

**Master Circular**

**BRANCH LICENSING  
FOR REGIONAL RURAL BANKS**

**Rural Planning and Credit Department**

**RESERVE BANK OF INDIA**

**Central Office**

**MUMBAI**

RPCD.RRB.No.BL.BC. 84 /03.05.90 -A/2003-04

May 21, 2004

RBI / 2004/ 221

Chief Executives of all Regional Rural Banks/Sponsor Banks

Dear Sir,

Section 23 of Banking Regulation Act, 1949 - Master Circular on Branch Licensing - Regional Rural Banks (RRBs)

Reserve Bank of India has been issuing instructions to RRBs regarding opening/shifting/merger of branches/extension counters/offices, etc. from time to time. With a view to consolidating all the current instructions which are valid as on date and incorporating certain changes made therein recently, a master circular has been prepared to enable RRBs to peruse the required information at a single source. The master circular consolidates all instructions relating to branch licensing of RRBs issued upto December 31,2003.

Please acknowledge receipt.

Yours faithfully,

(G.Srinivasan)  
Chief General Manager

Encls : As above

## Contents

### Subject

1. LEGAL REQUIREMENTS
  - 1.1 General Policy on Branch Licensing
2. OPENING OF BRANCHES
  - 2.1 At Rural/Semi Urban/Urban and Metropolitan centres
  - 2.2 Area Offices
3. SHIFTING OF GENERAL BRANCHES
  - 3.1 Rural Centres within the Block and Service Area
  - 3.2 Semi-Urban Centres
  - 3.3 Urban/Metropolitan Centres
4. Conversion of branches
  - 4.1 Conversion of full-fledged branches into satellite/mobile offices
5. Opening of Extension Counters
6. Upgradation of Extension Counters into full fledged branches
7. Classification/Re-classification of centres
8. RRBs which are freed from Service Area Obligation
9. RRBs which are not free from Service Area Obligation
10. Procedure to be followed for opening of branches by RRBs under Service Area Obligation) and merger of branches etc.
11. Procedure to be followed for relocation and conversion of branches
12. Submission of Returns on Branch Banking
  - Annexure I
  - Annexure II
  - Annexure III
  - Appendix

## **Master Circular on Branch Licensing of Regional Rural Banks (RRBs)**

### **1. Legal Requirements**

The opening of branches by banks is governed by the provisions of Section 23 of the Banking Regulation Act, 1949 (the Act). In terms of these provisions, banks cannot open a new place of business in India or abroad or change otherwise than within the same city, town or village, the location of the existing place of business without the prior approval of the RBI. Thus it is mandatory for RRBs to seek prior approval/ licence from Rural Planning and Credit Department (RPCD) of RBI before opening of new branches/offices.

#### **1.1. General policy on Branch Licensing relating to RRBs**

RRBs should fulfil the following conditions to become eligible for opening of new branches.

- i) The RRBs should not have defaulted in maintenance of SLR and CRR in last two years.
- ii) Most of the major irregularities pointed out by NABARD in the last inspection should have been rectified.
- iii) Gross NPA level should not be more than 20 per cent or equivalent of the National Average for RRBs whichever is lower.
- iv) The bank has brought down the accumulated losses for the last two years. In case of loss making RRBs, concerned RRBs should indicate in what way the proposed branch will help in reducing the loss with supporting recommendations from its Sponsor bank and NABARD.
- v) RRB should not resort to fresh recruitment of staff for manning the proposed branch/es.

The Board of Directors of RRBs are required to decide on the policy and strategy for setting up new branches taking into account the yearly business plan, potential for business at the new centres for opening of branches, profitability of the proposed branches, the efficacy of the internal control system, redeployment of staff where surplus manpower has been identified and for extending prompt and cost-effective customer service to the clientele.

RRBs should obtain prior approval of their Board of Directors and recommendation of their Sponsor Banks before applying for opening /merger of branches/offices etc. The proposal for opening/shifting and merger of branches is to be submitted through NABARD in the prescribed application Form VI (Rule 12) of Banking Companies Rules, 1949 to RPCD, Central Office, Reserve Bank of India for approval/licence. (Annexure I)

Requests so received from banks for opening of branches are considered by Reserve Bank of India on the merits of each case and taking into consideration overall financial position of the bank, quality of its management, efficacy of the internal control system, profitability and other relevant factors.

After the receipt of authorisations from Reserve Bank of India, the banks should finalise premises and infrastructure etc. and approach the concerned Regional Office of Reserve Bank of India for issue of licence for opening of the branch/es. Further, if any, branch proposes to undertake government business, it would require prior approval of concerned Government authority as also of RBI, Central Office, Department of Government & Bank Accounts. The branch should be opened only after obtaining a licence from Reserve Bank of India. There should not be inordinate delay by banks in utilisation of authorisations/licences for opening of branches.

## 2. Opening of branches

### 2.1 At Rural/Semi-Urban/Urban and Metropolitan Centres

The RRBs can identify rural centres (population less than ten thousand), semi-urban centres (population more than ten thousand but less than one lakh), urban centres (population more than one lakh but less than ten lakh) and metropolitan centres (population more than ten lakh) for opening of branches depending upon the business potential and profitability of the proposed branches. They should forward through NABARD the proposals together with relative Board Resolutions and recommendation of their Sponsor Banks to Central Office of RPCD for prior approval. Requests from the RRBs for opening of branches at these centres will be considered on the merits of each case.

Note : Population criteria mentioned above will be as per the latest census report figures of the centre (revenue unit and not locality).

### 2.2 Area Offices

RRBs having 50 or more branches are allowed to open Area Offices in the ratio of one Area Office for every 25 branches. The Area Offices are not permitted to transact any banking business. However, RRBs are required to obtain a licence from the concerned Regional Office of Reserve Bank of India prior to functioning/opening of these offices. RRBs can either shift or close these offices at their discretion without prior approval of RBI. However, for shifting of an Area office, banks should obtain necessary amendments to the licence from the concerned Regional Office of Reserve Bank of India prior to the shifting of the concerned

offices. As regards merger of such offices, the licence has to be surrendered to the concerned Regional Office of RPCD of Reserve Bank of India for cancellation immediately after the merger of the

office under advice to Department of Statistical Analysis and Computer Services of Reserve Bank of India.

### 3. Shifting of general branches

#### 3.1 At Rural Centres - Within the Block and Service Area

The shifting of branches in rural centres may be effected by RRBs themselves without obtaining the prior approval of Reserve Bank of India subject to their complying with the following conditions :

- Both the existing and proposed centres should be within the same block and service area of the branch.
- It should be ensured that the relocated branch would be able to cater adequately to the banking needs of the villages allocated under Service Area Approach.

However, RRBs need to obtain amendment in the licence from the concerned Regional Office of Reserve Bank of India before effecting the shifting.

#### 3.2 Semi-urban Centres

In case the semi-urban branches of RRBs have been allocated service area, the same norms of shifting of branches in rural centres would also be applicable for semi-urban centres.

Where no service area has been allotted, RRBs may shift their branches at semi-urban centres within the same locality/municipal ward without the prior approval of Reserve Bank of India. However, they have to obtain an amendment to the licence from the concerned Regional Office of RPCD of

Reserve Bank of India prior to the shifting. Regarding shifting of branches outside the locality/municipal ward, RRBs have to obtain prior approval of the concerned Regional Office of RPCD. RRBs should, however, ensure that the locality/ward is not rendered unbanked due to the shifting of branch/es.

### 3.3 At Urban/Metropolitan Centres

The RRBs may shift their branches in urban/metropolitan centres within the same locality/municipal ward without the prior approval of Reserve Bank of India. However, they have to obtain an amendment to the licence prior to the shifting. Regarding shifting of branches outside the locality/municipal ward, RRBs have to obtain prior approval of the concerned Regional Offices of RPCD.

## 4. Conversion of branches

### 4.1 Conversion of full fledged rural branches into satellite/mobile offices

The RRBs may themselves decide the need for conversion of the existing loss making branches at rural centres into satellite offices keeping in view the cost-benefit aspect, the likely inconvenience that may be caused to the existing clientele, the effect of the conversion on the performance in the preparation of district credit plan and priority sector lending.

The following guidelines may be followed by the RRBs for establishing satellite/mobile offices

#### Satellite Offices

- a) The satellite offices should be established at fixed premises in the surrounding villages and should be controlled and operated from a base branch located at central village/block headquarters.
- b) Each satellite office should function on a few specified days (at least twice) in a week at specified hours.
- c) All types of banking transactions may be conducted at these offices.
- d) The customers of satellite offices may be permitted to transact business at the base branch on non-operating days of such offices.
- e) While separate ledgers/registers/scrolls may be maintained for each satellite office, all the transactions carried out at these offices should be incorporated in the books of account of the base branch.
- f) The staff attached to the base branch, preferably consisting of a member of supervisory staff, a cashier-cum-clerk and an armed guard, may be deputed to the satellite offices.
- g) Adequate arrangements for insurance of furniture, cash-in-transit, etc. may be made.

#### Mobile Offices

The scheme of mobile offices envisages the extension of banking facilities through a well protected van with arrangements for two or three officials of the bank sitting in it with books, safe containing cash, etc. The mobile unit would visit the places proposed to be served by it on certain specified days/hours. The mobile offices would be attached to a branch of the RRB. The mobile offices should not visit the rural places which are served by co-operative banks and places served by regular offices of commercial banks.

Banks are required to obtain necessary amendments from the concerned Regional Office of Reserve Bank of India prior to conversion of rural branches into satellite/mobile offices. Conversion of branches into satellite offices at centres other than rural is not permissible.

#### 5. Opening of Extension Counters

The RRBs can open extension counters at the premises of the institutions of which they are principal bankers after obtaining licence from the Regional Office of Reserve Bank of India for the purpose. Extension Counter can be opened within the premises of the RRB's head office and big offices/factories, hospitals, military units, educational institutions, etc. where there is a large complement of staff/workers, students, who because of their identical working hours and non-availability of banking facilities at a reasonable distance find it difficult to carry out their banking transactions. The Extension Counter should carry out limited type of banking business, such as,

- deposit transactions
- issuing and encashment of drafts and mail transfers
- issue and encashment of travellers cheques
- sale of gift cheques
- collection of bills
- advances against fixed deposits of their customers (within the sanctioning power of the concerned officials at the extension counter)
- facility of safe deposit locker (provided adequate security arrangements are made)

Further, if the extension counter proposes to undertake government business, it would require prior approval of concerned Government authority as also of Reserve Bank of India, Central Office, Department of Govt. and Bank Accounts.

Extension Counter are not allowed to be opened at residential colonies, shopping complexes, market places and places of worship, etc.



RRBs should furnish particulars of the proposed extension counters in parts I and II of the format given in the Annexure II, to the concerned Regional Offices of RPCD, while applying for licence prior to opening of EC.

#### 6. Upgradation of Extension Counters into full-fledged branches

6.1 The banks should obtain prior approval of Reserve Bank of India for upgrading Extension Counters into full-fledged branches. The proposals are considered by the Regional Offices of RPCD if the following conditions are fulfilled.

- The Extension Counter has been functioning for a minimum period of five years.
- The number of deposit accounts exceeded 2000 during the last one year with volume of business in the form of deposits not less than Rs.1 crore..
- The average deposits (i.e. on a monthly basis) for the last three years are not less than Rs.2 crores.

6.2 The proposals wherein any of the above conditions are not fulfilled entirely, but otherwise the concerned extension counters are grown to the extent of converting into a branch, such cases are considered on merits of each case.

#### 7. Classification/Re-classification of centres

RRBs are advised to ascertain the population group classification of the centres of which they are not sure, from Department of Statistical Analysis

and Computer Services (DESACS), RBI, Banking Statistics Division, C-8/9, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051 before approaching RPCD for opening new branches. Any query with regard to reclassification of centres also may be referred to DESACS by the Head Office of the RRB along with relevant documents such as Gazette Notifications, etc. in support of the change.

#### 8. RRBs which are freed from Service Area Obligations

The 54 RRBs, which are at present freed from Service Area Obligations, are generally not allowed to open new branches. They may, however, relocate their loss making branches at Taluka/Block headquarters, village markets, mandis, agricultural produce centres or similar

centres (hereinafter referred to as 'specified centres') preferably within the same block. Alternatively, they may convert their loss making branches into Satellite/Mobile offices. Further, where two loss making branches of any RRB are in close proximity to each other (i.e. within a distance of about 5 kms.) they may consider merging the two branches.

#### 9. RRBs which are not freed from Service Area Obligation

- (a) The RRBs which have to adhere to Service Area approach, can relocate their loss-making branches at specified centres within their Service Area only, or may consider converting loss making branches into Satellite/Mobile Offices provided such conversion does not impair continued performance of Service Area obligations.
- (b) Further, in case another branch of the same RRB is operating within a distance of about 5 kms in a geographically contiguous Service Area, these RRBs may consider merging the two branches with a view to rationalising the spatial spread and reducing establishment/operating costs.
- (c) RBI will consider on a very selective basis, the proposals of these RRBs for opening of new branches at specified centres within their area of operations subject to fulfilment of conditions specified under para 1.1.

#### 10. Procedure to be followed for opening of branches (by RRBs under service area obligation) and merger of branches, etc.

The proposals of RRBs relating to opening of new places of business (by RRBs under service area obligation) and merger of branches by all RRBs should be approved by their Boards of Directors as also the sub-group of DCC and submitted to NABARD alongwith recommendation of the concerned Sponsor Bank. The proposals duly recommended by NABARD, are required to be sent to Central Office of RBI (RPCD) for prior approval.

The approval of sub-group of DCC is, however, not necessary for opening of branches where no additional staff is to be recruited.

Opening of Extension Counters by RRBs requires prior approval of their Board of Directors as also prior licence from the concerned Regional Offices of RBI before opening of Extension Counters.

#### 11. Procedure to be followed for relocation and conversion of branches

Proposals relating to relocation of branches and conversion of branches into satellite/ mobile offices by RRBs should be approved by their Board of Directors and concerned sub-group of DCC. Prior approval of RBI is not necessary for relocation/conversion but the RRBs are

required to obtain necessary amendment to the licence from the concerned Regional Office of RBI prior to effecting relocation/conversion.

## 12. Submission of Returns on Branch Banking

(i) Immediately on opening of a place of business, all RRBs are required to inform the date of opening and the postal address of the office/branch to the Central Office and the concerned Regional Office of RPCD.

(ii) Further, RRBs should submit returns in Proformae given in Annexure III relating to the new offices/branches opened and change in status due to merger, etc. of existing offices/branches effected during the quarter to DESACS (Banking Statistics Division) and the concerned Regional Office of RPCD within 15 days of the end of the quarter to which they relate.

'Nil' Statement must be submitted in case there is nothing to report.

(iii) In terms of Rule 13 of the Banking Regulations (Companies) Rules, 1949 banks are required to submit a list relating to its offices in India in Form VII within a period of one month from the close of every quarter to the office of

RBI situated in the state in which their Head Office is located.

### **ANNEXURE - I**

#### **(Paragraph - 1.1)**

**Form of application for permission to open a new place of business or change the location (otherwise than within the same city, town or village) of the existing place of business under Section 23 of the Banking Regulation Act, 1949 - Banking Regulation (Companies) Rules 1949 Rule 12 Form VI**

1. Name of the Banking Company

2. Proposed Office  
(Give the following information)

(a) Name of city/town/village :  
(in case the place is known by more than one name, the relative information should also be furnished)

(b) Name of the locality/location :

(c) Name of i) Block, ii) Tehsil, i) ii)  
iii) District, iv) State, iii) iv)

(d) Population of the  
i) Village, ii) Block i) ii)

- (e) Status of the proposed office :
- (f) The distance between the proposed office and the nearest existing commercial bank office together with the name of the bank and that of the centre/locality :
- (g) Name of the Commercial banks and the number of their offices functioning within the radius of 5 kms. together with the names of centres where these are functioning :
- (h) No. of bank's branches in the Block :  
Other bank's branches :

3. Previous application :  
(Give particulars of applications if any previously made to the Reserve Bank in respect of the proposed place of business)

4. Reasons for the proposed office :  
(State detailed reasons for the proposed office and give statistics and other data, as under, which may have been collected for the proposed office)

- (i) Population of the place :
- (ii) Particulars of the command area (i.e. the area of the operation) of the proposed office :
  - (a) Approximate radius of the command area :
  - (b) Number of villages in the command area :
  - (c) Population of the command area :
- (iii) The volume and value of the agricultural mineral and industrial production and imports and exports in the area of operation of the proposed office as under :

Commodity	Production		Imports		Exports	
	Volume	Value	Volume	Value	Volume	Value
(1)	(2)	(3)	(4)	(5)	(6)	(7)

(iv) If there are schemes for agricultural mineral or industrial development, give details of the same and their probable effects on the volume and value of the present production, imports and exports.

(v) If the existing banking facilities are considered inadequate, give reasons :

(vi) Prospects : Give as under as estimate of minimum business which the banking company expect to attract at the proposed office within 12 months :

- a) Deposits : Rs.  
b) Advance : Rs.

5. Change of location of an existing office  
(Give the exact location of the office which is proposed to be closed and of the place where it is proposed to be shifted giving particulars of the new location as in Item 2, 3 & 4)

6. Expenditure : \*Estimate of annual Expenditure

(State the amount already spent or proposed to be spent on staff, premises, furniture, stationery, advertising etc. in connection with the proposed office. Also state that minimum income which the banking company expects to earn at the proposed office within 12 months)

- |  |            |
|--|------------|
| a) Establishment Charges                                     | Rs.        |
| b) Stationery & Miscellaneous                                | Rs.        |
| c) Rent & Bldg.  | Rs.        |
| d) Interest to be paid on deposits                           | Rs.        |
| e) Interest on funds borrowed from H.O on Rs. _____ @ _____% | Rs.        |
| <b>TOTAL</b>   | <b>Rs.</b> |

Estimated Annual Income :

- |                         |     |
|-------------------------|-----|
| a) Interest on advances | Rs. |
| b) Commission           | Rs. |

c) Exchange	Rs.
d) Interest on funds lent to	Rs.
H.O	
TOTAL :	Rs.
Estimated Profits	Rs.

7. Other particulars :

(Any additional facts which the banking company may wish to add in support of its application )

\* The portion not applicable to be struck off.  
The information need be furnished only in the case of application for centres with a population of less than one lakh.

**ANNEXURE - II**  
**(Paragraph 10.2)**  
**Particulars to be furnished by the bank in respect of its**  
**request for an Extension Counter (E.C.)**  
**PART - I**

1. Name of the bank
2. Name of the institution & its full postal address where Extension Counter is sought to be opened.
3. Name & address of the base office of the bank to which E.C. is proposed to be attached.
4. i) Distance between the base office and the proposed extension counter.  
 ii) Distance between the proposed E.C. and the nearest office of the applicant bank (including E.C., mobile office, satellite office, etc.)  
 iii) Distance between the proposed E.C. and the nearest offices/extension counters, mobile offices etc. of Other banks including urban-Co-op. banks
 

Name of bank	Type of office	Distance
Other than the bank applying for the counter	I ii iii	-----
- iv) Particulars of Employees' Co-op. Credit Society, if any, functioning in the premises.
5. i) Name of the Principal Banker to the institution at which the Extension Counter is sought to be established.  
 ii) Whether the institution has agreed to provide accommodation for housing the E.C.?

- iii) Whether the institution has any objection to the members of the public other than the staff/ employees/workers/institution being allowed access for availing of banking facilities within the campus/premises at the extension counter ? If so, the reasons therefor.

(A) LETTER FROM THE COMPETENT AUTHORITY OF THE INSTITUTION AS IN THE PRESCRIBED PROFORMA GIVEN IN PART IIOF THE APPLICATION SHOULD BE ENCLOSED IN SUPPORT OF THE ABOVE

- 6. I)Name/s of the banker/s other Than the principal Banker to the Institution referred to in ( 5)l  
ii)the type of accounts and extent of deposits maintained by the instituion with each of the above banker/s
- 7. I) Number & types of clientele specially attached to the institution whose banking needs are to be catered to  
Please give separate figures.

Staff/Workers/Students/Teachers/Others specify	Total
--	-------

- ii) Established No. of other general public etc. Whose requirements are to be met.

- 8. (a) Amount of deposits expected within two year of operation at the counter from
 

First year	Second year
No Amount	No Amount
Of	of
A/cs	A/cs

- i) Staff/ workers/Students/teachers of The institution itself
  - ii) The institution
  - iii) General public
- (b)daily quantum of cash transation Number amounts  
delete whichever is not applicable

9.Reason for opening an EC

- 10 Nature of transactions to be Conducted at the proposed EC
- 11. amount of rent,if any, payable (excluding incidentals) by the bank, rate of rent areas offered



- for locating the EC
12. Amount of Commercial rate of rent as prevalent in the area or as approved by state/ Central Govt.
  13. Brief calculations as to the viability/ economics of the proposal for a period of 3 years

Date----- (Signature Seal of the applicant bank)

**Declaration to be made by the competent authority of the institution in the premises of which the EC is proposed to be opened.**

**Part-II**

We have requested-----to open the extension counter in the  
(Name of the bank)

Premises of-----for the  
( Name and full address of the institution)

Benefit of the following persons attached to the above institution. @

Workers-----

Please indicate actual Numbers

Staff/Employees-----

Separately

Students -----

Teachers-----

@ ( Where there are more than one institution being managed by the authority issuing this letter which are also to be benefited by the EC, the names of these institutions, their distance from the proposed location of the extension counter, the number of students/staff etc. attached separately to each of the institutions, the name and the distance of their bankers should also be indicated separately)

- Strike out whichever is not applicable

2. (a)----- ( Name of the bank and place)-----is our

principal banker

We also deal with the following bankers (give names of bankers and their distance from the institution)

1.-----

2.-----

3.-----

(b) Extent of our accounts with the principal bankers and other bankers as on -----(latest position please)

Name of the bank	Type of a/cs maintained	amount
------------------	-------------------------	--------

- 1.
- 2.
- 3.
- 4.

3. We undertake to provide necessary accommodation for the extension counter within the premises of our institution(mentioned at S.No 1 above)

4. We have no objection to allow outsiders to have access to the extension counter.

5. If the extension counter is proposed to be allowed to a bank other than the principal banker, the reasons therefore.

6. Whether a similar letter to any other bankers for the pupose has been issued:

(Signature of Competent authority on behalf of the institution mentioning designation and seal ,if any)

To be filled in by the applicant bank

The information furnished by the institution in para 1 is verified by us and found to be correct.

(Signature&seal of the applicant bank)

This certificate should be submitted in original, by the applicant bank to Reserve Bank of India alongwith its applicationm for E.C, in the prescribed proforma.

**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, CO, 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 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 :  
(State "type of area", code. See explanation)

(iv) If "No", then supply particulars of the nearest branch/office having currency chest :

(a) Bank name : (b) Branch name :  
(c) Distance in Km. (d) Centre name

(v) Whether there is a repository attached to this branch/office ? Yes ( ) No ( )

(vi) Whether a small coin-depot is attached to this branch/office ? Yes ( ) No ( )

(put a tick mark in appropriate box )

9. Nature of Business conducted by the office/branch :  
(See explanation)

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

(b) Date of authorisation

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

(i) Name of the 'A; or 'B; category branch/office :

:

(ii) Uniform code number of the said A/B category branch/office at 10 (c)(i) :

**Part - I (7 digits) :**

**Part - II (7 digits) :**

11. Technology Status :- Code :- \_\_\_\_\_  
(See explanation)

12. Software/Hardware Communication Facilities  
(See explanation)

13. Any other particular

14. For RBI use only :

(a) AD Region Office Code :  
(b) Census Classification Code :  
(c) Full Postal Address :

## 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 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. Reasons for Closure/Merger/Conversion :



8. Licence surrendered for \_\_\_\_\_ on \_\_\_\_\_ to RBI,  
(Closure/Merger/Conversion)  
Regional 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 I (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.

Item No.5 : This may not be applicable in the cases of Metropolitan cities. 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 :

<b>IN CASE OF NON-SPECIALISED BRANCH</b>		<b>IN CASE OF ADMINISTRATIVE OFFICE</b>	
<b>CODE</b>	<b>STATUS</b>	<b>CODE</b>	<b>STATUS</b>
(01)	Branch	(21)	Registered Office
(02)	Sub-Branch	(22)	Central Office
(03)	Sub-Office	(23)	Head Office
(04)	Pay-Office	(24)	Local Head Office
(07)	Foreign Department	(25)	Regional Office
(08)	Foreign Exchange Branch	(26)	Area Office
(10)	Commercial Branch	(27)	Zonal Office
(11)	Small-Business Development Office	(28)	Administrative Office
		(29)	Divisional Office
		(30)	District Dev. Office
(60)	Any other branch (not included above)	(31)	Development Office
		(32)	Training Centre
		(42)	Service Branch/ 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)	Personnel 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 business
(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, installed in the office/branch, are to be written. For example, RBINET, NICNET, VSAT, MainFrame etc.

Note : **For further clarification regarding Proformae 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 (6th floor)  
Bandra-Kurla Complex, Bandra (East)

Mumbai - 400 051.  
Phone :- (022) 640 2668, (022) 640 0880  
Fax : - (022) 644 1707.

### 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 I (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.

## Appendix

### List of Circulars consolidated by the Master Circular

No.	Circular No.	Date	Subject
1.	DBOD.No.BL.BC.23/22.01.001/ 2000-01	12.09.2000	Opening of branches/ extension counters/shifting etc. Obtention of prior licence.
2.	DBOD.BC.No.127/12.05.005/99-2000	30.11.1999	Rationalisation of Returns submitted by banks to RBI
3.	DBOD.No.BL.BC.74/22.01.001/ 98	29.07.1998	Shifting of Rural branches outside the Block/Service Area
4.	DBOD.No.BL.BC.115/22.06.001/97	21.10.1997	Branch Banking Statistics - Submission of Monthly Returns - Revision of Proformae II & III
5.	RPCD.RRB.No.BC.111/03.05.65/96-97	22.03.1997	Opening of branches by Regional Rural Banks
6.	DBOD.No.BC.64/22.01.001/95	5.06.1995	Relocation of loss- making branches and rationalisation of branch network of RRBs