

Cheque Collection Policy

1. Immediate credit of cheques deposited for collection.

- 1.1 Proceeds of cheques / drafts / pay orders deposited with any of the branches and / or extension counters of the Bank will be credited to the depositor's account immediately, provided:
- (i) The Cheque / demand draft / pay order / other negotiable instrument thus deposited is payable in India.
 - (ii) Aggregate of the amounts thus credited, outstanding at any point of time, will not be more than Rs 15,000/- (Rupees fifteen thousand only) or the total amount of the instrument(s) deposited, whichever is less.
 - (iii) The account to which the amount is to be credited is Savings Bank/ Current Deposit/ any of the Term Deposits account of the customer with the branch.
 - (iv) The customer has been maintaining Savings Bank/ Current Deposit account with the said branch for a minimum period of 6 (six) months and there has been no instance of return of cheques either drawn on or deposited in the said account during the immediate preceding six months.
 - (v) The customer undertakes to repay the Bank the amount thus credited, together with interest at the rate as applicable from time to time, for the period from the date of return of the cheque, till repayment, in the event of return of the instrument deposited and sent for collection.
- 1.2 Service charges, postage, other incidental expenses, etc, will be levied, at usual rates, as and when proceeds of instruments deposited are credited immediately, as stated in para 1.1 above
- 1.3 Customers availing the facility of immediate credit of proceeds of instruments deposited for collection are liable to reimburse the Bank the service charges, postage and/or any other charges, if any, levied by the drawee bank or collecting bank(s) and an undertaking to this effect should be furnished at the time of availing such facility.

2. Time frame for collection of outstation cheques.

- 2.1 The Bank shall endeavour to collect and credit proceeds of cheques, demand drafts, pay orders and other negotiable instruments deposited with it within the time frame as stated below:

Sl.	Nature of instruments deposited	Time frame for collection
(i)	Instruments drawn on other member banks in the same inter-bank clearing house	As per clearing house rules
(ii)	Instruments drawn on and deposited at any of the branches/ extension counters situated in Mumbai, Delhi, Kolkata and Chennai	The same day next week
(iii)	Instruments drawn on State Capitals and other centres with more than 100 bank offices	10 (ten) days
(iv)	Instruments drawn on other centres	14 (fourteen) days

3. Interest on Delayed Payment

3.1 In the event of delay in collection of outstation cheques in excess of the time frame stipulated in para 2.1, the Bank shall pay interest for the delayed period at the rate of 2% (two percentage points) above the rate applicable for term deposits of the Bank for identical tenure.

4. Time Frame for collection of cheques payable locally

4.1 The proceeds of the cheques payable locally will be credited within three working days.

5. Time Schedule of cheques received at the counter to be presented in the Clearing.

5.1 High Value Clearing – One hour before the commencement of the High Value Clearing at the respective clearing house.

5.2 Local Clearing – Two hour before the commencement of the local clearing at the respective clearing house.

5.3 In the case the commencement of clearing operation at a particular clearing house is before commencement of working hours of the branch or in the case of Saturdays, where the instruments have to be presented in the clearing house in the previous day itself, time schedule for presentation of the instrument will be before closure of business hours of the previous working day.

6. Time schedule for crediting proceeds of cheques payable locally and withdrawal of funds.

6.1 The customers account will be credited after working hours of the second day or in the third working day. The customer can utilize funds on the third working day.

7. Procedure for notifying customer of dishonoured cheques.

7.1 The cheques dishonoured will be dispatched by Registered Post / Courier, if the instrument is not collected from the counter within 10 (ten) working days from the date of return. The charges in this regard will be collected from the customer.