

SAVING BANK RULES

1.	<p>INTRODUCTORY REFERENCE</p> <p>Any person approved by the Bank may open a Savings Bank Account upon agreeing to comply with the prescribed Rules, provided he/ she furnishes an introductory reference acceptable to the Bank, Persons whose introductory references are acceptable can be ascertained from the Bank. The Bank may, at its discretion, require the introducer to come to the Bank in person if it is so warranted. In addition to the acceptable introduction, the applicant will need to furnish identification in the form of documents such as, current Gas/Electricity/Telephone bill, Voters Identity card, Driving licence, current valid Passport, Property/Water tax bill, Employee-Identity card, Income Tax (PAN) card etc.</p> <p>NOTE: The existing account holders maintaining satisfactorily conducted accounts, if so requested may give introduction for opening of new accounts only to those persons who are personally known to them.</p>
2.	<p>WHO CAN OPEN AN ACCOUNT ?</p> <p>A Savings Bank Account may be opened by,</p> <ul style="list-style-type: none">i. A single person in his or her own name,ii. Two persons in their joint names, payable to,<ul style="list-style-type: none">(a) Either or Survivor,(b) Both jointly,(c) Both or Survivor,(d) Former or Survivor and(e) Later or Survivor.iii. More than two persons in their joint names, payable to,<ul style="list-style-type: none">(a) All of them or survivors or the last survivor,(b) Any one or more of them or survivors or to the last survivor,(c) A particular person during his/her life time or survivors jointly or to the last survivor. <p>NOTE:</p> <ul style="list-style-type: none">A. If any one or more of the account holders in case of accounts opened as per styles under ii. (a) and iii. (b) above, countermand payment to the other joint account holders, then the account will become operable, respectively, by Both or All of them jointly.B. Accounts may be opened in the name(s) of,<ul style="list-style-type: none">i) Illiterate or blind person(s) and sick, old, physically handicapped or otherwise incapacitated person(s). The special provisions applicable to accounts to be opened by the above persons can be ascertained from the Bank.ii) Minor, either<ul style="list-style-type: none">(a) singly or jointly with his/ her guardian, or(b) By guardian alone on behalf of his/her minor.

3.	Minors who can adhere to uniform signature and are not less than ten years old can open accounts in their single name and maintain therein a maximum balance of Rs. 2,00,000/- (Rs. Two Lacs only)
4.	ADDITION/DELETION IN NAME : Request for any addition / deletion to the name(s) after the opening of the account shall have to be made in writing under full signature(s) of the existing account holder(s).
5.	Accounts may, in approved cases, be opened in the names of Associations, Clubs, Regimental Funds of Military Units or other similar non-trading institutions for purposes of depositing their savings, provided their bye laws, rules etc. are acceptable to the Bank and are strictly adhered to. Their income should also be exempt from payment of income tax.
6.	<p>RESTRICTIONS ON OPENING OF SAVINGS BANK ACCOUNT :</p> <p>i) No business or trading concern (whether proprietary, partnership, or corporate body) will ordinarily be permitted to open a Savings Bank Account. Bank will be at liberty to close an account should it have reason to believe that the account holder has used his/ her account for a purpose for which it is not intended.</p> <p>(ii) Savings Bank Account is essentially a facility to build up savings and hence it must not be used as a Current Account.</p> <p>(iii) As per RBI directives, Govt. Departments or Bodies who, for performance of their functions, depend on 'Budgetary Allocations' cannot open Savings Bank Accounts. Examples of such nature are</p> <ul style="list-style-type: none"> • Municipal Corporations or Committees, • Panchayat Samitees, • State Housing Boards, Water & Sewerage Boards, • State Text Book Publishing Corporations or Societies, • Metropolitan Development Authorities, • State/District Level Coop. Housing Societies, • Political party etc. <p>(iv) The following Agencies/ Organisations are, however exception to the above rule and hence Savings Bank accounts can be opened in their names.</p> <ol style="list-style-type: none"> (a) Primary Coop. Credit society financed by the Bank. (PACS). (b) Small Farmers Development Agency (SFDA). (c) Marginal Farmers and Agricultural Labourers Agency (MFAL). (d) Drought Prone Area Programmes (DPAP). (e) District Development Authority (DDA). (f) District Rural Development Authority / Society (DRDA/ DRDS). (g) Integrated Rural Development Programme (IRDP). (h) Integrated Tribal Development Agency (ITDA).

	<ul style="list-style-type: none"> (i) Agricultural Produce Market Committees (APMC). (j) Khadi and Village Industries Board. (k) Self-Help Groups (SHGs) & Farmer's Clubs-Vikas Volunteer Vahini (VVV). (l) Societies registered under the Societies Registration Act 1860 or any other corresponding law in force in a State or Union Territory. (m) Companies licensed by the Central Govt. under Section 25 of the Companies Act, 1956 or under corresponding provisions of the Indian Companies Act 1913 and who are permitted not to add to their names the word 'Limited' or the words 'Private Limited'.
7.	<p>TYPES OF ACCOUNTS : There are two types of Savings Bank accounts, viz,</p> <ul style="list-style-type: none"> • Cheque operated account • Ordinary Non-cheque operated account
8.	<p>HOW TO OPEN AN ACCOUNT</p> <p>a) Applicants should personally call at the branch with one copy (two copies for illiterate persons) of recently taken passport size photographs and the following document(s) -</p> <ul style="list-style-type: none"> i) Passport alone where the address on the passport is same as the address on the account opening form. ii) Any one document from each of the under-noted two lists, for a photo ID and proof of residence. <p>LIST - 1 (for photo ID)</p> <ul style="list-style-type: none"> • Passport (where the address differs with that of account opening form) • Driving Licence • Election ID Card • PAN Card • Govt./Defence ID Card • Identity card of reputed employers <p>LIST-2 (for proof of residence)</p> <ul style="list-style-type: none"> • Electricity Bill showing residential address • Telephone bill • Salary slip • Credit Card statement • Income/ Wealth tax assessment order • Bank account statement • Letter from reputed employer • Letter from any recognized public authority • Ration Card <p>b) Furnish PAN number (if any) or declaration in Form 60</p> <p>c) For persons having agricultural income declaration in Form 61 to be submitted.</p> <p>d) MINOR ACCOUNTS - Date of birth of minor to be furnished. Bank to diarise</p>

	<p>date of attaining majority and on attaining majority, allow minor to operate account after getting specimen signature in the account opening form.</p> <p>e) ILLITERATES - Bank will record identification marks in account opening form and in the remarks column provided in account opening screen of computer.</p> <p>f) CLUBS / ASSOCIATIONS - Bank will verify Bye-laws, Rules Regulations and Resolutions.</p> <p>g) PENSION ACCOUNT - Account will be opened either in the single name of pensioner or jointly with the spouse in whose favour an authorization in PPO is made</p> <p>The applicant(s) will be furnished with an application form and a copy of Saving Bank Rules. The applicant(s) will be required to provide/ fill complete information so as to comply with KYC guidelines satisfying KYC norms issued by RBI, and sign the application form. The joint account holders should also declare the intended mode for operating the account. The duly filled in application should be presented at the branch with an initial deposit not less than the minimum balance prescribed for Savings Bank account. The applicant(s) will be deemed to have had notice of, and to have opened his/her account subject to these Rules.</p>
9.	<p>NOMINATION FACILITY :</p> <p>(a) In terms of Banking Companies (Nomination) Rules 1985, nomination facility is available to Savings Bank Account holders. Nomination can be made in favour of one individual only. Nomination favouring a minor is permitted on the condition that the account holder, while making the nomination, appoints another individual, not being a minor, to receive the amount of deposit on behalf of the nominee in the event of death of the depositor during the minority of the nominee. In the case of a deposit made in the name of a minor the nomination shall be made by a person lawfully entitled to act on behalf of the minor.</p> <p>(b) In the event of death of account holder of a deposit, the nomination facility enables the Banks to release to the nominee the deposit amount without insisting on a succession certificate or probate of the Will from the legal heirs of the deceased account holder.</p> <p>NOTE - If a customer is not interested to give nomination the fact is to be noted in the account opening form under his/ her full signature.</p>
10.	<p>MINIMUM / MAXIMUM BALANCE</p> <p>The applicants can opt for opening of an account either with chequebook facility (i.e. cheque operated accounts) or without cheque book facility (i.e. ordinary accounts). The centre-wise minimum balances prescribed for these two types of accounts for the present are given in Annexure. There is no ceiling on the maximum balances to be maintained in the Savings Bank Accounts, except for Minor's account as indicated under Rule No. 3.</p> <p>The minimum balance/ penalty clause shall not be applicable in case of staff accounts/ pension accounts/ accounts opened by employees for salary purpose.</p>

	<p>(a) The stipulated minimum balances are subject to revision from time to time.</p> <p>(b) All public accounts, irrespective of their dates of opening, will be governed by the minimum balance requirements and service charges.</p> <p>(c) The Bank will, however review from time to time; the concession extended to the Salary Accounts and if considered necessary, may prescribe the revised minimum balances in this category of accounts also.</p>
11.	<p>SERVICE CHARGES FOR DEFAULT ON MINIMUM BALANCE : Levy of service charge as given in Annexure will be recovered from the respective account for non maintenance of average minimum balance during each quarter. These charges will be debited to the identified accounts on quarterly basis</p>
12.	<p>DISTINCTIVE ACCOUNT NUMBERS : Each account will be allotted a distinctive <u>Account Number</u>, which will be recorded in the passbook to be supplied to the account holder (s). This number must be quoted in the pay-in-slips, cheques or withdrawal forms used, and also in all correspondence addressed to the Bank by the account holder (s).</p>
13.	<p>PASS BOOK :</p> <p>i) Pass book (s) supplied to the account holder(s) will show his/her/their account number, name(s), occupation(s) or profession(s) and address(es). The details of each transaction, like deposit, withdrawal, payment of interest etc. will be entered in the passbook. The resultant balance will be authenticated under the initials of an authorized official, if made manually.</p> <p>ii) The passbook entries are made by printers and in case any manual entries are necessitated, the entries shall be authenticated by officer / Branch Manager. The Bank will not be responsible for any manual entries in the passbook, not duly authenticated under the initials of authorized official. Depending upon exigencies, computer generated statements of accounts may be issued in lieu of the passbooks. In computer generated passbook/ statement entries need not be initialed by the official.</p> <p>iii) The passbook must be invariably presented for withdrawing cash by means of a withdrawal form. Deposits may be made without production of the passbook.</p> <p>iv) The passbooks should be sent to the Bank at convenient intervals for completion of entries. During early January and July, the pass books should be presented at the counters for recording therein, interest due and paid on each account for the half year ending June / December. The passbooks tendered at the time of making any transaction in the account will normally be made up and returned to the presenter the same day immediately after completion of such transaction. The Bank will issue a receipt in the form of a paper token, in lieu of the passbook, if retained overnight for any reason. The account holder should collect their pass books against surrender of these paper tokens within a week's period, failing which the Bank will dispatch the pass books to them by Registered A.D. post at their costs.</p> <p>v) The account holders should carefully examine the entries in their passbooks and draw Bank's attention to errors or omissions, if any. The Bank will not</p>

	<p>accept responsibility for any loss arising out of account holder's failure to examine the entries and promptly bring to the Bank's notice existence of any errors or omissions.</p> <p>vi) The account holders must keep their passbooks in a place of safety. The Bank will not be responsible for any loss or incorrect payment attributable to the neglect of this primary duty cast on the account holders.</p> <p>vii) Any change in the address of the account holder should be immediately intimated to the Bank and the passbook forwarded for noting the change.</p> <p>viii) No charge will be made for the passbook initially issued or for the one issued in continuation of the first. On receipt of a written request from the account holder, the Bank will issue, after making necessary enquiries, a duplicate passbook in lieu of the one lost or spoiled. A service charge given in Annexure will be collected from the account holder for issue of a duplicate passbook with the latest balance incorporated therein. If required by the account holder, previous entries could also be copied in the duplicate passbook at an additional charge as given in the Annexure.</p>
14.	<p>DEPOSIT IN THE ACCOUNT</p> <p>i) The account holder may deposit money as often as he/ she may desire and there is no ceiling for maximum amount that can be accepted in a SB account. However cash deposits for less than Rupees Ten will not be accepted. Cash, cheques, drafts etc. should be deposited alongwith the pay-in-slips duly completed and signed.</p> <p>ii) The account holder may deposit into his/ her account cheques, drafts, dividend warrants and other instruments drawn in his or her favour only. Third party cheques/ instruments endorsed in favour of the account holder will NOT be accepted for credit of his/ her account. Normally no drawings will be permitted against the accepted instruments until these are realised, exceptions being made in terms of Rule No. 23. If the outstation cheques/ instruments sent for collection are returned unpaid, Bank's charges will be debited to the account as given in Annexure.</p> <p>iii) The Bank may give immediate credit in respect of outstation cheques drawn in favour of the account holders only for amounts upto Rs. 20000/- provided their accounts have been conducted satisfactorily for a period of at least six months. The usual collection/ negotiation charges plus P&T charges as required will be recovered by debit to their accounts. Overdue interest will also be recovered in case such instruments are subsequently returned unpaid.</p> <p>iv) The customer can make use of DROP BOX facility provided at select branches for the convenience of the customers. However, the customer can tender the instruments for sending into clearing over the counter and acknowledgement receipt/counterfoil duly signed by the Bank's officials can be obtained.</p>
15.	<p>OPERATION IN THE ORDINALRY ACCOUNT :</p> <p>i) The account holders can withdraw money, personally from their ordinary Savings Bank Accounts by using the Bank's standard withdrawal forms.</p>

The passbooks must accompany the withdrawal forms. The withdrawal forms cannot be used for making payments to third parties.

- ii) The account holder cannot withdraw an amount smaller than Rs. 50/- and all withdrawals must be in multiple of Rupee one only.
- iii) When an account holder is unable to attend personally for withdrawing money, he may send his representative alongwith the passbook and a letter of authority in the following format. If the account holder is illiterate then the left-hand thumb impression on the letter of authority should be attested by two persons known to the Bank or by a magistrate under his Court seal.
- iv) Accounts in the name of blind persons can also be opened operatable singly or jointly with other. The blind person(s) may operate the account singly (i.e. though a power of attorney) or jointly with any other person. The power of attorney thus obtained should be duly notarized or attested by a magistrate.

In all cases where a withdrawal order form or pay-in-slip is presented by the blind customer, a supervising official will ensure, after making enquiry with the blind person, that the correct amount has been entered therein in the case of withdrawals, the Chief Cashier/Head Cashier (or in his absence any other supervising official) should satisfy himself that the correct amount is paid. An official making verification of this nature will record on the relative voucher the fact of having made the necessary enquiries.

Where the blind person is illiterate or cannot sign consistently, it should always be insisted that the customer comes in person to operate his account. When a blind person is unable to be present personally for withdrawal of money, his signature or thumb impression should be duly attested by two persons known to the Bank or a magistrate under his court seal, and the pass book should accompany the letter of withdrawal.

Blind customers should be given special attention whenever they come to Bank. They may be invited into the banking hall by the supervising official who, if necessary, may make a cautious and careful inquiry about the withdrawal to be made to avoid any future complications.

Letter of Authority (format)

(Place)

Date

The Branch Manager,
State Bank of Patiala

_____.

Dear Sir,

Please pay the bearer _____ a sum of Rs. _____/- (Rupees _____) and debit the amount to my/our Savings Bank Account No. _____

Yours faithfully,

(Signature(s)/L..T.I

16.

OPERATIONS IN THE CHEQUE OPERATED ACCOUNTS :

- I. The Bank will issue the first cheque book after completion of all formalities with regard to opening of the account. The account holders must use the cheque forms only from the cheque books issued to them by the Bank. The Bank reserves the right to refuse payment of any cheques drawn otherwise.
- II. Further cheque books, one at a time, will be issued against the duly signed requisition slip contained in the cheque book issued earlier.
- III. Requests for issue of cheque books, otherwise than on such requisition slips, will be considered only exceptionally.
- IV. Unless satisfactorily convinced, Bank will not issue more than one cheque book at a time. Same will be the case in respect of requests for issue of cheque books received prior to exhausting all or nearly all cheque forms from the previously issued cheque book.
- V. Cheque books in saving bank accounts are issued for personal use i.e. for payment of utility bills, insurance premium, school/college fees etc. and should not be issued in bulk for the purpose of submitting the same to another bank/financial institution for issuing PDCs for the purpose of raising loans.
- VI. No charges will be levied for issue of 25 cheque leaves in a year. There after for issue of additional cheques leaves, charges will be charged to the customer's account as given in the Annexure.
- VII. Cheque must be written legibly and as far as possible without any alterations. All alterations/cuttings, if unavoidable, must be authenticated under full signatures of the account holder. Cheque should be drawn in a way as to prevent any alterations/ insertions after their issue. The account holder's signatures on the cheques must conform to his specimen recorded with the Bank.
- VIII. The account holders are advised to keep their cheque books in a place of safety. The Bank will not be responsible for any incorrect payment attributable to their neglect in this behalf.
- IX. The minimum drawing permitted per cheque form is revised to Rs.50/-. There is no ceiling on the maximum amount that can be drawn by a single cheque. Unless unavoidable, the cheques should be drawn for amounts in round Rupees. The account holders may also access their accounts through ATM Debit cards issued to them. Minimum amount of withdrawal by ATM card is Rs.100/- and maximum amount per day is Rs.40,000/- at present.

MULTICITY CHEQUE BOOK :

- All P – Segment customers maintaining an aggregate quarterly average balance of Rs. 1,00,000/- in one or more type of deposit account will be eligible for the Multicity Cheque Book.
- 25 leaves are free in a year and then charges of Rs. 2/- per cheque leaf will be

	<p>levied. Charges will be recovered by issuing branch by debiting the amount of charges to the account of the customer and crediting the same to commission account.</p>
17.	<p>OVER DRAFT IN SAVING BANK A/C</p> <p>Overdrafts on Savings Bank Accounts are permitted under exceptional circumstances with prior arrangement only and interest will be charged for the period the bank remains out of funds at clean over draft rate.</p>
18.	<p>DISHONOUR OF CHEQUES :</p> <p>(i) Service charges at the rate as given in the Annexure will be debited to the account each time a cheque is returned unpaid for want of sufficient funds.</p> <p>(ii) The account holders' attention is invited to the provisions of Section 138 of Negotiable Instruments Act 1881 where under such dishonoured cheques may attract punitive action. The Bank reserves the right to take steps to get the account closed if it is observed that cheques drawn in the account have been frequently returned for want of funds in the account.</p>
19.	<p>STOP PAYMENT</p> <p>The account holders can request the Bank in writing to register stop payment instructions in respect of cheques issued or lost by them. A service charge as given in the Annexure will be debited to the account. Bank however, cannot guarantee against any loss in the event of such cheques being paid inadvertently.</p>
20.	<p>WITHDRAWALS BY SICK/OLD/INCAPACITATED PERSONS :</p> <p>Account holders may be too ill/old to sign a cheque or may be physically incapable to attend the Bank to personally withdraw the money by affixing his/her thumb impression on the withdrawal form. Some may not even be able to affix the thumb impression due to certain physical defect/infirmary. In such circumstances his/her thumb (if possible)/toe impression may be affixed on the letter of authority (as per format given in Rule No.15 (iii), which should be affixed on the letter of authority and the same should be identified by two witnesses as mentioned earlier. Under all such circumstances the account holder should indicate to the Bank as to who would receive the money from the Bank on the basis of the letter of the authority as obtained above. Two independent witnesses as mentioned above should, also identify the person so authorized to receive the money and to sign the letter of authority in token thereof.</p>
21.	<p>DEPOSITS/WITHDRAWALS THROUGH POST :</p> <p>The account holders can remit funds for credit of their accounts through post by way of money orders wherein full details of the account, including the distinctive account number, must be clearly mentioned. Similarly, they may send written requests to the Bank to debit their accounts and remit funds to them by money order or by registered insured post at their risk. The passbook must accompany such requests. In no case such remittances will be made to third parties. Money order commission, out of pocket expenses and service charges, if any, will be debited to their accounts.</p>

22.	<p>CEILING ON NUMBER OF WITHDRAWALS :</p> <p>The maximum number of debit entries permitted in each account is 30 per half year or as decided from time to time. The debits will include all types of debit transactions i.e. by withdrawals, cheques, letters, standing instructions or by any other manner but excluding alternate channels like transactions through State Bank ATMs and Internet Banking. As such cash withdrawal at ATMs of other banks will be counted as a debit entry in the account for the above purpose and are not to be treated as transaction made through alternate channels. Debits on account of service charges will also be excluded. For accounts opened after commencement of the half year, the number of permissible debit entries will be calculated on a pro rata basis. Charges prescribed for exceeding this limit are available at the Bank's website.</p>
23.	<p>DORMANT/INOPERATIVE ACCOUNTS :</p> <p>Accounts in which there have been no withdrawals for the last twelve months are termed as Dormant accounts. Accounts, in which there have been no operations, whether debit or credit, during the last twenty-four months, are termed as Inoperative Accounts. Account holders, in their own interest, are advised to avoid their account becoming dormant or inoperative. Moreover absence of their contact with the Bank for such a long period may affect Bank's capacity to extend prompt service at the eleventh hour.</p>
24.	<p>The Bank will levy service charges as under on all inoperative accounts with balances below the stipulated minimum prescribed under Rule No.10. No service charge will be recovered if balances in inoperative accounts are equal to or more than the stipulated minimums.</p> <p>(a) A service charge as given in the Annexure will be recovered at the time of interest application as at the end of first year after the account is identified as inoperative. The account holder will be simultaneously reminded to reactivate his account. If the balance in the account is less than the prescribed service charges entire balance will be appropriated towards the service charges and the account closed under advice to the account holder.</p> <p>(b) If the account holder fails to reactivate the account despite giving notice as in (a) above, the Bank will have the option to close the account and refund the balance to the customer after deducting the amount of stipulated service charges for the second year. The Banker's Cheque representing the account holder's dues will be sent to his last known address with a request to return unused cheque forms. If the Bank decides not to exercise the above option, and continues the account service charges as given in the Annexure will continue to be charged till the entire balance in the account gets wiped off.</p>
25.	<p>SERVICE CHARGES : The service charges prescribed under Rule No. 11 (for violation of minimum balance provision) Rule No. 22 (for exceeding the permissible number of withdrawals), Rule No. 24 (for inoperative accounts with less than the stipulated minimum balances) will be debited to the accounts at the time of application of interest to Savings Bank Accounts. The service charges in other cases will be recovered at the time the respective service is rendered or violation of any Rule takes place.</p>

26.	The rates of service charges are subject to revision from time to time and the prevailing rates at any given time can be ascertained from the Bank.
27.	The account holders can request the Bank in writing to register standing instructions (S.I) for periodical payment of insurance premium, membership fees etc. by debit to their Savings Bank Accounts. A service charge as given in the Annexure will be recovered. If the S.I. involves issue of draft or Banker's cheque/transfer of funds for credit of accounts at other branches under CBS, the usual applicable service charges plus postage will be additionally recovered.
28.	<p>PAYMENT OF INTEREST :</p> <p>(i) The payment of interest is subject to the RBI directives issued from time to time and any change in the rate of interest will be notified through advertisement in the newspapers and or by putting in the Bank's website/ notice board of the branch . The current rate of interest paid on Savings Bank Accounts can be ascertained from the Bank.</p> <p>(ii) Interest will be calculated for each calendar month, on the lowest balance (in round Rupees, paise being ignored) at the credit of an account between the close of the tenth and the last day of the month. At computerized branches interest will be credited to the accounts at half yearly intervals, i.e. June and December. Interest will be paid only if it works out to Re. 1/- or more. Thereafter fifty paise and more will be rounded off to the next higher rupee and anything less will be ignored.</p>
29.	<p>TRANSFER OF ACCOUNTS :</p> <p>I. Accounts can be transferred from one branch to another branch of the Bank. The account holders may submit their request letters along with the passbooks either to the branch where their accounts exist or to the branch where they intend to transfer their accounts. The unused cheques should be surrendered to the branch along with the request letter for transfer of account.</p> <p>II. In case of joint accounts operable by both jointly or both or survivor or all of them or survivors, all of the joint account holders must sign the request letter to transfer the account.</p> <p>III. The collecting bank need not levy any service charges as it is getting the benefit of deposit.</p> <p>IV. The remitting bank to levy the charges as applicable to Banker's cheques.</p>
30.	<p>CLOSURE OF ACCOUNTS :</p> <p>Accounts holders desirous to close their accounts should submit their applications stating the reasons for closure. The passbook and the unused cheques must be surrendered along with the request letter. The updated passbook duly cancelled will be returned to the account holder along with the balance in the account plus interest due thereon. A service charge as given in the Annexure will be recovered</p>

	<p>if the account is closed before twelve months of its opening. The request letters for closure of joint accounts with 'either or survivor' and any one or survivor(s) mandates need be signed by either or any one of the joint account holders. In case of other types of joint accounts (excluding accounts with Former/Later or Survivor mandates) all account holders must sign the request letters. The passbooks and the unused cheques must be surrendered along with request letter. The updated passbook duly cancelled will be returned to the account holder along with the balance in the account plus interest due thereon.</p> <p>If the account is closed before 12 months, a service charge as displayed on the notice board/Bank's website will be charged.</p>
31.	<p>CORE BANKING SOLUTION : FACILITIES</p> <ul style="list-style-type: none"> ➤ A customer can deposit cash/ cheques/ instruments in his SB account at home/ non-home branch/ centre. Bank will prescribe threshold levels for providing this facilities free of charge. Beyond threshold level, Bank will be free to prescribe charges for services on offer. ➤ A customer can tender his pass book for updation at any CBS branch. ➤ Opening of account will be undertaken only at a centre, which is mentioned in the residence proof being submitted by the customer. ➤ Application for closure of account, transferring account from in-operative to operative will have to be submitted at home branch only. ➤ At the specific request of the customer at home branch auto sweep facility and multi city cheque facility can be allowed at home branch.
32.	<p>ATM CHARGES For all ATM cum Debit Cards, annual maintenance fees of will be levied at the start of the second year at a rate fixed by the Bank from time to time [Rs.50/- p.a. for the present] .</p> <p>Transaction charges for State Bank Group ATMs – NIL</p> <p>Transaction charges for Partner banks' ATMs: As decided by the Bank from time to time.</p>
33.	<p>CHANGE OF RULES</p> <p>The Bank reserves the right to alter, delete or add to any of these rules without prior notice.</p>

ANNEXURE

SAVINGS BANK INTEREST RATE : 3.5% P.A.

Method of Calculation : Minimum balance between the 10th and last day of month.

MINIMUM QUARTERLY AVERAGE BALANCE REQUIRED IN SAVINGS BANK ACCOUNT					
Type			Metro/ Urban	Semi- Urban	Rural
Without Cheque Book Facility			500	500	250
With Cheque Book Facility			1000	1000	500

Penalty for non maintenance of minimum quarterly average balance w.e.f. 20.09.2008

For metro, Urban branches and semi urban branches Rs.200/- per quarter

For rural branches Rs.100/- per quarter

ISSUE OF CHEQUE BOOK

25 leaves free in a year. For additional requirements Rs 2.00 per cheque leaf.

DUPLICATE PASS BOOK

With latest balance Rs 100/- . (Rs.100/- additional per 40 previous entries).

ACCOUNT CLOSURE

Individual : Before 12 months Rs 150/-

Others : Rs 500/-

CHEQUES DEPOSITED RETURNED UNPAID

Outstation : Rs 150/- + other bank charges, if any

Local : Rs 75/- + other bank charges, if any.

Cheque Returned drawn on us Rs.75/- + other bank charges if any.

Cheque drawn for payment of loan instalments with other banks: Rs.250/- + service tax per instrument.

STOP PAYMENT INSTRUCTIONS

Rs.50/- per instrument upto 3 leaves

Range of cheques: Rs.200/-

CHARGES OF EXCESS DEBIT ENTRIES

For entries over 30 per half year other than alternate channel : Rs 5/- per entry.

SETTING UP STANDING INSTRUCTIONS

Rs.50/- (for other than same branch transfers)

Processing of SI (other than same bank transfers):

Rs.25/- + remittance charges + Postage

SERVICE CHARGES IN CASE THE ACCOUNT BECOMES INOPERATIVE

Rs. 75/- per annum. If the amount is less than Rs 75/- account to be closed and advised to the customer.

No Service Charges if balance in inoperative account is equal to or more than the stipulated minimum.

INTEREST CERTIFICATE

First free. Extra Copy Rs 50/- per certificate.

SIGNATURE VERIFICATION

Rs.50/-

BALANCE ENQUIRY: NIL

