.50.00 Lacs to be levied in two equal installments, 50 % of charges to be levied at the time of application / sanction and 50 % at the time of actual disbursement. These charges are in lieu of loan processing charges. This is subject to maximum cap of Rs.7.50 Lacs as applicable in case of Processing Charges.

[8.2] INSPECTION CHARGES: -

Sr. No.	Sanctioned Loan/Limit	Priority Sector Advances			Non – Priority Sector Advances		
		Insp. Charges	Out of Pocket Exp.	Total P. A.	Insp. Charges	Out of Pocket Exp.	Total P. A.
1	Up to Rs.5000/-	--	20	20	--	30	30
2	Above Rs.5000/ up to Rs.25000/-	10	30	40	20	40	60
3	Above Rs.25000/- up to Rs.1.00 Lac	50	50	100	60	60	120
4	Above Rs.1.00 Lac	100	100	200	130	130	260

For weaker section, charges are 80 % of rates mentioned above.

[8.3] GUARANTEES ISSUANCE / RENEWAL CHARGES: -

- i) Performance Rs.100/- plus 2 % P.A. or part thereof.
- ii) Other than Performance Rs.100/- plus 3 % P.A. or part thereof.
- iii) Minimum Charges Rs.100/- plus charges applicable for six months.

The commission for un-expired period of Guarantee is not to be refunded even if the purpose of Guarantee Bond issued gets fulfilled earlier.

[8.4] FOR GUARANTEE SECURED BY 100 % MARGIN: - 25 % of above charges are to be levied.

[8.5] COMMITMENT CHARGES: -

Minimum of 25% of the processing charges to be levied at the time of sanction of Credit Limits as commitment charges.

EXEMPTION: - Export credit, advances to rice Sheller / cold storage, seasonal credit facilities and bill advances are exempted from above charges.

[8.6] BILLS / CHEQUES PURCHASED / DISCOUNTED CHARGES: -

A) Charges against Clearing: -

As per our clearing practice we are crediting the A/c's of the customers on the days our A/c is credited with in the Clearing House. If such cheques are returned the party, particularly CC/OD/Loan A/c, enjoy the benefit of credit of intervening period till their A/c is debited. There is no application of interest in the intervening period on CC/OD/Loan A/c, which is loss to the bank. We may clarify that branches should charge the interest for such days for which the party has enjoyed the credit (in overdrawn A/c's), at the rate of interest party is being charged with, in addition to returning charges.

B) Local Cheque/Bill Purchased: -

We may clarify that branches should calculate the total amount to be charged against local cheque/bill purchased by taking into factors i) the number of days the bank is likely to remain out of funds and ii) the interest at the rate of PLR + 4 % be charged.

C) Outstation Bills / Cheques Purchased: -

In outstation bills/cheques purchased branches should recover the following charges: -

i) Collection Charges

ii) Interest @ PLR + 4 % for the days bank is out of funds but limited to 14 days in case of cheques drawn on our branches.

iii) Handling charges (Out of Pocket Expenses) and cheque returning charges if any.

We may again make it clear that we have not fixed any floor rate for local / outstation cheques or bills purchased but the branches shall workout the discounting charges as applicable on the (i) amount of instruments (ii) number of days the credit given to the party and (iii) @ PLR + 4% or maximum chargeable interest rate to the party on case to case basis.

[9.0] MISCELLANEOUS CHARGES: -

[9.1] **ATTESTATION OF CUSTOMER SIGNATURE** Rs.15/- per attestation

[9.2] **CHANGE IN NAME OF THE ACCOUNT / ADDITION / DELETION IN NAME / MERGER OF COMPANIES.** Rs.20/- as handling charges

[9.3] **ISSUANCE OF BALANCE / INTEREST CERTIFICATE (WHEN SUCH REQUIREMENT IS NOT OBLIGATORY)** Rs.15/- per certificate

[9.4] **ENQUIRY RELATING TO OLD RECORD** Rs.20/- per item

[9.5] **ISSUANCE OF NO DUE CERTIFICATE** Rs.20/- per certificate

[9.6] **PRESENTATION OF USANCE BILLS FOR ACCEPTANCE** Rs.20/- per bill

However please note that no service charges are to be levied for issuance of No Due Certificate with respect to Weaker Section Priority Sector Loans, including members of Self Help Group, which also constitute part of Weaker Section.

[9.7] SHARING OF SERVICE CHARGES WITH OTHER BANKS: -

When outstation cheques / bills sent for collections to other banks, where we do not have our branch, then collection charges are to be shared with other banks in the ratio of 50 - 50 as per RBI directives and handling charges (Out of pocket expenses) be charged in full from the depositor.

[9.8] OUT OF POCKET EXPENSES: -

In the all above service charges out of pocket expenses (Fax, Telephone, Telegram, Postage, Conveyance if any etc.) are to be recovered separately.

[9.9] POSTAL CHRGES: -

Please note that actual postal / communication charges incurred to be recovered always.

[10.0] CONCESSIONS: -

Following concessions are allowed subject to recovery of out of pocket expenses.

[10.1] CONCESSION TO STAFF MEMBERS: -

Following concession to staff members / ex – staff members of the Bank and of other Banks are permitted: -

a) **Ledger Folio Charges: -** No incidental charges are to be levied in current accounts maintained in the name of retired employee or jointly with close relatives.

b) **Standing Instructions: -** No charges for standing instructions are to be levied.

c) **Remittances: -** All Demand Drafts / Mail Transfers / Telegraphic Transfer / Bankers Cheques / Pay Orders / Electronic Fund Transfers shall be free of charge. However, actual out of pocket expenses shall be recovered.

d) **Collection Charges: -** All Cheques / drafts etc. shall be collected free of charge.

e) **Traveler Cheques: -** Issuance of Rupee Traveler Cheques shall be without levying any charges on account of commission (in case the same are issued by the Bank).

f) **All negotiation of cheques / drafts** up to Rs.2500/- shall be negotiated at par without levying collection charges regardless of Bank on which the cheque is drawn for credit.

The above concessions are allowed to retired employees provided: -

i) The person concerned is not gainfully employed.

ii) There is no branch of Bank with whom he had served at the station / center where the facilities are asked for.

iii) The employee concerned should identify himself to the satisfaction of Branch Manager of being retired employee of Public Sector Bank.

[10.2] CONCESSION TO PENSIONERS: -

No Service Charge is to be levied to pensioners on collection / discount of pension bills / cheques of Central / State Government and Armed Forces.

[10.3] CONCESSION TO FREEDOM FIGHTERS: -

No service charges are to be levied on collection / discounting of pension bills / pension cheques of freedom fighters.

[10.4] CONCESSION TO DEFENCE – PERSONNELS: -

In the account of defence personnel in active service as well as ex – servicemen, collection of outstation cheques and issuance of DD/MT/TT/EFT etc. shall be free of charge, subject to collection of out of pocket expenses.

[10.5] CONCESSION TO RELIGIOUS, WELFARE SERVICE, CHARITABLE INSTITUTIONS, BLIND, PHYSICALLY HANDICAPPED, DISABLED INDIVIDUAL AND INSTITUTIONS SET UP FOR THEIR BENEFIT: -

The facility of collection of upcountry instruments at par, payment of DD/MT/TT to their own benefit at par are permitted provided these institutions are exempted from payment of Income Tax Act and copy of Certificate is obtained by branch.

[10.6] ACCOUNT OF GOVERNMENT DEPARTMENT / MINISTRIES: -

Cheques issued by Government Department representing subsidies under IRDP and other special program shall be collected at par.

[10.7] CO – OPERATIVE BANKS, LAND DEVELOPMENT BANKS, REGIONAL RURAL BANKS, SERVICE CO-OPERATIVE, DISTRICT RURAL DEVELOPMENT AGENCY ETC: -

Concession of 50 % of service charges shall be extended to Co-operative Banks for issuance of DD/MT/TT, which maintain their account with the Bank. The Urban Co – op. Banks shall give an undertaking at their Head Office level that they shall levy the charges of Public Sector Banks to Customers.

Following charges for transfer of funds, from account of Co-operative Bank at one center to another center are to be levied: -

- | | |
|-------------------------|-------------------------------|
| - Amount upto Rs.5000/- | 3 p % with minimum 25 p. |
| - Amount over Rs.5000/- | 2 p % with minimum of Rs.1.50 |

The concession of 50 % service charges may also be extended to Co-operative Banks on issuance of inland credit and guarantee provided, Counter Guarantee of Co-operative Bank is obtained and concession is not passed on to borrower.

[10.8] BANK UNDER AGENCY ARRANGEMENTS: -

Service Charges are as per agency arrangement to be levied provided benefit is not passed on to customers.

[10.9] CONCESSION TO EDUCATIONAL INSTITUTIONS: -

Salary bills of teachers employed in Government run schools may be done at par and discounting free of charge also for sum up to Rs.2500/- per individual.

[10.10] CONCESSION TO REGIONAL RURAL BANKS: -

No Collection charges are to be levied by Bank for collection of cheques / draft tendered by RRB irrespective of whether RRB is sponsored by the Bank or not.

[10.11] PAYMENT TO SUPPLIERS WHILE DISBURSING LOAN UNDER GOVERNMENT SPONSORED SCHEMES: -

No charges are to be levied for issue of Pay Order / DD's for above scheme.

[10.12] CONCESSION IN REMITTANCE / COLLECTION: -

A) No collection charges to be levied for collection of local Cheques / Drafts.

B) No remittance / collection charges for transfer of funds to Prime Minister / Chief Minister Relief Fund are to be levied.

C) Dividend Warrant and Gift Cheques up to Rs.100/- to be collected at par subject to collection of out of pocket expenses.

D) No Service Charge is to be levied on Rupee Draft issued by Correspondent Bank and Exchange Companies favoring NRI Customers provided Rupee Draft favoring NRI customer is issued by branches of same Bank abroad or Correspondents / Foreign Officers of any Foreign / Indian Banks or ECS maintaining accounts with this bank or any other bank. Draft should be payable through rupee accounts maintained at branches in India nominated by the Banks.

In respect of drafts in excess of Rs.50000/-, the period between date of issue and date of encashment / negotiation (at upcountry branch) should not be less than 10 days. If issued by ECS.

[10.13] REMITTANCE UNDER DEFFERED PAYMENT GUARANTEE / BILLS CO ACCEPTED: -

No charges are to be levied for above remittance.

[10.14] Concession available for transfer of proceeds of FDR shall also be available on transfer of proceeds of Saving Bank Accounts

[11.0] TRANSFER OF FUNDS: -

A) Deposit Accounts: -

i) The collecting Bank is not to levy any service charges on transfer of proceeds of FDR on maturity as well as interest. However, remitting Bank shall levy usual service charges applicable to remittances. In case of local remittances, the service charges as applicable to Banker's Cheques to be levied.

ii) The Bank may waive service charges on cheques issued as per court order for placing the amount in terms deposit.

(B) The Borrower / Advance Accounts: -

i) The need and extent of concession to be granted shall depend on total business connection with the bank, cost to the Bank and that there is no adverse effect on profitability, the powers for the same vests with senior functionaries, not below the rank of Zonal Managers, as given below.

ii) Periodic transfer of funds from collection accounts at branches to regional collection account and from main account to other disbursing account shall be as per standing arrangements / instruction to main account.

[11.01] SERVICE CHARGES ON CURRENT ACCOUNT WITH STATE BANK OF INDIA: -

i) Adjustment of Clearing Position, Inter Bank Transfer of funds: No charges for borrowing of cross drawing for adjustment of adverse clearing position against firm balance of drawer bank and not arising out of favorable balance of same day.

ii) A levy of 6 paisa percent commission to be applied on cheques drawn favoring third parties including Banks.

iii) Collection of local cheques on behalf of agency banks shall be charged @ 6 p %.

iv) Cash deposit by third parties are not permitted.

v) Centers where Clearing House is Managed by Bank other than SBI / RBI. Charges as per levied by SBI are to be charged.

All branches and Zonal Offices are advised to note for strict compliance of instructions. The Inspection Officials of H.O. Inspections Department should check and point out the irregularity to this effect in their Inspection Report to arrest the loss of revenue on account of non-adherence of instructions.