

RBI/2005-06/63

RPCD.CO.RRB.No.BL.BC.19/03.05.90 -A/2005-06

July 15, 2005

**The Chairmen 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 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 till date.

Please acknowledge receipt to our respective Regional Office.

Yours faithfully,

(G.Srinivasan)  
Chief General Manager

Encls : As above

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## **Master Circular on Branch Licensing in respect 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. 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 Reserve Bank of India (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 for RRBs**

The Boards 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 Boards of Directors and the Sub-Group of District Consultative Committee (DCC) as also recommendation of their Sponsor Banks before applying for opening/merger/shifting of branches/offices etc. The approval of sub-group of DCC is, however, not necessary for opening of branches where no additional staff is to be recruited. The proposal for opening, shifting or merger of branches is to be submitted, through the National Bank for Agriculture and Rural Development (NABARD), in the prescribed application Form VI (Rule 12) of Banking Companies Rules, 1949 to RBI (RPCD) for approval/licence. (Annexure I).

## 1.2. Conditions for opening of new branches

RRB should fulfil the following conditions to become eligible for opening of new branch/es.

- i) It should not have defaulted in maintenance of SLR and CRR during the last two years.
- ii) It should have rectified most of the major irregularities pointed out by NABARD in its last inspection report.
- iii) Its gross NPA level should not be more than the National Average for RRBs.
- iv) It should have earned profit in each of the last two years. In case of loss-making RRBs, the concerned RRB should indicate as to how the proposed branch will help in reducing the loss with supporting recommendations from its Sponsor bank and NABARD.
- v) It should not normally resort to fresh recruitment of staff for manning the proposed branch/es.

## **2. Opening of Branches/Area Offices**

### 2.1 Branches at Rural/Semi-Urban/Urban and Metropolitan Centres

The RRBs can identify rural centres (population up to ten thousand), semi-urban centres (population more than ten thousand but up to one lakh), urban centres (population more than one lakh but up to 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.

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

The proposals of RRBs for opening of new branches will be considered by RBI on a very selective basis and on merits of each case, taking into consideration the overall financial position of the RRB, quality of its management, efficacy of the internal control system, profitability and other relevant factors.

## 2.2 Requirement for conduct of State/Central Government business

If any branch proposes to undertake government business, it would require prior approval from the concerned Government authority and RBI. The RRB should approach the Regional Director, RBI of the concerned jurisdiction for conducting business of the State Government and the Department of Government & Bank Accounts, RBI, Central Office, Mumbai in regard to the Central Government business.

## 2.3 Opening of 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 RBI (RPCD) prior to functioning/opening of these offices. RRBs can either shift or close/merge these offices at their discretion without prior approval of RBI. However, for shifting of an Area office, RRBs were required till now to obtain necessary amendments to the licence prior to the shifting of the concerned offices. Henceforth, RRBs may proceed with the shifting of Area Office/s but ensure that the licence is submitted to the concerned Regional Office of RBI (RPCD) for getting the new address incorporated in the licence at the earliest but not later than three months from the date of shifting. As regards closure/merger of such offices, the licence has to be surrendered to the concerned Regional Office of RBI (RPCD) for cancellation immediately after the closure/merger of the office under advice to Department of Statistical Analysis and Computer Services (DESACS) of RBI.

## 2.4 Validity of Authorisations and Licences

Presently authorisations are issued to RRBs for opening of branches based on the requests received from them (through NABARD) on merits of each case. With a view to ensuring expeditious utilisation of authorisations and actual establishment of the branch, it has been decided to limit the validity of authorisation to a maximum period of two years.

RRBs are required to obtain necessary licence prior to the opening of an office/branch from the concerned Regional Office of RBI (RPCD). It is observed that some RRBs obtain a licence, but do not open the branch for a considerable period of time and approach the Regional Offices for revalidation of licences time and again. RRBs should, therefore, approach the Regional Office for licence only after the infrastructure is ready for opening of the office/branch.

Further, RRBs often approach for approval for change in name of a branch due to change in name of the locality or street/road where the branch is located. Since there is no change in location of the branch, banks need not seek approval or approach for amendment to licence in the matter, but intimate the change to the concerned Regional Office of RBI (RPCD) and DESACS, Mumbai. Changes may also take place due to change in name of taluk/district or reorganisation of districts or formation of new States. Under such circumstances, too, RRBs need not forward the relevant licence/s to the Regional Office for amendment and may adopt the changed name on the basis of Government Notification, under advice to the concerned Regional Office of RBI (RPCD) and DESACS, Mumbai.

In case any alteration in any name was to be made for avoiding confusion between branches of various banks bearing the same name in the same locality or on account of other justifiable circumstances, such requests should be addressed to the concerned Regional Office of RBI (RPCD) and while forwarding such requests, the relative licences, together with the covering letters, should also be sent.

### **3. Shifting of 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 RBI, 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.

#### **3.2 At 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 RBI. It should, however, be ensured 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 RBI.

Regarding shifting of branches outside the locality/municipal ward at Semi-urban/Urban/Metropolitan centres, RRBs have to obtain prior approval of the concerned Regional Office of RBI (RPCD)..

### 3.4 Procedural rationalisation

Uptill now RRBs were procedurally required to get the licence amended by the concerned Regional Office of RBI before effecting the shifting. Henceforth RRBs may proceed with the shifting of branches as indicated above (paras 3.1 to 3.3), but ensure that the licence is submitted to the concerned Regional Office of RBI (RPCD) for getting the new address incorporated in the licence at the earliest but not later than three months from the date of the shifting of the branch.

## **4. Conversion of full-fledged branches into satellite/mobile offices**

The RRBs may themselves decide the need for conversion of the existing loss making branches into satellite/mobile 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.

### 4.1 Satellite Offices

The following guidelines may be followed by the RRBs in respect of 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.

Conversion of branches into satellite offices at centres other than rural is not permissible.

#### 4.2 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.

#### 5. Opening of Extension Counters

The RRBs, with the approval of their Boards of Directors, can open Extension Counters at the premises of the institutions of which they are principal bankers after obtaining licence from the concerned Regional Office of RBI (RPCD) for the purpose. Extension Counter can be opened within the premises of 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/withdrawal 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 from the concerned Government authority and RBI as stipulated under paragraph 2.2 above.

Extension Counters 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 RBI (RPCD), while applying for licence prior to opening of Extension Counter.

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

6.1 RRBs should approach the concerned Regional Office of RBI (RPCD) for prior approval for upgrading Extension Counters into full-fledged branches.

The proposals are considered 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.
- The average deposits (i.e. on a monthly basis) for the last three years are not less than Rs.2 crore.

6.2 The proposals wherein the above conditions are not fulfilled entirely, but otherwise the concerned Extension Counters have grown so as to be fit for conversion into branches, such cases are considered on merit.

### **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 RBI, DESACS, Banking Statistics Division, C-8/9, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051 before approaching RPCD for opening of 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**

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) 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 relocation/conversion does not impair continued performance of Service Area obligations.

(b) 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 paragraph 1.2 above.

## **10. Procedure to be followed for opening of branches 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 (RPCD) before opening of Extension Counters.

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

Proposals relating to relocation (shifting) 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 (RPCD) prior to effecting conversion. However, in case of shifting, RRBs are required to follow the liberalised procedure in the matter as indicated in paragraph 3.4 above.

#### **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) In terms of Rule 13 of the Banking Regulations (Companies) Rules, 1949, the RRB is 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 its Head Office is located.

(iii) Further, RRBs should submit returns in the Revised Proformae given in Annexure III, as advised in Circular RPCD.CO.RRB.BL.BC.10/03.05.90A/2005-06 (RBI/2005-06/46) dated July 6, 2005, 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 Offices of RPCD within 14 days of the month succeeding the quarter to which they relate. While

submitting the current quarter Returns, the previous quarter's reference must be quoted in the forwarding letter. 'Nil' Returns must be sent to DESACS and the concerned Regional Offices of RPCD in case there is nothing to report on opening/closing/change in status, etc., of any office/branch/NAIO (Not Administratively Independent Offices like Extension Counters, Satellite Offices, ATMs, etc.) during a quarter.

\*\*\*\*\*



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.
TOTAL	Rs.

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 5)**  
**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 II OF 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)
  - ii) the type of accounts and extent of deposits maintained by the institution 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 delete whichever is not applicable      Number amounts

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 aperiod 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 12)**

PROFORMA-I

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

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

**Items**

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 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 NAI0, 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)

**Type of Central Government Business**

- (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/Sub-

treasury business): (Put tick mark (✓) in appropriate box)

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

- (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 NAIIO 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 tick mark (✓) in appropriate box)

<u>(a)</u>	<u>Old</u>	<u>Name</u>
<u>Current</u>		
(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)

- | <u>Current</u> | <u>Old</u> | <u>Technological Facility</u> |     |
|----------------|------------|-------------------------------|-----|
| (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)

- | <u>Current</u> | <u>Old</u> | <u>Communication Facility</u> |     |
|----------------|------------|-------------------------------|-----|
| (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):

<u>UCN of 'C' category branch</u>	<u>UCN of Link</u>
<u>office</u>	
Part - I: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Part - I: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	
Part - I: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Part - I: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	
Part - I: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Part - I: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/>	

(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)

	<u>Old</u>	<u>Type of Govt. Business</u>	<u>New</u>
(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)

	<u>Old</u>	<u>Type of Treasury/Sub-Treasury Business</u>	<u>New</u>
(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 NAIIO 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. RBI reference No. & date of approval:

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 NAIIO then type of the NAIIO:

(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 NAIIO:

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/NAIIOs:

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 NAIIOs, is closed/converted into NAIIO/merged with another branch, then the base branch details of the NAIIOs, 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.**

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## **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 DESACS.**
- 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 (DESACS) allots both Part-I & Part-II codes. Each NAIO is linked to some independent branch. Last two digits (8<sup>th</sup> & 9<sup>th</sup> 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		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		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**

<u>CODE</u>	<u>STATUS NAME</u>
(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**

<u>CODE</u>	<u>STATUS NAME</u>
(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) S.S.I./Small Industries and Small Business Branches**

- (16) Small Business Development Branch/office
- (17) Small Scale Industries Branch (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) Microsafe 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:

- | <b><u>Code:</u></b> | <b><u>Type of Area</u></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) 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 Statistical Analysis & Computer Services,  
Reserve Bank of India, C.O.,  
C-9, 6<sup>th</sup> floor, Bandra-Kurla Complex,  
Bandra (East),  
Mumbai - 400 051.  
Phone: (022) 2657 1176(direct) / 2657 1086  
Fax: (022) 2657 0847 / 2657 2319**

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## Annex – A

### 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 Pincode
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**	LOCATIONAL DETAILS								
								BUILDING	ROAD	POST OFFICE	PIN CODE	LOCALITY	CENTER NAME	DEVELOPMENT BLOCK NAME	DISTRICT NAME	STATE NAME
1	2	3	4	5	6	7	8	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

## 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
7	RPCD.RRB.No.BL.BC.84/03.05.90- A/2003-04	21.05.2004	Master Circular on Branch Licensing- RRBs
8	RPCD.CO.RRB.BL.BC.10/03.05.90- A/2005-06	06.07.2005	Branch Banking Statistics- Submission of Quarterly Returns- Revision of Proformae-I & II