

RBI/2005-06/148  
DBOD. No.PSBD. BC. 29/ 16.13.204 / 2005-06

August 31, 2005

All Local Area Banks

Dear Sir,

**Submission of periodical returns and statements**

Please refer to our letter DBOD.No.PSBS. 889 /16.13.204/2003-04 dated February 25, 2004 on the captioned subject.

2. It is advised that the Local Area Banks may, henceforth, submit returns and statements to the departments/offices of RBI as indicated in the 'Annexure – A' and 'Annexure B'. It is also advised that Rural Planning and Credit Department of RBI will be issuing separate instructions on the statements to be submitted to that department. In case the Local Area Banks need any clarifications on the returns/statements, they may contact the Sections of DBOD/departments concerned.

Yours faithfully,

(K. N. Rajan)  
Deputy General Manager

## ANNEXURE-A

### STATUTORY RETURNS / STATEMENTS REQUIRED TO BE SUBMITTED BY LOCAL AREA BANKS TO RESERVE BANK OF INDIA / RURAL PLANNING AND CREDIT DEPARTMENT

Sr. No	Returns/Statements Description	Act Provision	Periodicity	Time Limit	Origin	To be submitted to	Remarks
1	2	3	4	5	6	7	8
1.	Statement showing changes in the constitution of Board of Directors of private sector banks (illustrative in nature)	Sec. 10A of B.R. Act, 1949	As and when the changes take place	-	Head Office	DBS, RO	For specimen please see Return/Statement No.2 of Manual of Instructions - Vol II issued by DBOD/DBS/IECD
2.	Balance Sheet and Profit & Loss Account	Sec. 31 of B.R. Act 1949	Annual (31 <sup>st</sup> Mar)	Within three months from the end of period to which it relates (i.e. before 30 <sup>th</sup>	Do	DBS, RO	For specimen please see page No. 30 of Manual of Instructions - Vol.II

				June)			
3.	Form A-statement of position as at the close of business on Reporting Friday.	Sec 18 of B. R. Act 1949	Fortnightly	Within 20 days from the date of reporting Friday	Do	DBS, RO	For specimen please see page No. 84 of Manual of Instruction -Vol.II.
4.	Form IX-Return of unclaimed deposit accounts in India which have not been operated upon for 10 years or more.	Sec. 26 of B.R. Act 1949	Annual (31 <sup>st</sup> Dec)	Within 30 days after the close of each calendar year	Do	DBS,RO	For specimen please see page No. 90 of Manual of Instructions Vol.II
5.	Form X - Liabilities and Assets in India as on the last Friday of the month	Sec 27 of B.R. Act 1949	Monthly (as on last Friday)	Before the close of the month succeeding the month to which it relates	Do	DESACS	For specimen please see page No. 92 of Manual of Instructions Vol.II
6.	Form - VIII- Statement of demand and time liabilities and cash, gold and unencumbered approved securities for the month	Sec 24 of B.R. Act, 1949	Monthly (All reporting Fridays of the month)	Not later than 20 days after the end of the month to which it relates	Do	DBS, RO	For specimen please see page No. 103 of Manual of Instruction

							s - Vol.II
7.	Data on maintenance of statutory liquidity requirement - supplemental information to the special return (i) value of securities held for the purpose of compliance of the SLR and (ii) excess cash balances maintained by banks with Reserve Bank of India.	Sec. 24 of B.R. Act, 1949	Monthly (All reporting Fridays of the month)	Not later than 20 days after the end of the month to which it relates	Do	DBS, RO	For specimen please see page No. 107 of Manual of Instructions - Vol.II.
8.	Statement showing new offices/branches opened and change in status/merger/closure, etc. of existing office/branch (Proforma I and II)	Sec. 23 of B.R. Act, 1949	quarterly	Within 15 days from the close of the quarter	Do	DBS,RO and DBOD,CO,BL Section and DESACS,CO	For specimen please see Return /Statement No. 29 of Manual of Instructions - Vol.II. NIL return should be submitted in case there is nothing to report.
9.	Form VII-Statement regarding opening/closing of offices	Rule 3 of B.R. Regulations (Companies)	Quarterly (last Friday)	Within one month from the close of the	Do	DBS,RO and DBOD,CO (BL Section)	For specimen please see Return

		s) Rules 1949, Sec.23 of B.R. Act, 1949		quarter to which it relates			/Statement No.30 of Manual of Instruction s - Vol.II
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## Annexure-B

### Statement / Returns Required to be submitted by LABs to RBI

1.	Compromise of Negotiated Settlements of NPAs	DBOD.No.BP.BC.81/21.01.040/95 dated 28-7-95	Half yearly - Last day of March / Sept	30 days	DBS, RO	
2.	Statements showing the progress made in the implementation of scheme regarding reservation of posts for SC/ST	DBOD.BP.1142/C.46 9(47)-83 dated 27-5-83	Half yearly - Last day of June/Dec	2 Months	DBOD, CO (Private Sector Banks Section)	
3.	Half-yearly review of Investment portfolio	DBOD.No.FMC.553/27.02.001/92-93 dated 2-1-93 and BC.143/A/24/48.001.91-92 dated 20-6-92	Half yearly Last day of Mar/Sept	15 <sup>th</sup> May / Nov	DBS, CO	Review to be put up to the Board within a month i.e. by end April and October
4.	Division of Savings Bank deposits into 'Demand and time' liabilities	DBOD.No.Ret.BC.72/C.96(Ret)-78 dated 29 <sup>th</sup> May 1978 DBOD.No.Ret.BC.127/C.96(Ret)-77 dated 15-10-1977 DBOC.No.BC.142/09.06.001/97-98 dated 19-11-97	Half yearly (last day of March & Sept)	Immediate	DBS, RO	
5.	<b>Copy of Annual Report with audited Statements of</b>	DOS.No.ARS/11/08.91.001/97-98 dated 23-7-97 DOS.No.BC.14/16.13.100/94 dated 24-10-	Annual as on 31 <sup>st</sup> March	30 <sup>th</sup> June	DBOD,CO,PS BS	

	<b>accounts</b>	94 DBOD.No.REF.BC.7 9/C.254-89 dated 23- 2-89 DBOD.No.FOL.BC.1 30/C.249-88 dated 2- 5-88 RPCD.No.PS.BC.3/C .464 (M)-83 dated 11-8-83				
6.	<b>If dividend is declared, Report on rate of Dividend pay out ratio etc.</b>	DBOD.No.BP.BC.88/ 21.02.067/2004-05 dated May 4, 2005	Annual as on the last day of March	Within a fortnight of declaration	DBOD, CO, DBS, RO	
7.	<b>Annual Review of the implementation of Exposure Management measures</b>	DBOD.No.BP.BC.13 2/88-89 dated 26-5- 89	Annual as on the last day of March	30 <sup>th</sup> June	DBS, RO	
8.	<b>Long Form Audit Reports</b>	DOS.No.BC.1/16.10. 001/93-94 dated 19- 1-94 DBOD.No.FOL.BC.9 7/C.729-85 dated 16- 8-85	Annual As on 31 <sup>st</sup> March	1 Month	DBS, RO	
9.	<b>Statement showing the position of Reconciliation of</b> 1. Bank's own investment account 2. PMS account	DBOD.No.1095/27.0 1.002/93 dated 15-4- 93 DBOD.No.FMC/477/ 24.48.001/92 dated 18-12-92	Annual As on 31 <sup>st</sup> March	1 Month	DBS, RO	

	3. Other Constituents Accounts					
10.	Installation of ATMs	DBOD.No.BP.BC.15 2/21.03.051/94 dated 29-12-94	As and when necessary	Immediately	DBOD, CO, Branch Licensing Section and DBS, RO and DESACS	Master Circular DBOD.No.B.L.B C46/22.01.001/2 003 dated 18.11.2003