

RBI/2004-05/44

RPCD.CO.RF.No.BC.9/07.06.00/2005-06

July 6, 2005

All State Co-operative Banks (SCBs) /
District Central Co-operative Banks (DCCBs)

Dear Sir,

**Section 23 of Banking Regulation Act, 1949 - Branch Banking Statistics -
Submission of Quarterly Returns - Revision of Proformae I and II**

With a view to streamlining and updating the system of compilation of branch banking data, maintained by the Department of Statistical Analysis and Computer Services (DESACS), Reserve Bank of India, Central Office, Bandra Kurla Complex, Mumbai and Regional Offices of RPCD, the Proformae I and II submitted by banks have been revised in order to include details in respect of Not Administratively Independent Offices (NAIOs) like Extension Counters, Satellite Offices, ATMs etc.

2. It has been decided to consolidate database on Not Administratively Independent Offices (NAIOs) by DESACS. For this purpose, a consolidated list of NAIOs, existing as on March 31, 2005 shall be submitted by the banks in the format given in Annexure B, preferably in MS Excel Sheet. Later on from the quarter ended June 30, 2005 these details would be collected as a part of Proformae I and II and banks would not be required to submit separately.
3. It is also proposed to allot 9-digit Part-I code to NAIOs (first 7- digits from the left will be that of the base branch to which the NAIOs will be linked, last two digits will be allotted as per date of opening). As Part-I code of the base branch forms an important part of the code of NAIOs, to facilitate appropriate coding and further processing, banks should furnish, along with other particulars, the Part-I code of base branch in their application submitted to RPCD / NABARD for licence / permission for opening / closing / shifting NAIOs.
4. Regarding allotment of Part - I uniform code by banks, following discrepancies have been brought to our notice by DESACS :
 - (i) Part - I uniform code of a closed / merged branch has been allotted, at a later date, to some other branch, opened elsewhere.
 - (ii) Fresh Part - I uniform code has been allotted to the existing branches / offices shifted elsewhere, without proper intimation or submission of Proforma - II.

As the abovementioned reporting distorts the branch banking statistics, banks are advised to take care that such practices are not followed in future. Banks should allot fresh Part - I code in respect of (i) above and avoid allotting fresh Part - I code in respect of (ii) above but continue with the existing Part - I code and submit correct Proforma-II to DESACS and RPCD, Regional Offices.

5. As the Uniform Codes - Parts I and II are assigned to bank offices / branches / NAIOs by DESACS, CO, Mumbai on the basis of the data received in the Proformae, banks are requested to strictly follow the instructions appended thereto while filling and submitting the Proformae. It may also be ensured that all mandatory items of proformae I and II, a list of which is enclosed (Annexure A), are filled up properly and correctly.

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6. The quarterly proformae I and II should be submitted from one office only i.e. head office / central office / principal office etc. of the bank to DESACS and the Regional Offices of RPCD, under whose jurisdiction the branch / office is functioning. In case there is nothing to report, a 'NIL' statement should be submitted.

7. First, such Returns in the revised Proformae I and II should relate to the quarter ended June 30, 2005 and should be submitted preferably, in soft copy by July 31, 2005. You may please ensure that the subsequent quarterly Returns are submitted within 14 days of the month succeeding the quarter to which they relate. 'Nil' Returns must be sent to DESACS and Regional Offices of RPCD in case there is nothing to report on opening / closing / change in status, etc, of any office / branch / NAIO during a quarter. While submitting the current quarter returns, the previous quarter's reference must be quoted in the forwarding letter.

Yours faithfully,

Sd/-

(K. Bhattacharya)
General Manager

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Instructions for Filling Proformae - I & II

to circular RPCD.CO.RRB.BL.BC.10/03.05.90A/2005-06 dt 06-07-05

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 (8th & 9th 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.

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* 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 Code Number (Population Range Code)	Population Range	Population Group	Population Group Code
1	Up to 4999	Rural	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	Metropolitan	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.