Statement of New Branch/Office/NAIO as and when opened

PROFORMA – I

Statement of New Branch/office/NAIO as and when opened:

(Please read the Instructions before filling the proformae-I&II)

<u>Items</u>

1. (a) Name of the Commercial Bank/**Other Financial Institution**/

Co-operative Institution _____

(b) Proforma For:

   Branch/Office of a Bank   (   )

   Not Administratively Independent Office (NAIO)   (   )

   Branch/Office of Other Financial Institution   (   )

   (Put tick mark (√) in appropriate box)

(c) Uniform codes: Part-I(7/9 digits):   ☐☐☐☐☐☐☐☐☐

See Instructions **I,II,III; (see Explanations also)**   **(For NAIOs)**

Part – II (7 digits) ☐☐☐☐☐☐☐

(To be allotted by RBI)

(See Instructions **I,II,III; see Explanations also**)

2. (a) Name of the new branch /office/**NAIO**

(b)RBI Reference No _____

And Reference Date: ☐☐ / ☐☐ / ☐☐☐☐

Day   Month   Year

(c) Licence Number: _____

(as obtained from RBI)

(d) Date of Licence:　　□ □ / □ □ / □ □ □ □

(See explanation)　　　　Day　　　Month　　　Year

(e) Whether it is a case of Re-Validation of licence:
Yes ( ) No ( )
If yes, give the date of re-validation(See explanation):

□ □ **/** □ □ **/** □ □ □

Day　　Month　　Year

3. Date of opening of the　　□ □ / □ □ / □ □ □ □
New Branch/office/**NAIO**:　　　Day　　Month　　Year

4.Postal address:

  4.1 Name/Municipal Number of
    the building (if any): _____

  4.2 Name of the Road (if any): _____

  4.3 (a) Name of the Post Office: _____
    (b) Pin Code:

  4.4 Name of the locality within a
    Centre (Revenue unit)*:* _____
    (See explanation)

4.5 Name of Tehsil/Taluka/Sub-Division: _____

4.6 Tel.No. /Telex No. (Including STD code): _____

4.7 Fax No.: _____

4.8 E-mail Address: _____

5.(a)Name of the centre(revenue village/town/city/Municipality/Municipal Corporation) within the limits of which branch/office is located: _____
(**This is a very important aspect**: See explanation)

(b) Name of Community Development Block/Development Block/Tehsil/Taluka/Sub-Division/Mandal/Police Station:_____

(c) Name of the District: _____

(d) Name of the State: _____
(e) Population of the Centre (revenue unit)
   as per latest Census report: _____
   (See explanation)

6. Is/are there any other administratively independent bank branch(es)/office(s) other than your branch/office/NAIO **in your center:**   Yes: ( )   No: ( )
(See explanation and put tick mark (√) in appropriate box)

7. (a) Business Status of the new branch/office/**NAIO** (See explanation):
    Code: ___ ___   *Status* **Name**

(b) In case of NAIO, supply the following details (See explanation):
   (i) Name of the base branch/office:
   (ii) Uniform code numbers of the base branch/office

Part-I (7 digits): ☐ ☐ ☐ ☐ ☐ ☐ ☐
Part-II(7 digits): ☐ ☐ ☐ ☐ ☐ ☐ ☐

8.(i)(a) Status of Central Government Business:

        (Put tick mark (√) in appropriate box)
        <u>**Type of Central Government Business**</u>

  (1) ( ) No Govt. Business
  (2) ( ) Direct Taxes
  (3) ( ) Departmentalised Ministries Account (DMA)
  (4) ( ) Pension
  (5) ( ) Bond Issue
  (6) ( ) Others (Specify, if any):_____

(b) Status of State Government Business (i.e. Treasury/Subtreasury business):**(Put tick mark (√) in appropriate box)**

    <u>***Type of Treasury/Sub-Treasury Business (State Govt.)***</u>

  (1) ( ) No Govt. Business
  (2) ( ) Treasury Business
  (3) ( ) Sub-Treasury Business
  (4) ( ) Pension
  (5) ( ) Bond Issue
  (6) ( ) Others (Specify, if any):_____

(ii) Whether a currency chest is
attached to this branch/office**:**   Yes ( )   No ( )

(A) If "Yes" then state:
    (a) The type of currency chest: A( ) B( )   C( )
    (put a tick mark (√) in appropriate box)

    b) Date of establishment ☐☐ / ☐☐ / ☐☐☐☐
      of currency chest: Day Month Year

             ☐ ☐ ☐ ☐ ☐ ☐ ☐

(c) Currency chest code Number:
  (**8- digit** Code allotted by Department of Currency Management (DCM) is to be written)

(d) Mention type of area in which currency chest is located:
(State "type of area" code: See the explanation)
Code: Type of Area: _____

(B) If "NO" then, supply particulars of the nearest
branch/office having currency chest facility:

(a) Bank Name: _____

(b) Branch Name: _____

(c) Part-I of Uniform code:

(d) Distance (in Km.): _____

(e) Centre Name: _____

(iii) Whether there is a repository
attached to this branch/office?   Yes ( )   No ( )
(put a tick mark (√) in appropriate box)

(iv) Whether a small coin-depot is
attached to this branch/office?   Yes ( )   No ( )
(Put a tick mark (√) in appropriate box)

(v) **Whether any NAIO is attached to the branch having Currency
Chest/Repository/Small Coin-depot facility?**
   (Put a tick mark (√) in appropriate box)
         Yes ( ) No ( )

9. Nature of Business conducted by the branch/office/**NAIO**:
         (Put tick mark (√) in appropriate box/boxes)

         Name
(1) ( ) Banking Business
(2) ( ) Merchant Banking Business
(3) ( ) Foreign Exchange
(4) ( ) Gold deposit
(5) ( ) Insurance
(6) ( ) Administrative/Controlling Office
(7) ( ) Training Centre
(8) ( ) others(please specify, if any)---------

10. (a) Authorised Dealer Category
      of the branch/office: A ( )   B ( )   C ( )
(Put a tick mark (√) in appropriate box)

(b) Date of Authorisation: ☐☐ / ☐☐ / ☐☐☐☐

Day   Month   Year

(c) In the case of 'C' Category office, write name and
uniform code numbers of `A' or `B' Category
branch/office through which its foreign exchange
transactions are settled:

(i) Name of the branch/office: _____

(ii)Uniform code Numbers of the branch/office:

  Part-I : ☐ ☐ ☐ ☐ ☐ ☐ ☐   Part-II: ☐ ☐ ☐ ☐ ☐ ☐ ☐

(7 digits) (7 digits)

11. Technological facility of Branch/Office:
(Put tick mark (√) in appropriate box)
            Technological Facility

(1) ( ) Not yet Computerised
(2) ( ) Partially Computerised
(3) ( ) Fully Computerised

12. Communication Facility available in the Branch/Office/**NAIO**:
       (Put tick mark (√) in appropriate box)
            Communication Facility

(*1) ( ) NO NETWORK*
(2) ( ) INFINET
(3) ( ) INTERNET
(4) ( ) INTRANET
(5) ( ) Others (Please specify, if any)_____

13. Magnetic Ink Code Reader
(MICR Code) number of the branch/office/NAIO: _____

14. Any other particulars (please specify): _____

---

15. For RBI use only:
(a) AD Region Office Code:
(b) Census Classification Code:
(c) Full Postal Address:

Statement of change in Status/Merger/*Conversion/*Closure etc. of Existing Branch/office/NAIO as and when effected.

_____

(Please read all Instructions and explanations before filling the proforma. The explanatory notes provided in brackets against various items in Proforma – II relate to the item numbers in Proforma – I shown under "EXPLANATIONS OF ITEMS IN PROFORMA – I" enclosed)

Name of the Bank/Other Financial Institution/Co-operative institution:-

_____

A. Change in Status/ A.D.Category/Nature of Business/Postal address of Branch/office/NAIO:

1. Name of the branch/office/**NAIO** (See explanation in item no.2(a)):

(a) Old Name: _____

(b) **Current Name:** _____

(c) Date of Change in Name: ☐☐ / ☐☐ / ☐☐☐☐

Day Month Year

2. Uniform Code (Existing):

(a) Part-I (7/9 digits): ☐☐☐☐☐☐☐ ☐☐

(b) Part-II (7 digits) : ☐☐☐☐☐☐☐

3. Change in Business status of the Branch/office/**NAIO** (See explanation in item no.7(a)):

(a) Old Status Name: _____ Code:

(b) Current Status Name: _____ Code:

(c) Date of Change in status (if any): ☐☐ / ☐☐ / ☐☐☐☐

                                      Day   Month   Year

4. Change in Nature of Business:

(Put(Put tick mark (√) in appropriate box)

(a)   Old Name   Current

  (1) ( ) Banking Business   ( )
  (2) ( ) Merchant Banking Business   ( )
  (3) ( ) Foreign Exchange   ( )
  (4) ( ) Gold deposit   ( )

  (5) ( ) Insurance   ( )
  (6) ( ) Administrative/Controlling Office   ( )

(7) ( ) Training Centre   ( )

(8) ( ) Others (Please specify, if any)_____   ( )

(b) Date of Change in nature of business(if any): ☐☐ / ☐☐ / ☐☐☐☐

                                                      Day   Month   Year

5.(a) Change in Technological Facility of the Branch/office/NAIO:

(Put tick mark (√) in appropriate box)

Old	Technological Facility	Current
(1) ( )	Not yet Computerised	( )
(2) ( )	Partially Computerised	( )
(3) ( )	Fully Computerised	( )

(b) Date of Change in technological Facility: ☐☐ / ☐☐ / ☐☐☐☐

                                                      Day   Month   Year

6. *(a)* Communication Facility of Branch/Office/**NAIO**:

(Put tick mark (√) in appropriate box)

Old	Communication Facility	Current
(1) ( )	NO NETWORK	( )
(2) ( )	INFINET	( )
(3) ( )	INTERNET	( )
(4) ( )	INTRANET	( )
(5) ( )	Others	( )

(Please specify, if any)_____

Date of Change in Communication Facility: / /

Day Month Year

7. State Authorised Dealer Category of the Branch/office:

        a) Old Category : _____

        b) New/Changed Category : _____

        Further, put tick mark (√) in appropriate box :

        Upgraded ( ) Degraded ( ) Newly Authorised ( )

        c) Date of Upgradation/Degradation/ Authorisation: ☐☐ / ☐☐ / ☐☐☐☐

                                                         Day   Month   Year

d) If a branch doing general banking business is assigned additional responsibility of handling foreign exchange business and belongs to AD Category "C", then give uniform code number of the Link Branch/office through which its transactions are reported:

Part-I(7 digits): ☐☐☐☐☐☐☐

Part-II(7 digits): ☐☐☐☐☐☐☐

e) If a link office of an existing "C" category branch is changed, then provide Part-I & II codes of the new link office:

Part-I(7 digits): ☐☐☐☐☐☐☐

Part-II(7 digits): ☐☐☐☐☐☐☐

f) If "A"/"B" category AD branch is downgraded to "C" category, then give uniform code number of the Link Branch/office through which the transactions of the downgraded "C" category AD branch is reported:

Part-I(7 digits): ☐☐☐☐☐☐☐

Part-II(7 digits): ☐☐☐☐☐☐☐

g) If 'A'/'B' category AD branch, which has been working as a link office to one or more 'C' category AD branch(es), is downgraded to "C" category AD branch, then provide Part – I code(s) of the AD branch(es) which has/have been assigned the link office role to the said 'C' category branch(es):

UCN of 'C' category branch UCN of Link office

Part - I: ☐☐☐☐☐☐☐   **Part - I:** ☐☐☐☐☐☐☐

Part - I: ☐☐☐☐☐☐☐   **Part - I:** ☐☐☐☐☐☐☐

Part - I: ☐☐☐☐☐☐☐   **Part - I:** ☐☐☐☐☐☐☐

(If the list of "C" category branches is large, then enclose the list)

h) If a branch doing general banking business alone/"C" category AD branch is assigned or upgraded to "A"/"B" category AD branch, then part-I code of all "C" category branches, which will be linked to the newly upgraded AD branch should be listed:

Part-I(7 digits): ☐☐☐☐☐☐☐

Part-I(7 digits): ☐☐☐☐☐☐☐

Part-I(7 digits): ☐☐☐☐☐☐☐

(If the list of "C" category branches is large, then enclose the list)

8. Details in respect of change, if any, in the status of currency chest/ repository/ coin-depot/ Govt. business, etc. (including opening/ shifting/ conversion/ closure). In all these cases of shifting/conversion/ closure please mention the date also:

(a) (i) Central Government Business:

(Put tick mark (√) in appropriate box)

Old	*Type of Govt. Business*	*New*
(1) ( )	*No Govt. Business*	*( )*
(2) ( )	*Direct Taxes*	*( )*
(3) ( )	*Departmentalised Ministries Account(DMA)*	*( )*
(4) ( )	*Pension*	*( )*
(5) ( )	*Bond Issue*	*( )*
(6) ( )	*Others (specify, if any):_____*	*( )*

(ii) Date of Change: / /

Day Month Year

(b) (i) Treasury/ Sub-Treasury Business (State Govt. Business):

(Put tick mark (√) in appropriate box)

Old	**Type of Treasury/Sub-Treasury Business**	**New**
(1) ( )	**No Govt. Business**	**( )**
(2) ( )	**Treasury Business**	**( )**
(3) ( )	**Sub-Treasury Business**	**( )**
(4) ( )	**Pension**	**( )**
(5) ( )	**Bond Issue**	**( )**
(6) ( )	**Others (Specify, if any):_____**	**( )**

(ii) Date of Change: ☐☐ / ☐☐ / ☐☐☐☐

Day   Month   Year

(c) State Currency Chest Type:

Old: ( )   Current: ( )

Date of Change: ☐☐ / ☐☐ / ☐☐☐☐
Day   Month   Year

(d) If authorised newly for currency chest, then indicate
   (i) type of currency chest (put tick (√) mark in appropriate box):
      A ( )   B ( )   C ( )

   (ii) Date of authorisation: ☐☐ / ☐☐ / ☐☐☐☐

      Day   Month   Year

(iii) Currency chest code Number: ☐☐☐☐ ☐☐☐☐

    (8- digit Code allotted by Department of Currency Management (DCM) is to be written)

(iv) Mention type of area in which currency chest is located
    (State "type of area" code: See the explanation)
    Code: ☐ **Type of Area:** _____

(e) Repository: _____

(f) Coin-Depot: _____

9. Full postal address:(See explanations in item nos. 4.1 to 4.8)

  (i) **Old**

    (a) Name/Municipal Number of the building (if any): _____

    (b) Name of the Road (if any): _____

    (c) (i)Name of the Post Office: _____

    (ii) Pin Code:

    (d) Name of the locality within the Centre (Revenue unit): _____

    (e) Name of the Centre (Revenue unit): _____

    (f) Name of Community Development Block/Development Block/Tehsil/Taluka/Sub-

    Division/Mandal/Police Station:_____

    (g) Tel.No. /Telex No. (Including STD code): _____

    (h) Fax No.: _____

    (i) **E-mail Address:** _____

  (ii) **Current**

    (a) Name/Municipal Number of the building (if any): _____

    (b) Name of the Road (if any): _____

    (c) (i) Name of the Post Office: _____

    (ii) Pin Code:

    (d) Name of the locality within the Centre (Revenue unit):_____

    (e) Name of the Centre (Revenue unit): _____

    (f) Name of Community Development Block/Development Block/Tehsil/Taluka/Sub-

    Division/Mandal/Police Station:_____

    (g) Tel.No. /Telex No. (Including STD code): _____

    (h) Fax No.: _____

    (i) **E-mail Address:** _____

(iii) Date of change of address: ☐☐ / ☐☐ / ☐☐☐☐

                                    Day   Month   Year

10. (i) If the branch/office/**NAIO** is relocated to a different centre (revenue unit) furnish details of the current centre:

(See explanations in item nos.2(a),5(a),5(b)and 5(e) for

(a),(b),(c)and (f) respectively.)

      a) Branch/Office/**NAIO** Name: _____

      b) Revenue Unit (Centre Name): _____

      c) Name of Community Development Block/Development Block/Tehsil/Taluka/Sub-Division/Mandal/Police Station:_____

      d) District Name: _____

      e) State Name: _____

      f) Population (as per latest Census) of the Centre: _____

(ii) Date of change of centre: ☐ ☐ **/** ☐ ☐ **/** ☐ ☐ ☐ ☐
                                      Day   Month   Year

11. **If the branch/office/NAIO is relocated to a different centre, give the _reasons for relocation:_**_____

      (a) Licence No.:_____

      (b) Licence suitably amended on   ☐ ☐ **/** ☐ ☐ **/** ☐ ☐ ☐ ☐
                                          Day   Month   Year

by RBI Regional Offices at _____

      (c) Ref. No.& Date of RBI Central Office's approval:

Ref. No.: _____ Date: ☐ ☐ **/** ☐ ☐ **/** ☐ ☐ ☐ ☐
                                         Day   Month   Year

12. In case of change/closure of base branch/office of an NAIO provide:

      (a) Part–I code of old base branch/office: ☐ ☐ ☐ ☐ ☐ ☐ ☐

      (b) Part–I code of new base branch/office: ☐ ☐ ☐ ☐ ☐ ☐ ☐

13. Any other particulars: _____

B. Closure/ Merger/Conversion of the Branch/Office/NAIO:

    1. Advice for Closure ( ) Merger( ) Conversion( )

      (Put tick mark (√) against appropriate box)

    2. Branch/Office/**NAIO** Name (See explanation in item no.2(a)): _____

    3. Uniform Codes (See explanation in item no.1(b)):

    Part-I:☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐ Part - II:☐ ☐ ☐ ☐ ☐ ☐

4. (a)Postal address of branch/office/**NAIO**:

    (See explanation in item nos. 4.1 to 4.8)

        (i) Name/Municipal Number of the building (if any): _____

        (ii) Name of the Road (if any): _____

        (iii) (A) Name of the Post Office: _____

           (B) Pin Code:

        (iv) Name of the locality within the Centre (Revenue unit): _____

        (v) Name of Community Development Block/Development

Block/Tehsil/Taluka/Sub-   Division/Mandal/Police Station:_____

        (vi) Tel.No. /Telex No. (Including STD code): _____

        (vii) Fax No.: _____

        (viii) E-mail Address: _____

   (b) Centre Name: _____

     (See explanation in item no.5(a))

   (c) District Name:_____

   (d) State Name: _____

   (e) Population of the centre (revenue unit) as per latest Census Report:_____

    (See explanation in item no.5(e))

5. Date of Closure/Merger/Conversion: ☐☐ / ☐☐ / ☐☐☐☐

                        Day   Month   Year

6. <u>RBI reference No. & date of approval</u>:

Reference No.: _____   Date:☐☐ ☐☐ / ☐☐☐☐

                             Day   Month   Year

7. Reason for Closure/Merger/Conversion: _____

8. Licence surrendered for _____ on ☐☐ / ☐☐☐☐☐☐

    (Name of branch/office/NAIO)   Day   Month   Year

   to RBI Regional Office at _____

9. In case of closure/merger of 'A'/'B' category AD branch, which has been working as a link office to one or more 'C' category AD branch(es), provide Part – I code of the AD branch(es) which has/have been assigned the link office role to the said 'C' category branch(es):

UCN of 'C' category branch UCN of Link office

Part - I: ☐☐☐☐☐☐☐   Part - I:☐☐☐☐☐☐☐

        ☐☐☐☐☐☐☐   ☐☐☐☐☐☐☐

Part - I: Part - I:

Part - I: ☐☐☐☐☐☐☐   Part - I: ☐☐☐☐☐☐☐

(If the list of "C" category branches is large, then enclose the list)

10. If the branch/office is converted into NAIO then type of the NAIO:

(See explanation in item no.7(a)(IV))

Status Name: _____ Code:

11. Particulars of the Base/Absorbing Branch/office:

    (a) In case of Conversion into **NAIO:**

        i) **Base** Branch/Office Name: _____

        ii) Uniform Codes: Part – I (7 digits): ☐☐☐☐☐☐☐

                       Part – II(7 digits): ☐☐☐☐☐☐☐

        iii) Full postal address: _____

                              _____

   (b) In case of Merger/Absorption of branches/offices/NAIOs:

        i) **Absorbing** Branch/Office Name: _____

        ii) Uniform Codes: Part – I (7 digits): ☐☐☐☐☐☐☐

                       Part – II(7 digits): ☐☐☐☐☐☐☐

        iii) Full postal address: _____

                              _____

(c) If a branch, which is working as a base branch for some NAIOs, is closed/converted into NAIO/merged with another branch, then the base branch details of the NAIOs, which were earlier linked to the closed/converted/merged branch, should be provided:

        i) **Base** Branch/Office Name: _____

        ii) Uniform Codes: Part – I (7 digits): ☐☐☐☐☐☐☐

                       Part – II(7 digits): ☐☐☐☐☐☐☐

        iii) Full postal address: _____

                              _____

Note: 1) For explanatory notes kept in bracket against individual items in this Proforma, please refer to the enclosed "EXPLANATIONS OF ITEMS IN PROFORMA-**I**".

    2) No action will be taken unless Part-I and Part-II of 7-digit Uniform Codes each are mentioned in this Proforma.

Annex III

(Paragraph 11)

Statement of New Branch / Office / NAIO as and when opened

Proforma - I

**Statement of change in Status / Merger / Conversion /
Closure etc. of Existing Branch / office / NAIO as and when effected**

Proforma - II

Instructions for Filling Proformae I & II

Note : Please Read the Instructions before Filling the Proformae.

I. Proforma-I should be submitted either on the day of opening of branch / office / NAIO or afterwards but not before opening of branch / office / NAIO.

II. Proforma-I is meant for all types of newly opened bank branches / offices / NAIOs and proforma-II is meant for reporting change in status / postal address, closure / merger / conversion / relocation / upgradation, etc. of existing bank branches / offices / NAIOs.

III. Uniform code numbers had been so long assigned to administratively independent offices / branches, submitting separate returns to Reserve Bank of India (See explanation at 7(b)). Recently, it has been decided to allot 9-digit uniform codes to Not Administratively Independent Offices (NAIOs - temporary offices), such as stand-alone ATMs / extension counter / satellite office / representative office / cash counter / inspectorate / collection counter / mobile office / Airport counter / Hotel counter / Exchange Bureau. However, Proformae for Temporary Office opened at the site of a fair / exhibition, etc. should not be sent to DSIM.

IV. Public Sector Banks, which have been allowed to assign Part I code to their new branches / offices / NAIOs should strictly follow the instruction mentioned at III above, at the time of forwarding Proforma-I to RBI.

V. Upgradation of an NAIO into a full-fledged branch / office should be treated as closure of NAIO and opening of a branch / office. Accordingly, both Proforma - II for NAIO closure and Proforma - I for upgradation into a branch / office should be submitted.

VI. Alternatively, if a branch / office is converted into NAIO, then Proforma - II for closure of the branch / office and Proforma - I for conversion / opening of the NAIO are required to be submitted.

VII. Proforma-I & II will not be accepted for allotment of Part-I & Part-II / revision of Part-II code unless all items in the Proformae are filled up properly.

Explanations of Items in Proforma - I

Item No.1(c) :

Public sector banks (SBI and its 7 Associates, 19 Nationalised Banks & Industrial Development Bank of India Ltd.) are allowed to assign 7/9-digit Part-I Code Numbers only to their branches / offices / NAIOs and for other banks RBI (DSIM) allots both Part-I & Part-II codes. Each NAIO is linked to some independent branch. Last two digits (8th & 9th digits from the left) of Part - I code for NAIOs follow the 7-digit Part - I code of the base branch.

UCN of branches / offices of banks comprises two parts as Part-I code and Part-II code of 7 digits each; two additional digits are assigned to Part - I code of NAIOs.

Part -I code is defined as follows :

* for branches / offices / NAIOs of commercial banks and other financial institutions :

first three digits from the left stand for bank code

next four digits stand for branch code

last two digits stand for NAIO code.

* for branches / offices / NAIOs of state / district central co-op. banks, state / central land development banks :

first four digits from the left stand for bank code

next three digits stand for branch code

last two digits stand for NAIO code.

* for branches / offices / NAIOs of other co-op. banks, salary earners' societies, state financial corporations and tours, travels, finance & leasing companies :

first five digits from the left stand for bank code

next two digits stand for branch code

last two digits stand for NAIO code.

Part-II code, irrespective of different categories of banks, is defined as follows :

first three digits from the left stand for district code

next three digits stand for centre code within the district

last single digit stands for population range code.

Relationship between population range code and population group code is shown below

Last digit of Part II of the Uniform	Population Range	Population Group	Population Group Code
1	Up to 4999	Rural	1
2	5000 to 9999		
3	10,000 to 19,999	Semi-Urban	2
4	20,000 to 49,999		
5	50,000 to 99,999		
6	1,00,000 to 1,99,999	Urban	3
7	2,00,000 to 4,99,999		
8	5,00,000 to 9,99,999		
9	10 lakhs and above	Metropolitan	4

Item No.2(a)

The name of the Branch / Office / NAIO is to be written.

Item No.2(b)

Reference letter number and date of authorization / approval issued by RBI is to be mentioned.

Item No.2(c)

The Licence No., if already available (as obtained from concerned Regional Offices of RBI) is to be written; otherwise the same should be communicated later on along with Uniform Codes.

Item No.2 (d)

The exact date (including month & year) of licence is to be indicated.

Item No.2 (e)

In case the branch / office / NAIO is opened after expiry of one year from the date of issuing of licence, please indicate whether licence was re-validated or not and if revalidated please mention the date of re-validation.

Item No. 3

The exact date of opening including month & year is to be mentioned.

Item No. 4.1 to 4.3 and 4.6 to 4.8

The names / numbers / codes are to be written against the appropriate item number. PIN code against item No. 4.3(b) should be indicated. In respect of mobile office and mobile ATM detailed address of the base branch / office should be reported.

Item No. 4.4

The name of the locality i.e. the exact place, where the branch / office / NAIO is located, is to be mentioned. The name of the locality may be the name of village in case the branch / office / NAIO is opened in a village. In case of mobile office or mobile ATM, respective details of the base branch / office should be reported.

Item 4.5 & 5(b)

The names of the Tehsil / Taluka / Sub-division and the Community Development Block with reference to centre name stated at item 5(a) are to be indicated at item Nos. 4.5 and 5(b) respectively.

This may not be applicable in the cases of metropolitan centres.

In case of mobile office or mobile ATM, respective details of the base branch / office should be reported.

Item No.5(a)

The name of the Village / Town / City / Municipality / Municipal Corporation under the jurisdiction of which the locality mentioned at item No.4.4 is included, is to be written. The name of the village is to be written if the branch / office / NAIO is opened in a village, which is a revenue unit / centre. In case of mobile office or mobile ATM, respective details of the base branch / office should be reported.

Caution

If the name of the centre in item no. 5(a) is not written correctly, then the branch / office / NAIO may get wrongly classified with incorrect Part-II code. The name of Panchayat / Block / Tehsil / District, etc. should not appear against item Nos. 4.4 & 5(a) unless the branch / office / NAIO is located in the head quarter of the Panchayat / Block / Tehsil / District.

Item No. 5(e) : (Refer Item No. 5(a) also)

Latest Census population figure of the Centre (revenue unit) where the branch / office / NAIO is located should be stated. Population of whole of Panchayat / Block / tehsil / district, etc., should not be considered. Population of a revenue centre can be obtained from Census Handbook / Local Census Authority or from local administration such as District Collector / Tehsildar / Block Development Officer, etc., and a certificate (in original) to this effect, covering following two aspects, should be collected from the concerned local administration and forwarded :

    (i) Name of the revenue centre, where the branch / office / NAIO under reference is located.

    (ii) Population of the said revenue centre as per the latest census report

Item No. 6

An office is administratively independent, if it maintains separate books of accounts and is required to submit one or more BSR returns to RBI.

If there is no administratively independent branch / office of a regional rural bank or of any other commercial / co-operative bank in the centre (revenue unit), as referred to at item 5(a) above, within the

limits of which the new branch / office is located, then put tick mark ( ) against "No", otherwise put tick mark ( ) against "Yes".

Item No.7 (a)

The names & respective codes of different types (business status) of branches / offices / NAIOs are listed in categories I to IV below. The appropriate status name & corresponding code is to be written.

As the list is not exhaustive, please state exact status of the office / branch / NAIO under "Any other branch / office / NAIO " category :

I. **In Case of Administrative Office**

Code	Status Name
(01)	Registered Office
(02)	Central / Head Office / Principal Office
(03)	Local Head Office
(04)	Regional Office / Area Office / Zonal Office / Divisional Office / Circle Office
(05)	Funds Management Office
(06)	Lead Bank Office
(07)	Training Centre
(09)	Any other administrative office (not included above, pl. specify)

II. **In Case of General Banking Branch**

Code	Status Name
(10)	General Banking Branch

III. **In Case of Specialised Branch**

(A) Agricultural Development / Finance Branches

(11) Agricultural Development Branch (ADB)

(12) Specialised Agricultural Finance Branch Hi-Tech. (SAFB Hi-tech)

(13) Agricultural Finance Branch (AFB)

(B) Micro & Small Enterprises(S.S.I.) / Small Industries and Small Business Branches

(16) Small Business Development Branch / Office

(17) Micro & Small Enterprises (SSI)

(18) Small Industries & Small Business Branch (SIB)

(C) Industrial / Corporate Finance / Large Advances Branches

(21) Industrial Finance Branch (IFB)

(22) Corporate Finance Branch (CFB)

(23) Hire-Purchase and Leasing Finance Branch

(24) Industrial Accounts Branch

(25) Large Advances Branch

(26) Business Finance Branch

(27) Mid Corporate Branch

(D) Asset Recovery Management / Industrial Rehabilitation Branches

(30) Asset Recovery Management Services Branch (ARMS)

(31) Industrial Rehabilitation Branch

(E) Capital Market / Custodial Services / Merchant / Mercantile Banking Branches

(35) Capital Market Services Branch (CMS)

(36) Custodial Services Branch

(37) Merchant Banking Branch

(38) Mercantile Banking Branch

(F) Overseas / International Banking Offices / Branches

(41) International Banking Branch / office

(42) Overseas Branch

(43) International Business Branch / Office / Centre

(44) International Exchange Branch

(G) Commercial / Personal Banking Branches

(47) Non-Resident Indian (NRI) Branch

(48) Housing Finance Branch

(49) Personal Banking Services Branch

(50) Consumer Finance Branch

(51) Specialised Savings Branch

(52) Commercial and Personal Banking Branch

(53) Specialised Commercial Branch

(54) Draft Paying Branch

(55) Professionals Branch

(56) Locker Branch

(57) Specialised Trading Branch

(58) Diamond Branch

(59) Housing Finance Personal Banking Branch

(H) Collection & Payment / Quick (Fast) Service / STARS Branches

(63) Service Branch / Clearing Branch / Cell

(64) Collection and Payment Services Branch

(65) Quick Collection Branch

(66) Fast Service Branch

(67) Speedy Transfer and Realisation Services (STARS) Branch

(I) Other type of Specialised Branches

(71) Treasury Branch (Government Business)

(72) Stock Exchange Branch

(73) Auto-Tech Branch

(74) Fund Transfer Services (FTS) Branch

(75) Weaker Sections Branch

(76) Security Services Branch

(77) Specialised Woman Entrepreneurs Branch

(78) Specialised Cash Management Services Branch

(79) Micro safe Branch for Self Help Groups

(80) Any other category of specialised branch / office (not included above, pl. specify)

IV. **In Case of Non-Administratively Independent Office (NAIO)**

(85) Extension Counter

(86) Satellite Office

(87) Mobile Office

(88) Service Branch*

(89) Mobile ATM

(90) On-site ATM

(91) Off-site ATM

(92) Representative Office

(93) Exchange Bureau

(99) Any Other NAIOs (not included above, pl. specify)

* If it is not maintaining separate Books of Accounts

Item No. 7(b) :

NAIO are Offices for which separate books of accounts are not maintained and not required to submit BSR returns to RBI. Name of the base branch / office and its Uniform Code Numbers are to be provided with which the accounts of NAIO(s) will be maintained.

Item No. 8(ii)(A)(d) :

The appropriate Code among the options listed below is to be indicated :

Code	Type of Area
(0)	Normal area
(1)	Border area
(2)	Disturbed area (High Risk)
(3)	Area affected by natural calamities (flood / earthquake prone area, etc.)
(4)	Area not having adequate transport facility due to snowfall, etc.

Note : For further clarification contact or write to

The Director,
Banking Statistics Division,
Department of Statistics and Information Management,
Reserve Bank of India, C.O.,
C-9, 6th floor, Bandra-Kurla Complex,
Bandra (East),
Mumbai - 400 051.
Phone : (022) 2657 1176(direct) / 2657 1086
Fax : (022) 2657 0847 / 2657 2319

List of Mandatory Items for Proformae - I & II

The mandatory items of Proforma - I

1. Bank Name

2. Branch Part - I Code (in case Public Sector Banks)

3. Branch Name

4. Licence date / Reference date

5. Licence Number / Reference Number

6. Date of opening

7. Revalidation date (if necessary)

8. Complete Address with Pin code

9. Centre Name

10. * Community Development Block / Development Block / Tehsil / Taluka / Sub-Division / Mandal / Police Station District name

11. District Name

12. State Name

13. Business Status

14. Nature of Business

15. AD category (w.r.t. Nature of Business)

16. Link Office details in case of C category branch

The mandatory items of Proforma - II

Necessary Fields to Identify the Branch

1. Bank Name

2. Branch Part - I Code

Mandatory Items

3. Branch Name

4. Status of Branch / Office / NAIOs

5. Nature of Business

6. AD category (w.r.t. Nature of Business)

7. Link Office details in case of C category Branch

8. Complete Address with Pincode

9. Centre Name

10. * Community Development Block / Development Block / Tehsil / Taluka / Sub-Division / Mandal / Police Station District name

11. Administratively Independent / Not Administratively Independent Office

12. Closure / Merger / Conversion Details

13. If Conversion into NAIO Base Branch Details

14. If Merger then Merging Branch Details

15. If Closure then Date of Closure

For all changes in the case of Proforma - II, the date of change is mandatory and it has to be provided.

* For centers not covered by Municipality / Municipal Board / Municipal Corporation / Town Area / Cantonment Board, etc.

Annex - B

List of Not Administratively Independent Offices
(Temporary Offices) Existing as on 31 March, 2005

Sr. No.	Bank Name	Base Branch Part-1 Code	NAIO Name	Licence Number	Licence Date	Date of Opening	Business Status ***
1.	2.	3.	4.	5.	6.	7.	8.

Locational Details								
Building	Road	Post Office	Pin Code	Locality	Centre Name	Development Block Name	District Name	State Name
9.	10.	11.	12.	13.	14.	15.	16.	17.

***	Business Status of NAIOs
Code	Business Status Type
85	Extension Counter
86	Satellite Office
87	Mobile Office
88	Service Branch#
89	Mobile ATM
90	On-site ATM
91	Off-site ATM
92	Representative Office
93	Exchange Bureau
99	Any Other NAIOs (not included above)
#	if it is not administratively independent