

## **POLICY ON DISHONOUR OF INWARD CHEQUES / DISHONOUR OF ECS MANDATES FOR THE REASON INSUFFICIENT FUNDS FOR THE YEAR 2018-2019**

To enforce financial discipline among the customers, for operation of accounts with cheque book facility, in the event of dishonour of cheques and dishonour of ECS mandates for the reason “Insufficient Funds”, guidelines which are in force and are as below:

### **I. Dishonour of cheques of value less than Rs.1 Crore and Dishonour of ECS mandates for the reason “Insufficient Funds”:**

- Dishonour of a cheque for the reason insufficient funds of value less than Rs. 1 Crore, on **SIX** occasions during the financial year will attract stoppage of cheque book facility and closure of account.
- If a cheque is dishonoured for the reason insufficient funds for a **FIFTH** time in a particular account of the drawer during the financial year, a cautionary advice will be issued to the concerned constituent, drawing attention to aforesaid condition and consequential stoppage of cheque facility, in the event of inward cheque being dishonoured for the reason insufficient funds on sixth occasion on the same account during the financial year. Similar cautionary advice will be issued before closing any such account.
- Bank will be constrained to close the account, if ECS mandates are dishonoured for the reason insufficient funds on **FOUR** occasions during the financial year. A cautionary notice to this effect shall be served to the account holder.
- If the ECS mandate is dishonoured for the reason insufficient funds for a **THIRD** time in a particular account of the drawer during the financial year, a cautionary advice will be issued to the concerned constituent, drawing attention to aforesaid condition and consequential closure of the account, in the event of ECS mandate being dishonoured for the reason insufficient balance on fourth occasion in the same account during the financial year.
- Bank has the discretion to waive the above condition, on case to case basis.
- Date of return of cheques/failed ECS transactions for the reason insufficient funds shall be furnished in the credit proposal and shall be taken into account, while taking credit decision.
- The cases reported in prescribed format shall be monitored and reviewed by the bank periodically and the guidelines shall be modified, wherever necessary.

## **II. Dishonour of Cheques of value Rs.1 Crore and above and cheques favouring Stock Exchanges irrespective of the amount, for the reason “Insufficient Funds”:**

- In case of Dishonour of a cheque for the reason insufficient funds valuing Rs.1 crore & above and cheques favouring Stock Exchanges irrespective of the amount, on **FOUR** occasions during the financial year no cheque book would be issued and Bank may consider closure of Current Accounts at our discretion.

However, in respect of advances accounts such as Cash Credit, Overdraft, the need for continuance or otherwise of these credit facilities and the cheque facilities relating to these accounts shall be reviewed by the appropriate authority other than the sanctioning authority.

- While issuing a new cheque book to such accounts, Bank may issue a letter advising the constituents of the new condition.
- If a cheque is dishonoured for the reason insufficient fund for **THIRD** time in a particular account of the drawer during the financial year, a cautionary advice will be issued to the concerned constituent, drawing attention to aforesaid condition and consequential stoppage of cheque facility, in the event of cheque being dishonoured for the reason insufficient funds on fourth occasion on the same account during the financial year. Similar cautionary advice will be served before closing such account.
- Dishonour of cheques favouring Stock Exchanges irrespective of the amount, for the reason “Insufficient Funds” shall be reported by the branches periodically to the controlling office. Data in respect of cheques drawn in favour of Stock Exchanges and dishonour for the reason insufficient funds shall be consolidated separately by the bank, irrespective of the value of such cheques, as a part of its MIS relating to broker entities, and shall be reported to their controlling offices.

## **III. General:**

1. Paying Bank should return all the dishonoured cheques for the reason insufficient funds including those cheques dishonoured relating to settlement of transactions of Stock Exchanges, presented through clearing house strictly as per the return discipline prescribed for respective clearing house in terms of Uniform Regulation and rules for Bankers' clearing house. The Collecting Bank on receipt of such dishonoured cheque for the reason insufficient funds should dispatch/deliver it immediately to the payees/holders.

2. In relation to cheques presented directly to the paying Bank for settlement of transaction by way of transfer between two accounts with that Bank, it should return such dishonoured cheques for the reason insufficient funds to payee/holders immediately.
3. Cheques dishonoured for the reason insufficient funds in respect of all accounts should be returned /dispatched to the customers without delay, in any case within 24 hours, along with a memo indicating therein the reasons for dishonour as 'Insufficient Funds'.
4. For the purpose of adducing evidence to prove the fact of dishonour of inward cheque for the reason insufficient funds on behalf of a complainant (i.e., payee / holder of a dishonoured cheque) in any proceeding relating to dishonoured inward cheques before a court, consumer forum or any other competent authority, bank shall extend full co-operation to furnish documentary proof of fact of dishonour of inward cheques for the reason insufficient funds.
5. The branch head shall take a decision on stopping of issuing cheque book/closure of account and he/she shall take a decision in consultation with appropriate sanctioning/reviewing authority, in case of limits sanctioned to parties.
6. As inward cheques are handled at LPCs/CPC, most of the time branches are not aware of the reason for cheque return unless proper narration is entered by LPC/CPC, LPC/CPC shall ensure that while returning any cheques a clear and proper reason for returning the cheque may be fed in the narration column to avoid ambiguity
7. In case of dishonour /return of cheques the paying Banks should clearly indicate the return reason code on the return memo/objection slip which shall also bear the signatures/initials of the Bank Officials as prescribed in rule 6 of the URRBCH ( Uniform Regulations and Rules for Bankers' Clearing Houses)
8. Data in respect of each dishonoured cheque for amount of Rs 1 crore and above and Cheques drawn in favour of Stock Exchange irrespective of the value of the cheque shall be made part of bank's MIS on constituents and broker entities, and concerned branches shall report such data to their respective controlling office/Head Office.
9. After **THREE** occasions of dishonour of ECS mandate, information/cautionary advice be given to the lodger of ECS.
10. SMS alerts are being sent to those customers who have registered mobile numbers at the base branch, regarding dishonour of cheques and ECS mandates for the reason "insufficient funds". SMS alerts are admissible as evidence under the Information Technology Act, 2000 and the Indian Evidence Act, 1972 (Section 3, 65 A & 65 B)

#### IV. ECS/Cheque/Instrument Return Charges :

<b>1. CHEQUES / INSTRUMENTS RETURN CHARGES - LOCAL</b>			
<b>a) Return of Inward Instruments ( Inward Local cheques/bills/instruments including LCC etc, received for payment but returned to other banks/branches) Only in the case of cheque/bill/instrument being returned for want of funds/similar reasons:(to be debited from our drawer customer's account )</b>			
Particulars	Other than Individulas	INDIVIDUAL	
		Other Than Rural	Rural
i) Savings Bank Account	Rs. 250/- per cheque/ instrument	Rs.250/- per cheque / instrument	Rs.250/- per cheque / instrument
ii) Current Account (Including OD/OCC etc.)	Upto Rs 1 lac- Rs.250/-Per instrument Above Rs 1 lac-Rs.300/- per instrument	Upto Rs 1 lac- Rs.250/- per instrument Above Rs 1 lac-Rs.300/- per instrument	Upto Rs 1 lac- Rs.250/- per instrument Above Rs 1 lac-Rs.300/- per instrument
<b>b) Return of Outward Instruments ( Outward Local cheques/bills/instruments including LCC/LOSCs etc, lodged by customers for collection and returned to us by other banks/branches) -Collected as handling charges</b>			
i) Savings Bank Account	Rs. 150/- per cheque/ instrument	Rs. 150/- per cheque/ instrument	Rs. 150/- per cheque/ instrument
ii) Current Account (Including OD/OCC etc.)	Rs.200/- per Cheque/ instrument	Rs.200/-per Cheque/Instrument	Rs.200/-per Cheque/ instrument
<b>2. CHEQUES //INSTRUMENTS RETURN CHARGES - OUTSTATION</b>			
<b>a) Return of Inward Instruments ( Inward Outstation cheques /instruments including ICCs/ISCs etc, received for payment but returned to other banks/branches)</b>			
i) Savings Bank Account	UPTO RS.10,000/- 10001/-- to 100 000/-- 100001/- & above-	Rs.25/- Rs.50/- Rs.75/-	
ii) Current Account (Including OD/OCC etc.)	(charges include commission, postage, OPE etc but applicable service tax is to be collected separately) <b>Note: if the instrument is returned for want of funds/similar reasons additional charges as applicable to local cheque return ( para 1.A above) is to be collected/debited from our drawer customer's Account.</b>		
<b>b) Return of Outward Instruments ( Outward Outstation cheques/instruments including OSCs etc, lodged by customers for collection and returned to us by other banks/branches)</b>			
i) Savings Bank Account	UPTO RS.10,000/- 10001/-- to 100 000/- 100001/-& above-	Rs.25/- Rs.50/- Rs.75/-	
ii) Current Account (Including OD/OCC etc.)	(charges include commission, postage, OPE etc but applicable service tax is to be collected separately)		
Note : Cheque Return charges not to be levied in cases where customers have not been at fault in the return. No delay in the representation of the cheques which had been returned by the paying banks under technical reasons. It shall be made in the immediate next presentation clearing not later than 24 hours (excluding holidays) with due notification to the customers of such representation through SMS, email etc.			
<b>3. ECS (DEBIT RETURN)</b>		Charges as applicable to cheque return charges for different categories	