

## VII. Basic Statistical Return (BSR) 2

### Introduction

This return relates to deposits. Branches/Offices of all Scheduled Commercial Banks in India are required to furnish information on the number of employees, number of accounts and amount outstanding according to type of deposits and classification of term deposits according to maturity, broad interest rate ranges and size of deposits as on 31st March every year.

All Administrative Offices, Regional and Zonal Offices and Branches/ Offices without any deposits such as Training Colleges, Lead Bank Offices, Service Branches, etc. must furnish employment details in this return, even though they do not have deposits.

#### Employment details:

The staff position should be shown in the block on employment details. Category-wise number of female employees should also be reported in this block.

#### Part - I: Classification of Deposits according to Type

This part of the return is intended mainly to obtain information from each office on the deposits classified according to their type. The additional information on **female** accounts is also collected in this part of the return. Further, to make the Part I to Part IV of the return consistent, the information on different types of deposits is being collected under two broad ownership categories, i.e. 1) Individuals and 2) Others. The inter-bank deposit should be reported in a separate box only in Part I.

#### Part - II: Classification of Term Deposits according to Maturity

This part of the return is intended to obtain information on outstanding amount of term deposits as on the date of the return, classified according to the *original period of maturity* for which deposits have been placed with the branch by depositors.

#### Part - III : Classification of Term Deposits according to Interest Rate Range

This part of the return is intended to obtain information on the distribution of term deposits according to *broad interest rate ranges*.

#### Part - IV: Classification of Term Deposits according to Size

This part of the return is intended to obtain information on outstanding amount of term deposits as on the date of the return, classified according to the *size of deposits*.

2. A separate return for each office should be furnished irrespective of whether it is a branch, an administratively independent sub-office or a pay office. In case of sub-offices and pay offices, care should be exercised to ensure that their figures are not included in the returns of their parent offices. Administrative Offices including Head and Regional Offices, which do not transact banking business with the public, should supply information on their staff position as well as on any special types of deposits which they may hold.

3. Each office should stamp on the return the uniform branch code number allotted to it by the Department of Statistical Analysis and Computer Services of the Reserve Bank of India. The branches/offices of the banks should forward the returns, after completion, to their Regional/Zonal/Head Offices. The return should be prepared in triplicate. Each branch/ office may retain the third copy of the return for its record and forward the other two copies of the completed return to its Regional/Zonal/Head Office. The Regional or Head Office of the banks should, in turn, forward the original copies of the returns received from their branches/offices after preliminary scrutiny and rectification of errors, if any, to the concerned Director, Department of Statistical Analysis and Computer Services, Reserve Bank of India, Regional Office, Delhi/Kolkata/Chennai or Central Office, Mumbai. The list of States falling under the jurisdiction of each Regional Office is given along with the instructions for filling in the Basic Statistical Return 1. The bank should, therefore, verify under which Regional Office their bank's Head Office is located and appropriate arrangements should be made between the Regional/Head Office and branches so that the returns reach the Reserve Bank of India **within two months** from the date to which the returns relate.

Banks submitting data on magnetic media may devise their own system of collection of information from their branches/offices. Before submitting the Floppy/DAT they should get the sample printout of data blocks verified from the respective Regional Offices of the Reserve Bank of India and forward the edited data floppies/DATs to Director, Banking Statistics Division, Department of Statistical Analysis and Computer Services, Reserve Bank of India, Bandra-Kurla Complex, Bandra (East), Mumbai - 400 051, **within four months** from the reference period under advice to the Regional Office concerned.