

July 6 , 2005

Chief Executives of all Regional Rural Banks

Dear Sir,

**Section 23 of Banking Regulation Act, 1949-**  
**Branch Banking Statistics-Submission of Quarterly Returns-**  
Revision of Proformae-I & 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 regional rural 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 Annex 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, 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 and 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 the Reserve Bank for licence/ permission for opening/ closing/shifting NAIOs.**

4. Regarding allotment of Part-I uniform code by regional rural 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 above mentioned 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 (Annex-A), are filled up properly and correctly.

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 the Rural Planning and Credit Department, 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 & 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.

8. In view of what is stated above, the statements/advice in the existing format, prescribed vide the latest Master Circular RPCD RRB.No.BL.BC.84/ 03.05.90-A/2003-04 dated May 21, 2004 need be submitted only upto the quarter ended March 31, 2005 and thereafter in the revised proformae enclosed with this letter.

9. DESACS will be conducting workshops at RBI Offices/Training Colleges to explain the revised Proformae and associated data entry software to the bankers. Banks would be separately advised by DESACS in this regard.

Yours faithfully,  
( **K. Bhattacharya** )  
**General Manager**

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

(Please read the Instructions before filling the proformae-I&amp;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 NAIO, 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)

(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 Authorisation:   /   /      
Day Month Year

Part-I :    □□□□□□□      Part-II:   □□□□□□□  
                       (7 digits)                          (7 digits)

### Technological Facility

## Communication Facility

14. Any other particulars (please specify): \_\_\_\_\_

15. For RBI use only:

- (a) AD Region Office Code:
- (b) Census Classification Code:
- (c) Full Postal Address:

Withdrawn

PROFORMA-II

**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)

(a)	<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)

Old                      Technological Facility  
Current



- |     |     |                        |     |
|-----|-----|------------------------|-----|
| (1) | ( ) | Not yet Computerised   | ( ) |
| (2) | ( ) | Partially Computerised | ( ) |
| (3) | ( ) | Fully Computerised     | ( ) |

(b) Date of Change in technological Facility:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day			Month			Year			

6. (a) Communication Facility of Branch/Office/NAIO:

(Put tick mark (✓) in appropriate box)

	<u>Old</u>	<u>Communication Facility</u>	<u>Current</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:

<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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 office</u>						
Part - I:	<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"/>
Part - I:	<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"/>
Part - I:	<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"/>

(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 **NAIO** 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):

<u>UCN of 'C' category branch</u>	<u>UCN of Link 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"/>
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"/>
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"/>

(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: \_\_\_\_\_

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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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Withdrawn

## **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 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	Urban	3
6	1,00,000 to 1,99,999		
7	2,00,000 to 4,99,999		
8	5,00,000 to 9,99,999	Metropolitan	4
9	10 lakhs and above		

**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**

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

<b><u>CODE</u></b>	<b><u>STATUS NAME</u></b>
(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	LICE NCE DATE	DATE OF OPENI NG	BUSIN ESS STATU S***	LOCATIONAL DETAILS								
								BUILD ING	ROAD	POST OFFI CE	PIN COD E	LOCA LITY	CE NT RE NA ME	DEVE LOPM ENT BLOC K NAME	DIST RICT NAM E	STAT E NAM E
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

**\*\*\* Business Status of NAIOS**

<u>Code</u>	<u>Business Status Type</u>
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