

**Annexure III**  
**[Paragraph – 17]**

**PROFORMA – I**

*(Note : Proforma II & III has been renamed as Proforma I & II respectively)*

**Statement of New Office / Branch opened during the Quarter :**

**(Please read the instructions before filling the Proformae)**

**Items.**

1. (a) Name of the Bank / Co-operative institution :  
(b) Uniform Codes : Part - I ( 7 digits ) :  
(See instructions 1,2,3)  
Part- II ( 7 digits ) :  
(to be allotted by DESACS, C.O., RBI)
2. (a) Name of the New Branch / Office :  
(b) Reference No. and Date of Authorisation  
(c) Licence Number :  
(as obtained from RBI)  
(d) Date of Licence :
3. Date of Opening of the New Office /Branch :
- 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 :  
(c) Tel. No. / Telex No. Fax No. (if any) :  
(including STD code)
- 4.4 Name of the Locality within the centre (See explanation) :
- 4.5 Name of the Centre ( revenue village/city/ town /Municipal Corporation) within the limits of which office is located (See explanation) :
- 4.6 Name of Tehsil/Taluka/Sub-Division :
- 4.7 Name of Development Block :
- 4.8 Name of the District :

- 4.9 Name of the State :
5. Population as per latest Census of the Centre ( See explanation ) :
6. Is/are there any other bank branch/es other than your office/branch : Yes : ( ) No: ( )  
(See explanation and put tick mark in appropriate box)
7. (a) Status of the new office/branch (See explanation) :  
Code : - Status : -
- (b) Is this an administratively independent office/branch required to submit returns to RBI ? Yes: ( ) No : ( )  
(See explanation and put tick mark in appropriate box)
- (c) If answer in 7(b) is no, then supply following :
- (i) Name of the base office /branch :
- (ii) Uniform code numbers of the base office/branch :
- Part - I (7 digits) :**  
**Part - II ( 7 digits ) :**
- (iii) Type of temporary office (satellite/extension counter/mobile office/cash counter/..... ): \_\_\_\_\_ (Write type of office )
8. (i) Whether this office/branch conducts
- (a) Government business ? Yes ( ) No ( )
- (b) Treasury/Sub-treasury business ? Yes ( ) No ( )
- (ii) Whether there is a Currency Chest attached to this branch/office : Yes ( ) No ( )
- (iii) If “Yes”, then state
- (a) The type of currency chest : A( ) B( ) C( )
- (b) Date of establishment of currency chest :
- (c) Currency chest code Number :
- (d) Mention type of area in which chest is located :



## PROFORMA – II

*(Note : Proforma II & III has been renamed as Proforma I & II respectively)*

**Statement of Change in Status /Merger/Closure etc. of Existing Office /Branch during the Month: \_\_\_\_\_**

**(Please read all instructions before filling the Proformae)**

Name of the Bank/Co-operative institution : -

**A. Change in Status /A.D. Category / Nature of Business / Postal address of Office/ Branch**

1. Name of the Branch / Office :
2. Uniform Code (existing ) :
  - a) Part-I ( 7 digits ) :
  - b) Part-II ( 7 digits ) :
3. Status of the Office /Branch :
  - a) Old Status :
  - b) Present Status :
4. Nature of Business of the Office/Branch :
  - a) Nature of Business (Erstwhile) :
  - b) Nature of Business (Present) :
5. Technological Status :- Code : \_\_\_\_\_
6. Change (if any) in Communication facilities :  
(Hardware/Software)
7. Authorised Dealer Category of the Office /Branch :
  - a) Old Category (if any)
  - b) New Category (if Upgraded / Degraded / Newly Authorised ) :
  - c) Date of Upgradation /Degradation/ Authorisation :
  - d) If present category is 'C' , then give uniform code number of the Link Office/Branch through which its transactions are settled :  
  
Part - I ( 7 digits ) : Part - II ( 7 digits ) :
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 case of shifting / conversion/ closure please mention the date also:
  - a) Government business :
  - b) Treasury / Sub-treasury business :
  - c) Currency chest :
  - d) Repository :

- e) Coin - depot :  
If authorised newly for currency chest, then state details in respect of Items 8 (iii) & 8 (iv) of Proforma - I here.
9. Full postal address (including name of the P.O., PIN Code, Tehsil/Block, Telephone No. & STD code No. ) :
- Erstwhile** **Present**
10. If relocated give reasons for relocation :
11. If the branch /office is relocated to a different Centre, furnish details of the present Centre :
- a) Branch /Office Name :
- b) Name of the Locality :
- c) Revenue Unit (Centre Name ) :
- d) Tehsil /Block Name :
- e) District Name :
- f) State Name :
- g) Population (as per latest census) of the Centre :
12. Licence No. & Date :
13. Licence suitably amended on \_\_\_\_\_ by RBI,  
Regional Office at \_\_\_\_\_
14. Ref.No. & Date of RBI's approval
15. Any other particular.

**B. Closure /Merger /Conversion of the Office /Branch.**

1. Advice for : Merger /Closure /Conversion  
(Put tick mark against appropriate one)
2. Branch /Office Name :
3. Uniform Codes :       i) Part - I ( 7 digits ) :  
                                  ii) Part - II ( 7 digits ) :
4. a) Postal address Branch/Office :  
b) Centre name :  
c) District name :

- d) State name :
- e) Population category of the Centre :
- 5. Date of Closure/Merger/Conversion :
- 6. Ref.No. & Date of RBI's approval :
- 7. Reason for Closure/Merger / Conversion :
- 8. Licence surrendered for \_\_\_\_\_ on \_\_\_\_\_ to RBI, Regional  
(Closure /Merger/Conversion)  
office at \_\_\_\_\_ .
- 9. Present Type ( if not closed ) of the Branch /Offices :  
(Satellite Office, Extension Counter etc.)
- 10. Particulars of the Absorbing (Base) Office/Branch (in case of Conversion  
/Merger) :
  - a) Branch /Office Name :
  - b) Uniform Codes :        i) Part - I ( 7 digits ) :  
                                      ii) Part - II ( 7 digits ) :
  - c) Full postal address :

- Note :
- 1) For explanation of status, nature of business, etc. of the office/branch instructions under item nos 7 (a), 9, 11 etc. of Proforma I are to be seen.
  - 2) **No action will be taken unless part-I and part-II of Uniform Code are mentioned in this Proforma.**

## Instructions for filling Proformae I & II

(Note : Proforma II & III has been renamed as Proforma I & II respectively)

### NOTE : PLEASE READ ALL INSTRUCTIONS BEFORE FILLING THE PROFORMAE

1. a) Proforma I is meant for all types of newly opened/upgraded bank branches / offices and Proforma II is meant for reporting change in status/postal address, closure/ merger/ conversion/ relocation, etc. of existing bank branches/offices.  
b) Uniform code numbers are meant for offices/branches which are **administratively independent offices /branches**, submitting separate returns to Reserve Bank of India (See explanation at 7(b)).
2. Banks may please note that in respect of newly opened/existing extension counter/satellite office/representative office/cash counter/ inspectorate/ collection counter/mobile office/stand-alone ATMs / currency chest attached to the branches/Airport counter/ Hotel counter /Exchange Bureau /Temporary office opened at the site of Fairs (exhibitions), etc., Proformae I & II **need not be sent to Department of Statistical Analysis and Computer Services (DESACS) whereas the same must be submitted to the concerned Regional Offices of RBI.**
3. Banks which have been allowed to assign Part I code to their new branches/ offices should strictly follow instruction at 1(b) mentioned above at the time of forwarding Proformae I to RBI.
4. Proformae I & II will not be accepted for allotment of Part I & II/revision of Part II code unless **all items** in the proformae are filled up properly.

### EXPLANATION OF ITEMS IN PROFORMA I

- Item No.1 (b) : Public sector banks (SBI and its Associates & Nationalised Banks) are allowed to assign only Part - I code Numbers to their branches /offices and for other banks RBI (DESACS) allots both Part I & Part II codes.
- Item No.2(a): The name of the Branch /Office is to be written.
- Item No.2(b): Reference No. and date of allotment /authorisation/approval letter issued by RBI is to be mentioned.
- Item No.2(c): The Licence No., if already available (as obtained from concerned Regional Office of RBI ) is to be written, otherwise the same should be communicated later on alongwith Uniform Codes.

- Item No.2 (d): The exact date of licence including month & year is to be indicated.
- Item No.3: The exact date of opening including month & year is to be mentioned.
- Item No.4.1 to 4.3 (c): The name/number/codes are to be written against the appropriate item number.
- Item No.4.4: The name of the locality i.e. the exact place, where the branch/office is located, is to be mentioned. The name of the locality may be the name of a village in case the branch /office is opened in a village.
- Item No.4.5: The name of the City/Town/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 is opened in a village which is a revenue unit /centre.
- Note : If the name in item no.4.5 is not indicated correctly, the branch/office may get wrongly classified with incorrect Part II code. The name of Panchayat/Block/ Tehsil /District should not appear against Item Nos. 4.4 & 4.5 unless the office/branch is exactly located in the head quarter of Panchayat /Block/ Tehsil/ District.
- Item 4.6 & 4.7: The names of the Tehsil/Taluka/Sub-division and the Community Development Block of the place mentioned against item No.4.5 are to be indicated at Item Nos.4.6 & 4.7 respectively.
- This may not be applicable in the cases of Metropolitan cities.
- Item No.5: Latest Census population figure of the Centre/Revenue Unit (not of whole Panchayat/Block/Tehsil/District) should be obtained from Census Handbook/Local Census Authority/District Collector/Tehsildar and a certificate to this effect should be attached.
- Item No.6: If there is no branch /office of a regional rural bank or of any commercial/co-operative bank in the revenue unit within the limit of which the new 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 of possible status (type of branch /office) of a branch /office are listed below. The appropriate name and corresponding code are to be written. The list is not exhaustive & hence exact status of the office/branch may be written under “Any other branch/office” mentioning the name :



**IN CASE OF NON-SPECIALISED BRANCH**

<b>CODE</b>	<b>STATUS</b>
(01)	Branch
(02)	Sub-Branch
(03)	Sub-Office
(04)	Pay-Office
(07)	Foreign Department
(08)	Foreign Exchange Branch
(10)	Commercial Branch
(11)	Small-Business Development Office
(60)	Any other branch (not included above)

**IN CASE OF ADMINISTRATIVE OFFICE**

<b>CODE</b>	<b>STATUS</b>
(21)	Registered Office
(22)	Central Office
(23)	Head Office
(24)	Local Head Office
(25)	Regional Office
(26)	Area Office
(27)	Zonal Office
(28)	Administrative Office
(29)	Divisional Office
(30)	District Dev. Office
(31)	Development Office
(32)	Training Centre
(42)	Service Br./ Clearing Cell
(61)	Any other administrative office (not included above)

## IN CASE OF SPECIALISED BRANCH

CODE	NAME
(05)	Agricultural Development Branch (A.D.B)
(06)	International Banking Department (I.B.D.)
(09)	Overseas Branch
(12)	Industrial Finance Branch (I.F.B.)
(13)	Specialised Agricultural Finance Branch -Hi-Tech. (S.A.F.B. Hi-Tech)
(14)	Small Scale Industrial Branch (S.S.I)
(15)	Capital Market Service Branch (C.M.S)
(16)	Asset Recovery Management Services (A.R.M.S.)
(17)	Corporate Finance Branch
(18)	N.R.I. Branch
(19)	Housing Finance Branch
(20)	Leasing Finance Branch
(34)	Personal Banking Services Branch
(35)	Consumer Finance Branch
(36)	Custodial Services Branch
(37)	Treasury Branch
(38)	Specialised Savings Branch
(39)	Stock Exchange Branch
(40)	Auto-Tech Branch
(41)	Fund Transfer services Branch
(43)	Agricultural Finance Branch (A.F.B.)
(44)	Merchant Banking Branch
(45)	Hire-Purchase and Leasing Branch
(46)	Commercial and Personal Banking Branch
(47)	Specialised Commercial Branch
(48)	Weaker Sections Branch
(49)	Industrial Rehabilitation Branch
(50)	Draft Paying Branch
(52)	Collection and Payment Services Branch
(53)	Industrial Accounts Branch
(54)	Mercantile Banking Branch
(55)	International Exchange Branch
(62)	Any other specialised branch /office (not included above)

Item No. 7(b) : An office is administratively independent if it maintains separate book of accounts and /or is required to submit any one or more returns specified in

“Annexure” and note thereto in the “Handbook of Instruction - Basic Statistical Return -1& 2” (Revised edition - March 1996)

Item No.7(c) : Name of the base office and its Uniform Code Numbers are to be written if answer to 7(b) is “No” . The name of temporary office (illustrated in instruction (2) ) is to be mentioned.

Item No. 8(iii) (d): The appropriate Code among the options listed below is to be indicated.

<b>Code</b>	<b>Type of area</b>
(0)	Normal area
(1)	Border area
(2)	Disturbed area (High risk)
(3)	Area affected by natural calamities (flood /earth quake prone area , etc.)
(4)	Inaccessible due to inadequate transport facility because of snowfall, heavy storm, etc.

Item No. 9: The appropriate nature of business ( a list of which is given below ) conducted by the branch / office is to be mentioned.

#### **NATURE OF BUSINESS**

<b>CODE</b>	<b>NAME</b>
(0)	Only banking businesss
(1)	Banking & foreign exchange business
(2)	Administration, banking & foreign exchange business
(3)	Administration & banking
(4)	Administration & foreign exchange business
(5)	Only foreign exchange business
(6)	Only administration /training etc.
(7)	Non-scheduled banks doing banking business
(8)	Other institution viz. Thomas Cook (India) Ltd., IDBI, ICICI, RBI dealing in foreign exchange.

Item No.11: The appropriate Code among the options listed below is to be indicated.

<b>Code</b>	<b>Technological Status</b>
(1)	Fully Computerised with ATM facility
(2)	Fully Computerised without ATM facility
(3)	Partially Computerised
(4)	Not yet Computerised
(5)	Stand - alone ATMs

Item No.12: The detailed particulars regarding Communication Hardware and Software, if installed in the office/branch, are to be written . (For example , RBINET, NICNET, VSAT, MainFrame etc.)

**Note:**            **For further clarification regarding Proforma I & II contact or write to**

The Director  
Banking Statistics Division  
Department of Statistical Analysis & Computer Services  
Reserve Bank of India, C.O.,  
C-9 Building (6<sup>th</sup> Floor).,  
Bandra -Kurla Complex, Bandra (East)  
Mumbai - 400 051.  
Phone :- (022) 657 0186.  
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