

DBR.No.DEA Fund Cell.3044/ 30.01.002/2017-18

September 27, 2017

The Managing Director & CEO/ Chief Executive Officers All Scheduled Commercial Banks (including RRBs) and LABs / Urban Co-operative Banks / State Co-operative Banks / District Central Co-operative Banks

Dear Sir/Madam,

The Depositor Education and Awareness Fund Scheme, 2014 – Section 26A of the Banking Regulation Act, 1949- Operational Guidelines

Please refer to our circular DBOD.No.DEA Fund Cell.BC.114 /30.01.002/2013-14 dated May 27, 2014 regarding operating procedure to be followed by banks for crediting the Fund and submission of returns duly audited by the auditors. Subsequently vide circular DBR.No.DEA Fund Cell.BC.105/30.01.002/2014-15 dated June 18, 2015, we had advised about clubbing of Form I and Form II as 'Form I & II'.

2. With a view to further streamlining the operations of the Depositor Education and Awareness Fund (hereinafter referred to as the Fund), the Reserve Bank has developed a separate dedicated module named "DEA Fund Services" under its E-Kuber portal. The said module envisages, *inter alia,* proper system based validation and controls on funds transfer and claim reimbursement procedures with regard to the Fund.

3. The key features of the procedure for transferring funds and claiming reimbursement under the revised module are detailed in Annex 1.

4. A user manual, designed by the Reserve Bank in this regard, covering step by step procedure for providing necessary guidance to banks on the use of DEA Fund module under E-kuber portal is given in Annex 2.

बैंकिंग विनियमन विभाग, केंद्रीय कार्यालय, 12वीं और 13वीं मंज़िल, केंद्रीय कार्यालय भवन, शहीद भगत सिंह मार्ग, मुंबई 400001 टेलीफोन /Tel No: 022- 22700773 फैक्स/Fax No: 022- 22700773 Department of Banking Regulation, Central Office, 12th & 13th Floor, Central Office Bhavan, Shahid Bhagat Singh Marg, Mumbai -400001 email: dboddeafcell@rbi.org.in Tel No:022- 22700773 Fax No: 022- 22700773

हिंदी आसान है, इसका प्रयोग बढ़ाइप

5. Banks are advised to make all efforts to ensure correctness of the amount transferred to and subsequently claimed from the Fund. Persistent errors in transfer of funds and filing refund claims will be viewed seriously and may invite penal action from RBI.

6. All other instructions on the subject issued vide RBI circulars DBOD.No.DEA Fund Cell.BC.114 /30.01.002/2013-14 dated May 27, 2014 and DBR.No.DEA Fund Cell.BC. 105/30.01.002/2014-15 dated June 18, 2015 remain unchanged.

Yours faithfully

(Prakash Baliarsingh) Chief General Manager

Encls: - as above

Key features

1. Procedure for crediting the Fund and submission of Form I¹ online

- 1.1 In order to access the new system, all member banks (sponsor banks) are required to first register themselves under the DEA Fund module on E-Kuber portal. For this purpose, sponsor banks were advised vide our letter DBR.DEA Fund Cell. No. 13322/30.01.002/2016-17 dated May 11, 2017 to forward us two e-mail ids to complete the registration process. Those sponsor banks that may not have completed the registration process are advised to do so immediately. Any communication from RBI will be sent to those e-mail ids only.
- 1.2Banks which do not have access to E-Kuber portal (non-member banks) have also been separately advised vide our letter DBR.DEA Fund Cell No. 13323/30.01.002/2016-17 dated May 11, 2017 to forward two e-mail ids to their respective sponsor banks to enable them to complete the registration process. Those non-member banks that may not have completed the registration process with their sponsor banks are advised to do so immediately. Any communication from RBI will be sent to those e-mail ids only.
- 1.3 The window for transferring the unclaimed deposits to the Fund shall continue to be kept open during the last two working days of every month, as hitherto. Only one deposit will be allowed by a member/non member bank per month.
- 1.4 Non-member banks are advised to transfer the unclaimed deposits to their sponsor banks (through normal banking channel), sufficiently in advance of the due date of the transfer of such deposits to RBI by the sponsor bank through E-Kuber portal. On receipt of the amount transferred by sponsor banks to the Fund, an

¹ 'Form I & II' have been modified and merged into new 'Form I'. The revised format of Form I is enclosed as Annex 3.

autogenerated acknowledgement receipt will be sent to the concerned banks on their registered e-mail ids.

- 1.5 At the end of every month, the system will auto generate Form I and send it to the registered e-mail ids of the banks, including those banks which have not transferred any deposits. Banks (or sponsor banks on behalf of their member banks), after verifying the correctness of Form I, are required to submit the same online through the Portal.
- 1.6 The auto generated Form I is confirmed only if the bank agrees with the balances in Form I by ticking "I Agree" and "Form has been duly audited by concurrent auditor" check-boxes on the portal screen. If bank does not agree then it must fill the rectification form duly audited by concurrent auditor and send it to RBI, in original, by post.
- 1.7 The bank should immediately bring to the notice of the Reserve Bank any discrepancy observed by them in Form I with regard to the details of transfers made, including non-receipt of confirmation messages.

2. Procedure for claim refund – Form II

- 2.1 The banks should submit refund claims to RBI through E-Kuber portal by filling up **Form II**².
- 2.2 After submission of the claim, a printout of the auto generated Form II, duly signed by the authorized officials and certified by the concurrent auditors of the bank, shall be sent by the concerned bank to RBI, in original, by post.
- 2.3The refund claim will be examined by RBI and, if found in order, the amount claimed will be credited to the account of member bank maintained with RBI. The claim authorization / rejection receipt will be sent to concerned bank on their registered e-mail ids.

² Since there was considerable overlap between Form III and Form IV, both have been merged into a new form, "Form II". The revised format of Form II is enclosed as Annex 4.

- 2.4 Non-member banks will submit their claim details to their sponsor banks which, in turn, will submit the same on the E-Kuber portal on behalf of the concerned nonmember banks.
- 2.5 The refund claims of banks will be settled by RBI only after receipt of true copy of the Resolution of the Board of Directors (in Hindi or English only) authorizing two officials designated as authorized signatories who would operate the account jointly, specimen signature card in prescribed formats and all previous **Form I** of the concerned bank.
- 2.6 The banks shall lodge only one refund claim in a month through the portal. Banks shall not include the outstanding refund claims in the following month's refund claim. In other words, under no circumstances, shall a refund claim for an unclaimed deposit paid by the bank appear in more than one refund claim.
- 2.7 The refund claims made by the banks will be processed by the Reserve Bank purely based on the information provided by the banks in Form II. Therefore, the onus of making correct refund claims from the Fund in all respects will lie solely on the banks concerned. In case, any discrepancy at any time is observed by RBI or auditors in any refund claim made by a bank, appropriate action under the relevant provisions of the Banking Regulation Act, 1949 would be taken against the bank concerned.
- 2.8 While banks would not be required to provide the customer-wise details in case of refund claims in **Form II** banks would, however, be required to maintain the customer-wise details of claims at their end, duly certified by their concurrent auditors, which Reserve Bank may seek at a later stage/during supervisory review process.

3. Submission of reconciliation certificate – Form III

3.1 Banks shall also submit a reconciliation certificate **Form III** (Annex 5) signed by two senior officers, other than those involved in transfer and refund claims for unclaimed deposits, and the concurrent auditors of the bank, certifying agreement of the balances of the banks as shown in their general ledger with the amount reflected in the DEA Fund account of RBI at the end of June and December every

year. This certificate must reach RBI, in original, not later than July 31 and January 31 respectively. The banks for which reconciliation certificate is not received by due dates, further settlement of claims will be withheld until receipt of the reconciliation certificates.

3.2 Submission of Yearly return on the position of unclaimed deposits (Form V) of the banks has been discontinued.

4. The revised returns shall be submitted by banks from the date of issuance of this letter. However, the banks shall ensure that all returns as stipulated earlier and as applicable to the period prior to the issuance of this letter have been submitted to the Reserve Bank.

Depositor Education and Awareness Fund Cell Department of Banking Regulation Reserve Bank of India, Mumbai

DEA Fund FLOW THROUGH PORTAL-USER GUIDE FOR BANKS

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1. Non-member bank registration

- Member banks (i.e. banks having current account with RBI) will be able to login to E-Kuber portal through "maker".
- Go to "DEA Fund Services" then click "DEA Fund Non-member bank registration"

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• Under "DEA Fund code", enter the particular bank's DEA Fund code (or search DEA Fund code from the Lookup i.e. magnifying glass)

• Enter e-mail ids of the non-member banks (more than two e-mail ids may be separated by comma) as given below:

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- Edit e-mail ids, if required else click on "confirm"
- After clicking on "confirm" button, service reference number will be generated as given below

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- Now Checker (authoriser from the member bank) will login to the portal and will be required to authorize the registration of the Non-member bank as under:
- Go to "Service Workbench" (top bar) -> Select "DEA Fund Non-Member Bank Registration" from the drop down under "Service" and then click on "View".

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• Go to service history -> to check status as "Executed successfully"

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1.1 Email Alert - Non Member Bank registration

• An auto-generated email will be sent to the bank on their registered e-mail ids



2. DEA Fund Deposit

• Member banks can go to "DEA Fund deposit entry" window in DEA Fund Services on the portal to enter the details of deposits being transferred to DEA Fund Cell in that particular month

(Member banks can do deposit for Non-member banks using the latter's DEA Fund code)

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- Enter the DEA Fund code of the bank
- Enter the total amount and total accounts to be transferred for the particular bank in that month.
- Bifurcate these accounts and amount by selecting the deposit category i.e. IB, NIB and OTH (enter in Capital letters only in the box as shown below) and then clicking on 'ADD' button.

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Trans action Date * 27/07/2017											
Successful execution of the transaction is subject to availability of funds on release of the transaction											
Bank DEAFund code*	(2251 Q										
Bank Name*	Hisar District Central Co-op Bank Ltd., H										
Total Amount	10000										
Total Accounts	10										
Account Details											
Deposit Category	Og Deposit Category Des orbiton										
Number Of Accounts											
Amount											
Add Edit Delete											
	Select Deposit Category Deposit Category Description Accounts										
	IB Interest Baning 5 500 MRD Non-Interest Baning 3 3000										
	OTH Oches 2 2000										
Total Grid Accounts	10										
Total Grid Amount	10,000.00										
Reason •											
		6									
Next	Reset	1									

- Click on "next" button
- Click on "Edit", if required, else "confirm" button

LAF/MSF Issues SGB Services	IIB Services DEA Fund SERVIC	ES • Account Services •	PSLC Services •			
DEA Fund Deposit Entry (DEAFTF	RFNEW)					^
Step Provide Payment Details 1 of 3 Input the payment details	S Step Verify & Co 2 of 3 View entered if you wish to r	nfirm nformation and confirm the details nake any changes clicked it	Step Execution Note the statement of the	ion Status service reference number generated cution of the initiated payment	4	
Initiation Mode						
Funding Account*	1053091/32105001001(HDFC BANK	LTD PRINCIPAL A/C) 🗸				
Office Code	4 Mumbai Regional O	ffice				
Available Balance	INR 1,21,80,28,5	5,806.21				
Trans action Date *	27/07/2017					
Successful execution of the	e transaction is subject to availability of	iunds on release of the trans	action			
Bank DEAFund code *	0251					
Bank Name *	Hisar District Central Co-op Bank	Ltd.				
Total Amount	10000					
Total Accounts	10					
Account Details						
	Select Deposit Category	Deposit Category Description	Number Of Accounts	Amount		
	B	Interest Bearing	5	5000		
	OTH NEB	Non Interest Bearing Others	2	2000		
Total Grid Accounts	10					
Total Grid Amount	10,000.00					
Reas on • D	emo					
E						
Edit	Confirm					~
<						>

• On clicking the "Confirm" button, service reference number will be generated.

🎒 भारतीय रिज़र्व बैंक RESERVE BANK OF INDIA		HDFCUSERINITIATOR (HDFCINIT) Customer: HDFC BANK LTD PRINCIPAL A/C (1050) Server Date: 04/09/2017 13:05:57 Current Login: 04/09/2017 12:59:08
Home Notifications Service History Service Workbench My Downloads		Change Password Logout
LAF/MSF Issues SGB Services IIB Services DEA Fund SE	RVICES - Account Services - PSLC Services -	
 Service request has been forwarded successfully for processi 	ing	
DEA Fund Deposit Entry (DEAFTRFNEW)		
Step Provide Payment Details Step Verify & 1 of 3 Input the payment details 2 of 3 View entry &	& Confirm ered information and confirm the details. In to make any changes click edit 3 of 3 A of a service reference number after execution of the initiated pays	r generated ment
Execution Status Successful		
Service Reference Number 2017090400793084		
Iteration Serial 1		
Initiate new request		

- "Checker" (from the member bank) will be required to authorize the deposit entry made by the "maker".
- Go to "Service Workbench" -> Select "DEA Fund Deposit Entry" from the drop down under "Service" and then click on "View" and close the View window. If the details entered are correct, then click on "Approve" and then "Process".

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LAF/MSF issues ▼ S0	GB Services - IIB Services -	DEA Fund SERVICES Ac	count Services - PSLC Servi	ces ▼			
Service Workbench							
Service *	DEA Fund Dep	osit Entry	Service Reference Number		۹,		
Service Stage	Any Stage	~					
Start Date			End Date				
Minimum Amount	View		Maximum Amount			Approve	Mark for Poppin
Submit Reset	View		Townshing Barrant	Derevent Data	Comment Channel	Approve Reject	mark for Repair
Select	Service Reference Number	Account number	Transaction Amount	Request Date	Current Stage	Current Status	
•	2017090400793084	32105001001	10,000.0	27/07/2017	Authorization	Pending Authorization	
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Service Workbench Vie	w						_ # ×
DEA Fund Deposit Er	try (DEAFTRFNEW)						<u>^</u>
Service Reference Num	ber* 2017090400793	3084 🔍 Itera	tion Serial *	_ Q			
Retrieve Details Re	eset						
Funding Account	32105001001/1	053091[HDFC BANK LTD PRI	NCIPAL A/C]				
Office Code	4	Mumbai Regional Office					
Available Balance	INR	121,802,855,806.21					
Transaction Date *	27/07/2017						
Successful exe	ecution of the transaction is su	bject to availability of funds on r	elease of the transaction				
Bank DEA Fund code	0251						
Bank Name	Hisar District	Central Co-op Bank Ltd.,					
Total Amount		10,000.00					
Total Accounts	10						
Account Details							
Select	Deposit Category	Deposit Category	lumber Of Amount				
	IB	Interest Bearing	5	5000			
	NIB	Non Interest Bearing	3	3000			
	UIH	Others	2	2000			
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Home Notificatio	ons Service H	istory Service Workbench My Downloa	ds					Change Pas	sword Logout
LAF/MSF Issues	s 🔻 SGB Sei	rvices - IIB Services - DEA Fund	SERVICES - Account Services	▼ PSLC Services ▼					
Service Workb	bench	Workbench Result View							
		Service Reference Number	2017090400793084						
Service *		Action Taken	Approve						
Service Stage			Approved						
Start Date		Notes							
Minimum Amoun	nt				\sim				
Submit	Reset			Close				ect N	lark for Repair
	Select Se	Service request has been	forwarded successfully for proc	essina				,	
	2017 2017								
	1	Records from 1 to 1 of 1							
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• Go to service history -> to check status of authorization

	SERVE	BANK OF INDIA				Server Date: 04/0	Customer: HDFC BANK LTD PRINC	IPAL A/C (105)
ne <u>Notific</u>	ations Sen	vice History Service Workbench	My Downloads				Change P	assword Log
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arvice His	tory							
avice ma	lony			_				
vice *		DEA Fund Depos	ait Entry	Service Reference Number		Q		
art Date				End Date				
imum Am	ount			Maximum Amount				
ubmit	Pocot	View		industriant rangent				
	Reset	VICIV	1	1	1	1	1	1
	Select	Service Reference Number	Account Number	Transaction Amount	Request Date	Current Stage	Current Status	
	C	2017090400793084	32105001001	10,000.00	27/07/2017	Completion	Executed Successfully	
	0	2017072100793066	32105001001	10,000.00	21/07/2017	Error	Execution Failure	
				11 30 241 15	23/06/2017	Error	Expired	
	0	2017062900793049	32105001001	11,00,211.10	25/00/2017			
	00	2017062900793049 2017062900793048	32105001001	11,39,241.15	23/06/2017	Error	Expired	
	000	2017062900793049 2017062900793048 2017053100792985	32105001001 32105001001 32105001001	11,39,241.15 3,01,81,733.26	23/06/2017 12/04/2017	Error Error	Expired Expired	
	0000	2017062900793049 2017062900793048 2017053100792985 2017053100792984	32105001001 32105001001 32105001001 32105001001	11,39,241.15 3,01,81,733.26 23,559.06	23/06/2017 12/04/2017 12/04/2017	Error Error Completion	Expired Expired Executed Successfully	
	00000	2017062900793049 2017062900793048 2017053100792985 2017053100792984 2017053100792983	32105001001 32105001001 32105001001 32105001001 32105001001	11,39,241.15 3,01,81,733.26 23,559.06 23,559.06	23/06/2017 12/04/2017 12/04/2017 12/04/2017	Error Error Completion Error	Expired Expired Executed Successfully Expired	
	000000	2017062900793049 2017062900793048 2017053100792985 2017053100792984 2017053100792983 2017053100792982	32105001001 32105001001 32105001001 32105001001 32105001001 32105001001	11,39,241.15 3,01,81,733.26 23,559.06 23,559.06 23,559.06	23/06/2017 12/04/2017 12/04/2017 12/04/2017 12/04/2017 12/04/2017	Error Error Completion Error Completion	Expired Expired Executed Successfully Expired Executed Successfully	

• Click on "View" option to see the details entered

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Service history view											^
DEA Fund Deposit Entry (DEA	FTRFNEW)									_	^
Service Reference Number *	2017090400793	084 🔍	Iteration Serial *								
Retrieve Details Reset											
Funding Account	32105001001/10	53091[HDFC BANK LTD	PRINCIPAL A/C]								
Office Code	4 N	lumbai Regional Office									
Available Balance	INR	121,802,855,80	5.21								
Transaction Date *	27/07/2017										
Successful execution of	the transaction is sui	bject to availability of funds	on release of the	transaction							
Bank DEA Fund code	0251										
Bank Name	Hisar District (Central Co-op Bank Ltd.									
Total Amount		10,000.00									
Total Accounts	10										
Account Details											
Select [eposit Category	Deposit Category	Number Of	Amount							
IB IB		Interest Bearing	5	5000							
✓ NIB		Non Interest Bearing	3	3000							
OTH		Others	2	2000							
											VV

• Batch number can be seen at bottom of screen.

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vice History View	Concentration (Source Manager of	unue l	L DARBERTS CATHO	6-69 I								-
10	HDFCN0304 (Sujit Narayana K	urup)	04/09/2017 13:0	5.50								
10	HDFCM3032 (Mukesh Pise)		04/09/2017 13:0	0:08								
17	HDPCR0367 (Nilesh Ballikar)		04/09/2017 13:0	0.00								
10	HDPCR0236 (Raviprakash Sing	n)	04/09/2017 13:00	0:00								
19	HDPCS4080 (Sandeep Saknard	im Nawalu)	04/09/2017 13:00	0:08								
20	HDFCS1040 (Sukhendu Rao)		04/09/2017 13:0	0:08								
21	UDECA2078 (Amin Bawkar)		04/08/2017 13:0	5.50				-				
22	HDFCA3078 (Amit Radnarama	n Agrawai)	04/09/2017 13:0	0:08								
23	HDFCM2074 (Manish Lotankar)	04/09/2017 13:0	0:08						_		
24	HDFCR0210 (Rajesh Badbe)		04/09/2017 13:08	0:08								
stage si	Execution	04/09/2017	r 13:09:51	04/09/2017 13	09:58	Approv	re	Cor	npletion			
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2.1 My downloads - Deposit Receipt

- Banks would be able to see the deposit receipt for a particular month by going under "My Downloads" and then selecting the "DEA Fund deposit receipt" under "Report code".
- Click on lookup (Magnifying glass) and type DEA Fund in textbox and then click on "Go".

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🎯 भारतीय रिज़र्व बैंक RESERVE BANK OF	= INDIA			Server Da	Custome ate: 04/09/2017 13:13	Roopa Subrama r: HDFC BANK LTD PR 3:43 Current Login: 0	niam (HDFCR1466) AINCIPAL A/C (1050)
Home Notifications Service History S	ervice Workbench My Downloads					Chang	e Password Logout
LAF/MSF Issues - SGB Services -	IIB Services - DEA Fund SERVICES -	Account Services - PS	LC Services -				
Available Downloads							
Start Date * 27/	07/2017			End Date *	27/07/2017		
Report Code *	6	1					
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	Report Code	Description		Report Subject			
	RDEAFAMNDRCPT	DEAF Amendment Receipt					
	RDEAFCANCRCPT	DEAF Cancellation Receipt					
	RDEAFFORM	DEAF Form - I					
	RDEAFFORM3	DEAF Form - III					
	RDEAFMERGERCPT	DEAF Merger Receipt Report					
	RDEAFRECTRCPT	DEAF Rectification Receipt Report	rt				
	RDEAFTRCP	DEAF Deposit Receipt					
	Records from 1 to 7 of 7				>		,

• Select "DEA Fund deposit receipt" from the displayed list. Then click on "View" and select the particular entry. Click on the required report name to download the receipt

Image: Service History Service Servi	3 🙂
Eile Edit View Favorites Tools Help Roopa Subramaniam (HDFCR1466 Customer: HDFC BANK OF INDIA Customer: HDFC BANK LTD PRINCIPAL AIC (1050) Server Date: 04/09/2017 13:13:43 Current Login: 04/09/2017 13:13:43 Home Notifications Service History Service Workbench Mr Downloads Change Password Logon LAF/MSF Issues - SGB Services - IB Services - DEA Fund SERVICES - Account Services - PSLC Services -	^
भारतीय रिजर्व बैंक Roopa Subramaniam (HDFCR1466 RESERVE BANK OF INDIA Customer: HDFC BANK LTD PRINCIPAL AC (1050 Server Date: 04/09/2017 13:13:43 Current Login: 04/09/2017 13:13:43 Home Notifications Service History Service Workbench Mr Downloads LAF/MSF Issues + SGB Services + IB Services + DEA Fund SERVICES + Account Services + PSLC Services +	^
RESERVE BANK OF INDIA Customer: HDFC BANK LTD PRINCIPAL AIC (1050) Server Date: 04/09/2017 13:13:43 Home Notifications Service History LAF/MSF Issues + SGB Services + IB Services + DEA Fund SERVICES + Account Services + PSLC Services +	
Server Date: 04/09/2017 13:13:43 Current Login: Change Password Login: C	
Home Notifications Service History Service Workbench My Downloads Change Password Logo LAF/MSF Issues + SGB Services + IB Services + DEA Fund SERVICES + Account Services + PSLC Services + Change Password Logo	_
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Si Report Name Generated Date Report Subject	
1 DEAF Deposit Receip: 04/09/2017 13:10:10 Deposit Receipt For 0251 (Hisar District Central Co-op Bank Ltd., Hisar)-	
2 DEAF Deposit Receipt 14/08/2017 23/15E Deposit Receipt For 2249(Test Bank Rd)-	
2 New Debog Versity Full (MYAT) 1131123 Debog Versity in marking revealing members)	
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	Reserve B	ank of India		Print Print User	Date 04-Sep-2017 Time 13:10:28 Id. 41/eKuber					Î
		Deposit Transfer Rec	eipt For The Period Septen	nber 2017						
	DEA Fund Code 0	251 - Hisar District Centra	al Co-op Bank Ltd., Hisar							
	Remitted Thru 0	042 - HDFC BANK LTD.	•							
	Deposit Reference Number	Date Of Deposit	Deposit Type	No.of Accounts	Amount Deposited					
	0251-0042-00IB-01092017-00	1 01-09-2017	IB	5	5,000.00					
	0251-0042-0NIB-01092017-00	1 01-09-2017	NIB	3	3,000.00					
	0251-0042-0OTH-01092017-0	01 01-09-2017	OTH	2	2,000.00					
				10	10,000.00					
			***End of Report							Ų

2.2 Deposit receipt – Email notification

• Banks will also receive the auto generated deposit receipt, for the transfers made in a particular month, on their registered email ids

🏉 Deposit Receipt For 0251(Hisar District Central Co-op Bank Ltd., Hisar) Internet Explorer				- 6	þ	×
Deposit Receipt For 0251(Hisar District Central Co-op Bank Ltd., Hisar)-						
	X DELETE	← REPLY	K REPLY ALL	→ FORWAR	D •	**
EKUBER HELPDESK <ekuberhelpdesk@rbi.org.in> Mon 04-Sep-17 1:10 PM</ekuberhelpdesk@rbi.org.in>				Mark a	s unre	ad
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Caution: The Reserve Bank of India never sends mails, SMSs or makes calls asking for personal information such as your bank account details, passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers, however official or attractive they may look.

Notice: This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this email by error, please notify us by return e-mail or telephone and immediately and permanently delete the message and any attachments. The recipient should check this email and any attachments for the presence of viruses. The Reserve Bank of India accepts no liability for any damage caused by any virus transmitted by this email.

3. Form I Generation & Confirmation

Form I via e-mail

• Form I will get <u>auto generated</u> every month-end and will be sent to the respective banks on their registered email ids.



3.1 Form I generation (download) from Portal

• Member banks would also be able to see Form I every month-end for their bank on the portal under "My Downloads":

Go to "My Downloads" and select the "DEA Fund Form I" under "Report code". Click on lookup (Magnifying glass) and type "DEA Fund" in textbox then click on "Go". Select "DEA Fund Form I" from the displayed list. Then click on "View" and select the particular entry.

• Click on the required report name to download the Form I

RESERVE BANK OF		bench My Downloads		Server Date	Re Customer: HDFC 2: 04/09/2017 13:13:43 Cu	oopa Subramaniam (HDFCR1466 BANK LTD PRINCIPAL A/C (1056 Irrent Login: 04/09/2017 13:07:1 Change Password Log
AF/MSF Issues - SGB Services -	IIB Serv	ices - DEA Fund SERVICES -	Account Services - PSLC Serv	vices -		
vailable Downloads						
tart Date * 27/07/20 eport Code * RDEAFF	I6 DRM	DEAF I	Form - I	End Date *	27/07/2017	
View Reset	si	Report Name	Generated Date	Report Subject		
	1	DEAE Form - 1811	14/08/2017 15:37:51	Form1 For DEAE Code 0655-06/2017		
	2	DEAF Form - I&II	14/08/2017 15:37:31	Form1 For DEAF Code 2226-06/2017	^	
	3	DEAF Form - I&II	14/08/2017 15:37:31	Form1 For DEAF Code 2234-06/2017		
	4	DEAF Form - I&II	14/08/2017 15:36:41	Form1 For DEAF Code 2231-06/2017		
	5	DEAF Form - I&II	14/08/2017 15:35:40	Form1 For DEAF Code 2228-06/2017		
	6	DEAF Form - 1811	14/08/2017 15:35:30	Form1 For DEAF Code 0743-06/2017		
	7	DEAF Form - 1811	14/08/2017 15:35:30	Form1 For DEAF Code 2222-06/2017		
	8	DEAF Form - I&II	14/08/2017 15:35:25	Form1 For DEAF Code 2229-06/2017	~	
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													^
					For	m I							
	Mon	thly Return of unclaimed deposits/cr	edits/ acco	unts/ in India which	have not b	een operated upon/re	emaining u	nclaimed for 10 years	s or more	as on the date			
	of th	e return and transferred to the DEA F	-und Acco	unt. (To be submitted	d online to	the Reserve Bank of	India by 15	th of the succeeding	month)				
	Name	of the Bank	THE IDAR N	AGRIK SAHKARI BANK L	TD.								
	Bank	DEA Fund Code allotted by RBI	0655										
	If rem	itted through Sponsor Bank	0042										
	Name	of the Sponsor Bank	HDFC BAN	K LTD.									
	Monti	h/Year	06/2017										
	Date	of Transfer to the Fund	(Amount in Rupees)										
			Interest I	Bearing Deposits	Non-Inter	est Bearing Deposits	Oth	er Credits		Total			
	Sr.No	Particulars		(a)		(b)		(c)		(d)=(a)+(b)+(c)			
			No of Accounts	Amount	No of Accounts	Amount	No of Accounts	Amount	No of Accounts	Total Amount			
	1	I Opening balance of accounts transferred to the Fund at the beginning of the month	3079	19,70,127.00	448	3,02,394.00	0	0.00	3527	22,72,521.00			
	2	Accounts if any wrongly reported in past and rectified during this month.											
	3	Accounts transferred to the DEA Fund during this month. (Including if any accounts											
		inadvertently omitted in previous month) Claims settled and refund received from the											
		DEA Fund during this month (only the principal amount to be mentioned).											
	5	5 Net amount transferred to the Fund during the month.(2 +3 - 4)											
	6	Total amount with the Fund at the end of the 06/2017 (1+5)	3079	19,70,127.00	448	3,02,394.00	0	0.00	3527	22,72,521.00			

3.2 DEA Fund Form I confirmation

- Member banks can download Form I and verify the details
- Member banks can confirm Form I through portal as per steps mentioned below:
 - i. Go to "DEA Fund Services" -> DEA Fund Form I Confirmation landing
 - ii. Select the DEA Fund code and click on submit and Select the month for which Form I needs to be confirmed
 - iii. Select DEA Fund Form I confirmation under "Select Service" dropdown as shown in box

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Payment Services + P DEAF FORM 1 Confirm	SLC Service	vices - inding (DEAFTCLND)								
Select Service										
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	Select	Deposit Month And Year	No of Accounts	Amount Deposited	No of Accounts	-Interest Bearing	No of Accounts	Amount Deposited		
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- Click on 'Download' to verify Form I details, if correct.
- Tick mark "I agree" and "Form has been duly audited by concurrent auditor" options.

• Click on "Next" and then click on "Confirm"

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Step Provide Payment Details 1 of 3 Input the payment details	2 of 3 Verify & Confirm View entered information and confirm the detail If you wish to make any changes click edit	Is. 3 of 3 After execution of the initiated particular	er generaled yment			
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Your report has been generated. Please clie	ck <u>here</u> to download					
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DEAF Code	0015					
Transfer Month & Year	DEC-2016					
Click Button to view Form1*	Download					
	Amount		Number Of Accounts			
Interest Bearing *	3,02,91,596.13		5037			
Non Interest Bearing *	21,53,782.68		41			
Others *	19,46,493.33		44			
I Agree *						
Form has been duly audited by concurrent auditor *						
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• After confirmation, a reference number will be generated

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- Checker (from the member bank) will be required to authorize the Form I confirmation.
- Go to "Service Workbench" -> select "DEA Fund Form I confirmation" from the drop down under "Service" and then click on "View". If the details are correct, then click on "Approve" and then "Process".

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4. DEA Fund Refund Claim through Portal:

(Member bank can raise refund claim request through portal. Bank will be able to raise claim in the portal only if the latest Board resolution and all previous correct Form I (erstwhile Form I&II) for the particular bank have been received by the DEA Fund Cell. System will not allow to raise the claim beyond the outstanding balance under each deposit head i.e. IB, NIB & OTH.)

- Go to "DEA Fund claim" in 'DEA Fund Services' on the portal
- Enter the DEA Fund Code.
- Enter appropriate deposit category (IB/NIB/OTH in capital letters). Then enter the Principal claim amount (and interest, in case of IB) and number of accounts and click on 'Add'.

Constituent Services -	File Uplo	oad ▼ Primary Auctions/OMO Issues ▼	LAF/MSF Issues -	Security Servic	es - DEAF SERVIC	ES - SGB Services	✓ IIB Services Underwriter I	ssues - Account Services -	
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		View DEAF Documents Submitted							
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Interest Claimed		INR							
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Settlement Mode *		1-Transfer to Requesting Bank Current	Account 🗸						
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• Click on "Next" and then "Confirm", a reference number will be generated

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Hersane	C Hot Key List 10.0.1
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- **Checker** (from the member bank) will be required to authorize the DEA Fund Claim.
- Go to "Service Workbench" -> Select "DEA Fund Claim" from the drop down under "Service" and then click on "View". If the details entered are correct, then close the view and click on "Approve" and then "Process".

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Payment Services + PSLC Serv Service Workbench	ices 🔻		
Service *	DEAF Claim	Service Reference Number	
Service Stage	Workbench Result View		
Start Date	Service Reference Number	2017041300792730	
Minimum Amount	Action Taken	Approve	
Submit Reset		Approved claim request though portal	Reject Mark for Repair
Select S	e Notes		,
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• Go to service history -> to check the status of authorization

;e *		DEAF Claim	Sen	vice Reference Number				
Date			End	Date				
ium Amount			Max	imum Amount				
mit Rese	et	View						
	Select	Service Reference Number	Account Number	Transaction Amount	Request Date	Current Stage	Current Status	
	•	2017041300792730		12000	02/01/2017	Completion	Executed Successfully	
	C 201704100792637			202113	02/01/2017	Completion	Executed Successfully	
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	0	2017031500792321		100000	26/09/2016	Completion	Executed Successfully	
	0	2017031400792314		45622	05/09/2016	Execution	Pending Execution	
	0	2017031400792313		2200	05/09/2016	Completion	Executed Successfully	
	0	2017031400792300		111.11	05/09/2016	Completion	Executed Successfully	
		2 Records from 1 to 9 of 1						

4.2 My Downloads – Generation of Form II

• Go to "My Downloads" and select the "DEA Fund Form II" under "Report code". Click on lookup (Magnifying glass) and type DEA Fund in textbox and then click on "Go". Select DEA Fund Form II (Erstwhile Form-III) from the list displayed. Then click on "View" and select the particular entry.



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FORM II Monthly return claiming refund from DEAF (Arging hardcopy to be submitted by 15th of the succeeding month to which the claim pertains) Argent with Will Same Same Same Same Same Same Same Same		9	Reserve Ba	nk of India						Pri Pri Us	nt Date 13-A nt Time 16.00 er M. 41/a/	pr-2017 100 Suber
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No of Accounts Principal Amount Interest Amount Total Amount No of Accounts Amount	Г		Interes	Bearing Deposits		Non-Interest	Bearing Deposits	Other	Credits	Ger	and Total	
(1) (2) (3) (4-2-3) (5) (6) (7) (8) (9-1+5+7) (10-4+6+8) 100 10,000.00 100.00 10,100.00 10 1,000.00 10 1,000.00 120 12,10 @ Please mention the A/c Number of your Current A/c or the Current A/c of your sponsor bank, maintained with RBI, through which you would desire to receive the above refund claim. Note: No individual customer/depositor wise details should be furnished. In case of any claim for refund of part amount by the depositor whose unclaimed amount/inoperal deposit had been transferred to the Fund the bank shall claim the entire amount transferred to the Fund in respect of such depositor along with interest payable, if any, from Fund.	1	No of Accounts	Principal Amount	Interest Amount	Total Amount	No of Accounts	Amount	No of Accounts	Amount	No of Accounts	Amount	
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	02 2 d F	Please r ifund clair lote: No in eposit had und.	nention the Alc Nu n. dividual customer I been transferred	mber of your Cum Idepositor wise de to the Fund the ba	ent A/c or the Curren tails should be furnis ink shall claim the en	t A/c of your spo hed. In case of fire amount trans	nsor bank, maintaine any claim for refund o sferred to the Fund in	d with RBI, throu of part amount b respect of such	gh which you would y the depositor who depositor along with	d desire to rece se unclaimed i h interest paya	ive the above amount/inopen ble, if any, from	tive the

4.3 Form II - Email Notification

• An email notification will be sent to all banks on their registered email ids, once the Form II is generated.



4.4 Claim Authorization / Rejection Receipt

 Go to "My Downloads" and select the "Claim Authorization / Rejection receipt" under "Report code". Click on lookup (Magnifying glass) and type DEA Fund in textbox and then click on "Go". A list will be displayed. Select Claim Authorization / Rejection receipt from the displayed list. Then click on view and select the particular entry. (A receipt will be generated depending on whether the claim has been accepted or rejected by the DEA Fund Cell for that particular entry)

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Scheme Code	:	DEAF - DEAF								E		
Member Code	:	0035 - LAKSHMI VILAS	BANK LTD									
Remitted thru	:	0042 - HDFC BANK LTI	D.									
Summary Claim Reque	Summary Claim Request Date Claim Status Claim Action Date Claim Approved Amount DBR Comments											
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4.5 Claim Authorization/Rejection Receipt – Email Notification

• An email notification will be sent to all banks for "Claim authorization/rejection receipt" on their registered e-mail ids.



4.6 Query for DEA Fund claim status

- To track the status of claim request, member banks can go to "DEA Fund Services" and choose "Query for DEA Fund claim status" from the dropdown
- Select the bank's DEA Fund Code and the date range for which the query pertains to and then select the entry and click on View DEA Fund status details

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Annex 3

Form I

Monthly Return of unclaimed deposits/credits/ accounts/ in India which have not been operated upon/remained unclaimed for 10 years or more as on the date of the return and transferred to the DEA Fund Account. (To be submitted online to the Reserve Bank of India by 15th of the succeeding month)

Name of the Bank Bank DEA Fund Code allotted by RBI

If remitted through sponsor bank Name of the Sponsor Bank _____ Month _____ Year____

Date of Transfer to the Fund _____

							<u>(Amo</u>	<u>ount in</u> R	lupees
		Interest		Non-in	terest	Other C	redits		
		bearing		bearing	3	(Non-in	terest	Total	
		Deposit	ts	Deposits		bearing)			
e-		(a)		(b)		(C)		(d)=(a)+(b)+(c)	
Sr. No	Particulars	Numb er of Accou nts	Am ou nt	Numb er of Accou nts	Amou nt	Numbe r of Accou nts	Amoun t	Numb er of Accou nts	Amo unt
1	Opening balance of accounts transferred to the Fund at the beginning of the month.								
2	Adjustment in accounts, if any, wrongly reported in the past and rectified during this month (net of the correct and wrong figures).								
3	Accounts transferred to the Fund during this month. (including accounts, if any, inadvertently omitted in the previous month and transferred during this month)								
4	Claims settled and refund received from the Fund during this month (only the principal amount to be mentioned).								
5	Net amount transferred to the Fund during the month. (2 +3 - 4)								

6	Total amount with the Fund at the end of the (month)				
	20 (1+5)				

Signature: Name: Designation of the Officer (With Stamp): Telephone Number: Place: Date:

Certificate - Details given above are true as per the records of the bank and verified by me and found to be correct.

Signature: Name of Concurrent Auditor (With Stamp): Address:

Form II Monthly return claiming refund from the DEA Fund

(Original hardcopy to be submitted by 15th of the succeeding month to which the claim pertains)

1. Name of the Bank:

2. Bank DEA Fund Code allotted by RBI------- 3. Current A/c maintained with RBI @ ------

4. Details of claims made during the month_____20___

Interest Bearing Deposits			Non-Interest Bearing Deposits		Other Credits	5	Grand Total		
No of Accounts	Principal Amount	Interest Amount	Total Amount	No of Accounts	Amount	No of Accounts	Amount	No of Accounts	Amount
(1)	(2)	(3)	(4=2+3)	(5)	(6)	(7)	(8)	(9=1+5+7)	(10=4+6+8)
Total	Total	Total	Total	Total	Total	Total	Total	Total	Total

@ Please mention the A/c Number of your Current A/c or the Current A/c of your sponsor bank, maintained with RBI, through which you would desire to receive the above refund claim.

Note-. No individual customer/depositor wise details should be furnished. In the case of any claim for refund of part amount by the depositor whose unclaimed amount/inoperative deposit had been transferred to the Fund, the bank shall claim the entire amount transferred to the Fund in respect of such depositor along with interest payable, if any, from the Fund.

Certified that the above claims have not earlier been made or received from the DEA Fund.

Signature: Name of the First Authorized Signatory: Designation of Officer (With Stamp): Signature: Name of the Second Authorized Signatory: Designation of Officer (With Stamp):

(Amount in Rupees)

Place: Date:

Certificate -Details given above are true as per the records of the bank and verified by me and found to be correct. Signature: Name of Concurrent Auditor (With Stamp): Address: Place: Date:

Form III

Certificate of reconciliation of balances for the Half Year ended June/December

(Please certify either A.1 or A.2 and strike out whichever is not applicable)

Name of the Bank	
Bank DEA Fund Code allotted by RBI	

A. Certificate by the officers of the bank

1. If the balances tally

We certify that balances of unclaimed deposits transferred by the bank to the DEA Fund under various heads as shown in the General Ledger of the bank, tally with the balances maintained with the DEA Fund Cell as reflected in Form I generated from the DEA Fund module of RBI, as on 30-06-..... or 31-12-.....

2 If the balances do not tally

We observe that while balance of unclaimed deposits as shown in the General Ledger of the bank as on 30-06-....../ 31-12-..... is Rs....., balance of unclaimed deposits as shown in the balances maintained with the DEA Fund Cell as reflected in Form I generated from the DEA Fund module of RBI, as on 30-06-......./ 31-12-...... is Rs......

We have initiated steps to reconcile the difference and shall update RBI soon.

Signature Name Designation Place Date Signature Name Designation Place Date

B. Certificate by Concurrent Auditor of the bank:

Details given above have been verified by me and found to be correct are true as per the records of the bank.

Signature: Name of Concurrent Auditor (With Stamp): Address:

Place: Date: