



RBI/2016-17/125

DCM (Plg) No.1264/10.27.00/2016-17

November 11, 2016

The Chairman / Managing Director/ Chief Executive Officer,
Public Sector Banks/ Private Sector Banks / Foreign Banks/ Regional Rural
Banks / Urban Cooperative Banks/ Cooperative Banks

Dear Sir,

Withdrawal of Legal Tender Character of existing ₹ 500/- and ₹ 1000/- Bank Notes – Reporting and Monitoring

Please refer to Para 4 (Reporting Mechanism) of DCM, CO [Circular DCM \(Plg\) No.1226/10.27.00/2016-17 dated November 08, 2016](#) on Withdrawal of Legal Tender Character of existing ₹ 500/- and ₹ 1000/- Bank Notes in terms of which the banks are required to report daily position on exchange of SBN to RBI. In this regard, the banks are further advised that the report should contain data pertaining to exchange in cash as well as on credit to account. The banks also need to report incidence of detection of counterfeit notes on a daily basis. Accordingly, Annex /s 6 and 6A have been modified which is enclosed. **Consolidated Report - 6A should be [mailed](#) by close of business in the next day.**

2. Further, with reference to Para 8 of the above mentioned circular 2016, the banks are advised to furnish contact details of the Nodal officer/s, through [email](#), by closed on business of November 11, 2016 as per the format as under:

Name of the Bank	Name of the Nodal Officer	Telephone No.	Fax No.	Mobile No.	Mail id

(To be submitted in excel format)

Yours faithfully,

(P Vijaya Kumar)
Chief General Manager

Annex-6

Format for reporting daily receipt of SBN in the denominations of ₹ 500/- and ₹ 1000/- to the Controlling Office

Name of the Bank: _____

Name of the Branch: _____ IFSC Code: _____

SBN accepted at the branch on _____ are as under:

Particulars	₹ 500 (in pieces)	₹ 1000 (pieces)	Total Value is ₹
Exchanged in Cash			
Deposits into Account			
Total			
Counterfeit Note Detected			

Name and Designation of the Branch In-charge _____

Signature of the Branch In-charge _____

Date: _____ Place: _____

Annex 6A

Format for reporting daily receipt of SBN in the denominations of ₹ 500/- and ₹ 1000/- to RBI, DCM, Central Office

Name of Bank:

Date of Transactions:

Details of SBN received

Particulars	₹ 500 (in pieces)	₹ 1000 (pieces)	Total Value is ₹
Exchanged in Cash			
Deposits into Account			
Total			
Counterfeit Note Detected			