

Format for submission of Suit filed / Non-suit filed accounts for Large Defaulters of ₹1 crore and above to all CICs on monthly or more frequent basis

Field	Field Name	Type	Width	Description	Remarks
1	SCTG	Numeric	1	Category of I.	Number 1/2/4/6/8 should be fed 1. SBI 2. Nationalised banks 3. Co-operative Banks 4. Foreign Banks 5. Regional Rural Banks 6. Private Sector banks and Small Finance Banks 7. NBFCs and HFCs 8. Financial Institutions 9. Others
2.	BKNM	Character	40	Name of bank/FI	
3.	BKBR	Character	30	Branch name	Name of the branch should be fed in place of branch code no.
4.	STATE	Character	15	Name of state	Name of state in which branch is situated
5.	SRNO	Numeric	4	Serial No.	
6.	PRTY	Character	45	Name of party	The legal name
7.	REGADDR	Character	96	Registered address	Registered office address
8.	OSAMT	Numeric	6	Outstanding amount in ₹ lakh	

				(rounded-off)	
9.	SUIT	Character	4	Suit filed or not	Type 'SUIT' in case suit is filed. For other cases this field should be kept blank.
10.	ASSETCLASS	Character	5	Asset classification	Fixed * 'DOUBT' for doubtful A/c. * 'LOSS' for loss A/c. However, in case of suit-filed accounts, category of asset classification may be indicated as 'DOUBT'/'LOSS'/'SUBST'/'STD' as the case may be, where 'SUBST' and 'STD' stand for sub-standard and standard accounts respectively
11.	DATECLASS	Character	5	Date of classification	Month in which the account was classified as 'DOUBT'/'LOSS'/'SUBSTD'/'STD' in the format 'mmyy' where mmm stand for the first 3 characters of the month. As this field is 'character' type, the format is not sensitive to the date and the Y2K is not relevant. The date of classification 'march 2000' should be filled up as 'MAR00'.
12.	OTHER_BK	Character	40	Name of other banks/ FIs	The names of other banks/FIs from whom the party has availed credit facility should be indicated. The names may be fed in abbreviated form e.g. BOB for Bank of Baroda, SBI for State Bank of India etc.
13.	DIR1	Character	24	Name of director	If total number of directors exceed 14, the name of additional directors may be entered in blank spaces available in the other directors' columns.
14.	DIN_DIR1	Numeric		8 digit Director Identification	

				Number
15	DIR1 PAN	Alpha Numeric	10	PAN
16	DIR2	Character	24	Name of director
17	DIN_DIR2	Numeric		8 digit Director Identification Number
18	DIR2 PAN	Alpha Numeric	10	PAN
19	DIR3	Character	24	Name of director
20	DIN_DIR3	Numeric		8 digit Director Identification Number
21	DIR3 PAN	Alpha Numeric	10	PAN
22	DIR4	Character	24	Name of director
23	DIN_DIR4	Numeric		8 digit Director Identification Number
24	DIR4 PAN	Alpha Numeric	10	PAN
25	DIR5	Character	24	Name of director
26	DIN_DIR5	Numeric		8 digit Director Identification Number
27	DIR5 PAN	Alpha Numeric	10	PAN

28	DIR6	Character	24	Name of director
29	DIN_DIR6	Numeric		8 digit Director Identification Number
30	DIR6 PAN	Alpha Numeric	10	PAN
31	DIR7	Character	24	Name of director
32	DIN_DIR7	Numeric		8 digit Director Identification Number
33	DIR7 PAN	Alpha Numeric	10	PAN
34	DIR8	Character	24	Name of director
35	DIN_DIR8	Numeric		8 digit Director Identification Number
36	DIR8 PAN	Alpha Numeric	10	PAN
37	DIR9	Character	24	Name of director
38	DIN_DIR9	Numeric		8 digit Director Identification Number
39	DIR9 PAN	Alpha Numeric	10	PAN
40	DIR10	Character	24	Name of director
41	DIN_DIR10	Numeric		8 digit

				Director Identification Number	
42	DIR10 PAN	Alpha Numeric	10	PAN	
43	DIR11	Character	24	Name of director	
44	DIN_DIR11	Numeric		8 digit Director Identification Number	
45	DIR11 PAN	Alpha Numeric	10	PAN	
46	DIR12	Character	24	Name of director	
47	DIN_DIR12	Numeric		8 digit Director Identification Number	
48	DIR12 PAN	Alpha Numeric	10	PAN	
49	DIR13	Character	24	Name of director	
50	DIN_DIR13	Numeric		8 digit Director Identification Number	
51	DIR13 PAN	Alpha Numeric	10	PAN	
52	DIR14	Character	24	Name of director	
53	DIN_DIR14	Numeric		8 digit Director Identification Number	
54	DIR14 PAN	Alpha	10	PAN	

		Numeric			
55	Guarantor	Character	100	Name of the Guarantor	
56	CIN_GUA	Alpha numeric	21	Corporate identification number of guarantor entity	Only in case of legal entities
57	PAN_GUA	Alpha Numeric	10	Permanent account number	In case of individual /legal entities

The data / information should be submitted in the above format on FTP Platform / CD.
While submitting the CD, the lenders should ensure that:

- the CD is free from virus and is readable.
- the CD is labelled properly indicating name of the bank, name of the list and period to which the list belongs, and the name of the list indicated on label and in the letter are same
- the name and width of each of the fields and order of the fields is strictly as per the above format.
- in case of Government undertakings, instead of giving names of Chairman/Director, etc., a legend 'Govt. of _____ undertaking' has been mentioned.
- the names of nominee directors of banks/FIs/Central Govt./State Govt. have not been included.
- the records with outstanding amount of less than ₹1 crore have not been included.
- the use of following types of words have been avoided (as the fields cannot be properly indexed): 'M/s.', 'Mr.', 'Shri' etc.
- the words 'Mr.', 'Smt.', 'Dr.', etc. have been fed at the end of name of the person, if applicable.

- all the records are completely filled up and none of the fields (except for some of the fields from DIR1 to DIR14) is kept blank.
- certificate signed by a sufficiently senior official stating that 'the list of defaulters has been correctly compiled after duly verifying the details thereof and the Reserve Bank's instructions have been strictly followed' is sent along with the CD.
- the number of suit filed accounts tally with the number of suit filed accounts submitted under defaulters list of ₹1 crore and above.