



**hpsc**  
(Scheduled Bank)

हिमाचल प्रदेश राज्य सहकारी बैंक सीमित  
H.P. State Co-operative Bank Ltd.

## **BRANCH OPENING AND CLOSURE POLICY**

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## **1. INTRODUCTION**

A "branch" would include a full- fledged branch, including a specialized branch, a satellite or mobile office, an Extension Counter, an off-site ATM (Automated Teller Machine), administrative office, controlling office, service branch (back office or processing centre) and credit card centre. A call centre will not be treated as a branch. A call centre is one, where only accounts or product information is provided to the customer through tele-banking facility and no banking transaction is undertaken through such centers. Also, no direct interface with clients/customers is permitted at call centers.

## **2. RBI DIRECTIONS**

The opening of new branches and shifting of existing branches of banks is governed by the provisions of Section 23 of the Banking Regulation Act, 1949. In terms of these provisions, State cooperative banks can submit application to RBI through NABARD for prior approval for opening of branches /specialized branches/extension counters/shifting of branches/upgradation of extension counters into full-fledged branches after fulfilling following condition:-

- (a) CRAR not being less than **9** per cent
- (b) No default in maintenance of CRR/SLR during the preceding financial year.
- (c) Net NPA being less than **5** per cent
- (d) The bank should have a track record of regulatory compliance and no monetary penalty should have been imposed on the bank for violation of RBI directives/guidelines during last two financial years.

*(Guidelines as per RBI circulars ref no.-RBI/2014-15/586 DCBR.CO.RCB.NO.BC.34/19.51.008/2014-15 dated 7<sup>th</sup> May, 2015)*

The above parameters should be as assessed by NABARD in their latest inspection report.

## **3. IN THREE-TIER CO-OPERATIVE CREDIT STRUCTURE**

Three tier structure consist the State Co-operative Banks (StCBs) at the apex level, Central Co-operative Banks (CCBs) at the intermediate level and Primary Agricultural Credit Societies (PACS) at the ground level, StCBs is allowed to open branches / extension counters in State capitals.

In case a branch is required in district headquarters, the bank can open a branch only for maintaining and servicing deposits of co-operative banks. In semi-urban / rural areas, where CCBs are non-existent, weak or virtually defunct, StCBs is allowed to open branches, provided the CCB in the adjoining district is not in a position to extend its area of operation to cover the area (where CCB is non-existent) or to take over the weak/defunct CCB through merger. In all such cases, the recommendations of the Registrar of Co-operative Societies (RCS) of the concerned State will be required.

#### **4. IN TWO-TIER CO-OPERATIVE CREDIT STRUCTURE**

Two tier structure consist the StCB and PACS, StCB is allowed to open branches in urban as well as rural centres.

#### **5. PROCEDURE FOR OPENING / CLOSURE / SHIFTING OF BRANCH/ EXTENSION COUNTERS TO BE FOLLOWED BY BUSINESS DEVELOPMENT DEPARTMENT (BDD) :-**

##### **IN CASE OF OPENING OF BRANCH/EXTENSION COUNTER:-**

- 1) The application received from public representatives or Government officials, field functionaries/ DMs of the bank where bank observes it potentially viable to open a unit in the operational area of Bank will be placed by BDD before the authorities for consideration to undertake the survey.
- 2) The District Managers of respective area will be advised to conduct the survey of that area and to submit the survey report with 15 days to HO (BDD) as per prescribed format. (Annexure "X").
- 3) The survey reports received as such at Head Office will be analysed /scrutinized in detail by a Branch Screening Committee of the bank constituted vide HOO No.54/2023-24 dated 14<sup>th</sup> July, 2023 for **one year** for the purpose and comprising of officers of the bank which analysis the data based on business parameters of the bank and determines it viability or non-viability.
- 4) Recommendations of the Branch Screening Committee will be placed before the BODs to approve the places recommended by Branch Screening Committee for opening of Bank's new branches and the same be sent to RCS for further recommendation to NABRAD.
- 5) On approval of the consolidated proposal by NABARD, individual proposals for opening new branches at specific centre be submitted for approval to RBI copy to NABARD in the prescribed Form-VI in terms of Rule 12 of the Banking Regulation (Companies Rules), 1949 along with Bank BODs approval and RCS Recommendations.
- 6) After the receipt of authorisations from Reserve Bank of India, the bank (EPS) will finalise premises and infrastructure etc.

##### **IN CASE OF CLOSURE/SHIFTING OF BRANCH/EXTENSION COUNTER:-**

1. The Branch /Extension counter may consider for closure/shifting on the financial parameters mentioned as under for the last five years if :-
  - a) Business- Growth is stagnant/decreasing
  - b) Deposits- Growth is stagnant/decreasing
  - c) Loans and Advances- Growth is stagnant/decreasing
  - d) NPA and Recovery- NPA amount has increased/remain stagnant
  - e) Loss- Continue in loss for last five years.

In addition to the above parameters, the Branch/Extension counter may consider for closure/shifting if the premise/location of the Branch/Extension counter renders or reported as Natural Calamity affected area by Govt. of HP.

- 2) A committee may be constituted under the MD bank shall analyze the business parameters as mentioned above.
- 3) After the recommendation of the committee, the matter will be placed before the BoDs for approval.

## **6. VALIDITY OF AUTHORISATIONS**

- 1) The validity of the authorisations granted by RBI would be six month from the date of the issue of the letter of authorisation /permission.
- 2) In case particular branch is not opened during the validity period of six month, due to genuine reasons, Bank may approach the RBI before expiry of validity period of authorisation for extension of time for a further period not exceeding six months. At centers where a branch is not opened within the validity period of the authorisation i.e. six month (or within the extended time as the case may be), the permission granted would automatically lapse and bank (If interested) may submit a fresh proposal.

## **7. OPENING OF SPECIALISED BRANCHES**

Bank may send the proposals for opening of Specialised Branches at rural and urban locations to RBI through NABARD in prescribed format.

## **8. SETTING UP OF OFF-SITE/ON-SITE ATMS - GENERAL PERMISSION**

1. State Cooperative Banks (StCBs) are permitted to install on-site ATMs without obtaining prior permission from RBI (circular RPCD.No.BC.114/07.06.00-94/95 dated February 1, 1995). However, as per RBI circular ref. no RBI/ 2014- 2015/556 DCBR.CO.RCB.No.BC.29/19.51.008 /2014-15 the State Co-operative Banks may be allowed to install off-site ATMs/Mobile ATMs as per their need and potential in their area of operation without prior permission from RBI subject to satisfying the following criteria.
  - a) CRAR not being less than 9 per cent
  - b) No default in maintenance of CRR/SLR during the preceding financial year.
  - c) Net NPA being less than 5 per cent
  - d) The bank should have a track record of regulatory compliance and no monetary penalty should have been imposed on the bank on account of violation of RBI directives/guidelines during last two financial years

The above parameters should be as assessed by NABARD in their latest inspection report.

1. The proposals for the installation of Off-site/Mobile ATMs should be duly approved by Board of Directors.
2. The conditions subject to which Off-site/Mobile ATMs can be operationalized are furnished in Annex-I.
3. The Bank shall report to the concerned Regional Office of Reserve Bank after operationalization of offsite / mobile ATMs and in any case not later than 15 days, as per the format enclosed (Annex II) and obtain authorization under section 23 of the B. R. Act, 1949 (AACS) from the concerned Regional Office of Reserve Bank.

*(Guidelines as per RBI circulars ref no.-RBI/2014-15/556DCBR.CO.RCB.NO.BC.29/19.51.008/2014-15 dated 16<sup>th</sup> April, 2015)*

## **9. OPENING OF EXTENSION COUNTERS**

Banks can open Extension Counters at the premises of the institutions of which they are the principal bankers after obtaining authorization from RBI for the purpose. Extension Counters can be opened within the premises of big offices/factories, hospitals, military units, educational institutions, etc. where there is a large complement of staff/workers, students, who because of their identical working hours and non-availability of banking facilities at a reasonable distance find it difficult to carry out their banking transactions.

*(Guidelines as per RBI circulars ref no.-RBI/2014-15/586 DCBR.CO.RCB.NO.BC.34/19.51.008/2014-15 dated 7<sup>th</sup> May, 2015 & RBI/2012-13/56 UBD.LS (PCB) MC. No. 14/07.01.00/2012-13 dated 2<sup>nd</sup> July, 2012)*

The facilities at an extension counter should be restricted to

- 1) deposit / withdrawal transactions;
- 2) issue and encashment of drafts and mail transfers;
- 3) issue and encashment of travelers' cheques;
- 4) collection of bills;
- 5) Advances against fixed deposits of their customers (within the sanctioning power of the officials concerned at the EC); and disbursement of other loans (only for individuals) sanctioned by the Head Office / base branch up to the limit of Rs.10.00 lakh only.

Further, bank should comply with the following norms.

- a) Only one EC is permitted within the premises of any institution/office / hospital or in a residential colony.
- b) Base branch of the bank to which the proposed extension counter is linked should be within a distance of 10 kilometers to facilitate incorporation of transactions of EC in the accounts of the base branch on a day-to-day basis.
- c) While opening an extension counter, the bank should take into account important factors such as need, viability and overall merits of opening of the EC.
- d) ECs should not be opened merely for collection of fees, payment of bills for



electricity, water, telephones, etc. as it is primarily the responsibility of the institution concerned.

- e) Such of the banks which have opened ECs, without seeking prior permission from RBI, will have to close down the same and these would not be considered for regularization / upgradation into full-fledged branches.

#### **10. UP-GRADATION OF EXTENSION COUNTERS INTO FULL-FLEDGED BRANCHES**

Up-gradation of extension counters into a branch is treated as equivalent to allotment of centre for opening of a branch. Only such of the ECs as have been accorded post-facto approval by the Reserve Bank of India or opened with the prior approval of the Reserve Bank of India will be considered for up-gradation into a branch. Up-gradation of the extension counters is permitted after completion of three years of their operation as extension counters.

The shifting / relocation of these branches, if considered necessary by the bank, would be permitted subject to the following conditions:

- 1) The proposal is for shifting / relocation of the converted branch within the city/ town limit.
- 2) Banking services to the existing customers of the extension counter, including the institutional customer, are ensured.
- 3) No new extension counter will be allowed in the institution in which the extension counter is housed presently.

*(Guidelines as per RBI circulars ref no.- RBI/2012-13/56 UBD.LS (PCB) MC. No. 14/07.01.00/2012-13 dated 2nd July, 2012)*

#### **11. SHIFTING OF OFFICES**

The Bank may shift their place of business, including administrative office, located in the rural/urban areas anywhere within the same village, city, town, irrespective of distance vis-à-vis other banks/offices, etc. without prior permission of the Reserve Bank of India. As regards banks located in rural/urban centers, shifting within the same locality / municipal ward is permitted considering satisfying the criteria as mentioned above at point no 2 without prior permission of the Reserve Bank of India.

For shifting to a different locality / municipal ward/ city/town, satisfying the criteria at point no 2 above are required to obtain prior permission and required to follow the procedure as mentioned at point no 5 (Procedure for application to be followed by BDD).

The requests of Bank to shift their branches from one city to another in their area of operation within the same State will be considered subject to their compliance with the following conditions:

- 1) The new centre is of the same or lower population group as the existing centre e.g. a branch at a 'D' centre can be shifted to another 'D' centre only;
- 2) A branch located in under-banked district can be shifted to another centre in under-banked district only. The shifting should be beneficial to the bank in terms of cost and business.

Splitting of branches or part shifting of some of the departments of parent office/branch can be made to a nearby location within the same locality/ municipal ward/city/town due to space constraints and for better customer service or for convenience of the members, irrespective of the distance vis-à-vis other offices/banks, without prior permission of the Reserve Bank of India subject to the condition that identical business is not conducted from both the premises.

*(Guidelines as per RBI circulars ref no.- RBI/2012-13/56 UBD.LS (PCB) MC. No. 14/07.01.00/ 2012-13 dated 2nd July, 2012)*

## **12. CLOSURE OF BRANCHES AND EXTENSION COUNTERS**

Bank is allowed closure of un-remunerative branches/extension counters without prior permission of RBI subject to the following conditions.

- a) Bank should not have been placed under any directions under section 35A of the Banking Regulation Act, 1949 (AACS).
- b) Decision to close down extension counters/branches should be taken by the Board after taking into account all the relevant factors and should be properly minute in the official record of proceedings of the Board meeting.
- c) Bank should give proper notice to all existing depositors/ clients of the branch through press release in local leading newspapers as well as in the form of circular letter to each constituent of the branch, well in advance of closure of the branch (Copy enclosed as annexure "B").
- d) It should return the original licence/s issued for the closed branch to the Regional Office concerned of this department.
- e) The disposal of the premises occupied by the erstwhile branch should be reported to Regional Office RBI and the RCS.
- f) Bank should not open extension counter at the same place after closure of branch/es.
- g) Bank should report to the Regional Office concerned of Reserve Bank of India, in Form VI prescribed under Rule 8 of Banking Regulations (Co-operative Societies) Rules, 1966 after closing the branches, within one month from the date of closure, along with copies of the relative Board resolution.
- h) The bank should preserve all the relevant records and make them available to Reserve Bank inspection team for scrutiny during the course of inspection.
- i) The Bank will be required to update the data on the CISBI Portal for Bank

branch correction as per the Bank credit statement circular dated October, 11, 2019 under Central Information System for Banking Infrastructure of Reserve Bank of India.

*(Guidelines as per RBI circulars ref no.- RBI/2012-13/56 UBD.LS (PCB) MC. No. 14/07.01.00/ 2012-13 dated 2nd July, 2012)*





**(ANNEXURE "X")**

**FORMAT FOR CONDUCTING BRANCH OPENING SURVEY**

|    |                                  |  |
|----|----------------------------------|--|
| 1. | Name of Proposed location/ Place |  |
| 2. | Gram Panchayat                   |  |
| 3. | Tehsil                           |  |
| 4. | District                         |  |

**1. ADMINISTRATIVE SET UP**

|      |   |  |
|------|---|--|
| 1    | Name of Division  |  |
|      | Name of Sub-Division  |  |
| 2    | Distance of Proposed place from (a) Distt H.Q.<br><br>(b) Block H.Q.      |  |
| 3    | Availability of BSNL Telecom Services                                     |  |
| i)   | If Yes, Type of connectivity (Please Tick)                                |  |
| ii)  | If Yes, Exact distance of Telephone exchange from proposed place/location |  |
| iii) | If No, Name of alternate telecom service provider/s in the area           |  |

**2. AREA OF OPERATION**

|              | Name of Panchayat | No. of villages | Name of Village | No. of House Holders | Geo-graphical Area (in Bighas) | Total Cultivated Area (in Bighas) | Name of our banks' branch covering this village, if covered | Source of Information * |
|--------------|-------------------|-----------------|-----------------|----------------------|--------------------------------|-----------------------------------|---|-------------------------|
| <b>1</b>     |                   |                 |                 |                      |                                |                                   |   |                         |
| <b>2</b>     |                   |                 |                 |                      |                                |                                   |   |                         |
| <b>3</b>     |                   |                 |                 |                      |                                |                                   |   |                         |
| <b>4</b>     |                   |                 |                 |                      |                                |                                   |   |                         |
| <b>5</b>     |                   |                 |                 |                      |                                |                                   |   |                         |
| <b>Total</b> |                   |                 |                 |                      |                                |                                   |   |                         |

**(Please use separate sheet if no. of Panchayats and villages exceed the space)**

*\*The information provided in this column should be authenticated from a competent source viz. Patwari, Panchayat Secretary, Census report. etc.*

**3. POPULATION PROPOSED TO BE COVERED (ESTIMATED)**

| Sr. No | Base year for the information provided below: 2011 |  |
|--------|--|--|
| 1      | Male   |  |
| 2      | Female   |  |
| 3      | Total  |  |
| 4      | Out of 3 above (No. of employees)                  |  |
| 5      | Out of 4 above those working in Govt. Sector       |  |
| 6      | No of Pensioners                                   |  |

**4. INFORMATION OF AGRICULTURE IN THE PROPOSED AREA OF OPERATION**

|      |   |   |
|------|---|---|
| 1    | No. of Farmers  |   |
| 2    | Average land holding in Bighas                            |   |
| 3    | Name of the crops sown in the area                        |   |
| 4    | Total Cultivated Area (as per para 2 on page 1) in Bighas |   |
| i)   | Out of 4 above, Rainfed area                              | - |
| ii)  | Out of 4 above, irrigated area                            | - |
| iii) | Out of 4 above, Non-Irrigated area                        | - |

**5. TYPES OF PROBABLE CLIENTS EXPECT TO BE SERVICED**

| Sr. no | Type of Clients   | Number |
|--------|---|--------|
| 1      | Institutions in Govt. Sector viz. Educational, State Govt. Offices, Central Govt. Offices, etc. |        |
| 2      | Institutions in Private Sector viz. Educational, Religious, etc.                                |        |
| 3      | No. of Cooperative Societies in Agriculture Sector  |        |
| 4      | No. of Non Agriculture Cooperative Societies, e.g., Handlooms / Handicraft, etc                 |        |
| 5      | Shops/Business Places   |        |
| 6      | No. of registered Industrial and Manufacturing Units  |        |
| 7      | No of Registered Handloom Units (other than Coop. Societies indicated in 4 above)               |        |
| 8      | No of Registered Handicraft Units (other than Coop. Societies indicated in 4 above)             |        |
| 9      | Names of some Major Industrial Units in the proposed operational area                           |        |

**6. VOLUME AND VALUE OF AGRICULTURE/HORTICULTURE PRODUCE IN THE OPERATIONAL AREA**

| Crop | Production          |                    |
|------|---------------------|--------------------|
|      | Volume in Quintals. | Value in Rs. lakhs |
|      |                     |                    |

|                  |  |  |
|------------------|--|--|
| Apple            |  |  |
| Plum             |  |  |
| Other vegetables |  |  |
| Peas             |  |  |

**7. DETAILS OF OTHER FINANCIAL INSTITUTIONS FUNCTIONING IN THE OPERATIONAL AREA**

|   |  | Names | Distance from proposed Headquarter in Kms. |
|---|--|-------|--|
| 1 | Other Banks (including Private banks) existing at the proposed Headquarter                                 |       |  |
|   | i)   |       |  |
|   | ii)  |       |  |
|   | iii)   |       |  |
|   | .... so on   |       |  |
| 2 | Other Banks (including Private banks) existing in the proposed operational area                            |       |  |
|   | i)   |       |  |
|   | ii)  |       |  |
|   | iii)   |       |  |
|   | .... so on   |       |  |
| 2 | Names of branches of The HP State Cooperative Bank Ltd. within a radius of 25 km from proposed Headquarter |       |  |
|   | i)   |       |  |
|   | ii)  |       |  |
|   | iii)   |       |  |
|   | .... so on   |       |  |
| 3 | Post Office / Sub Post Office at the proposed Headquarters   |       |  |

**8. COST OF MANAGEMENT**

| Tentative cost of automation of a new branch |               |      |                                  |  |
|--|---------------|------|----------------------------------|--|
| Sr No  | Item          | Unit | Benchmark Indicative Cost in Rs. | Indicative Cost to be incurred in opening of the proposed branch |
|  | One Time Cost |      |                                  |  |

|   |  |   |  |  |
|---|--|---|--|--|
| 1 | Personal Computers   | 4 |  |  |
| 2 | Pass book Printer  | 1 |  |  |
| 3 | Dot Matrix Printer DMP                                       | 1 |  |  |
| 4 | Multi-Functional Printer                                     | 1 |  |  |
| 5 | Scanner  | 1 |  |  |
| 6 | UPS 3 KVA  | 1 |  |  |
| 7 | Networking equipment/<br>cabling (Includes router<br>switch) | 1 |  |  |
| 8 | Power cabling/earthing                                       | 1 |  |  |
| 9 | V SAT  | 1 |  |  |
|   | Total (Fixed Assets )  |   |  |  |

**Indicative Recurring Cost per Annum**

1. Cost of branch automation (Fixed assets) Rs 511000.00
  2. Cost of installation of counter, Cabin Etc. in the branch Rs 250000.00
  3. Cost of safe to be installed.(Fixed asset) Rs 150000.00
- Total Rs 911000.00**

**A). Depreciation to be charged on fixed assets**

| Sr No | Name of Item      | Indicative Cost | Rate | 1 <sup>st</sup> year | 2 <sup>nd</sup> year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> Year |
|-------|-------------------|-----------------|------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1     | Branch Automation |                 | 40%  |                      |                      |                      |                      |                      |
| 2     | Counter           |                 | 10%  |                      |                      |                      |                      |                      |
| 3     | Safe              |                 | 15%  |                      |                      |                      |                      |                      |
|       | Total             |                 |      |                      |                      |                      |                      |                      |

**B). Detail of salary expenditure (Annual):-**

| Sr no | Designation                | No of employee | Amount | Total |
|-------|----------------------------|----------------|--------|-------|
| 1     | Asstt. Manager             | 1              |        |       |
| 2     | Executive Assistant/ Clerk | 2              |        |       |
| 3     | Peon/Sub Helper            | 1              |        |       |
| 4     | Part Time Worker           | 1              |        |       |
|       | <b>Total</b>               |                |        |       |

**Note:- 10% increase in subsequent years.**

**1<sup>st</sup> Year =**

**2<sup>nd</sup> Year =**

3<sup>rd</sup> Year =  
 4<sup>th</sup> Year =  
 5<sup>th</sup> Year =

**Total Cost of Management:-**

**C) Other recurring expenditures are as under (Annual):-**

| S.No. | Particulars  | Amount (Actual) |
|-------|--|-----------------|
| 1     | Rent (X*12)  |                 |
| 2     | Lease circuit/BB/ VPN  |                 |
| 3     | Other Branch expenditure viz. Stationery, Electricity, Telephone, Entertainment etc. |                 |
| Total |  |                 |

**D) Total of cost of Management**

| Sr No        | Name of Head          | 1 <sup>st</sup> Year | 2 <sup>nd</sup> Year | 3 <sup>rd</sup> Year | 4 <sup>th</sup> Year | 5 <sup>th</sup> Year |
|--------------|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 1            | Depreciation Charges  |                      |                      |                      |                      |                      |
| 2            | Salary Expenditure    |                      |                      |                      |                      |                      |
| 3            | Recurring expenditure |                      |                      |                      |                      |                      |
| <b>Total</b> |                       |                      |                      |                      |                      |                      |

**9. Abstract of viability of proposed Branch:-**

**A. Data relating to other banks in the operational area \***

| Sr. No. | Name of the Bank and branch | Deposits | Loan Outstanding |
|---------|-----------------------------|----------|------------------|
| 1       | Uco Bank                    |          |                  |
| 2.      | Gramin Bank Kotgarh         |          |                  |
| 3.      | Union Bank of India         |          |                  |

**\* Please obtain this above information from the BLBC abstract available with the Lead District Manager**

**B. Proposed Targets for the proposed branch to assess the viability**

| AMOUNT IN Rs |             |        |        |        |        |        |
|--------------|-------------|--------|--------|--------|--------|--------|
| SR NO        | PARTICULARS | YEAR 1 | YEAR 2 | YEAR 3 | YEAR 4 | YEAR 5 |
| 1            | DEPOSITS*   |        |        |        |        |        |



|          |                                       |  |  |  |  |  |
|----------|---------------------------------------|--|--|--|--|--|
| 2        | CASH IN HAND @1%                      |  |  |  |  |  |
| 3        | FUNDS AVAILABLE FOR LOANS/INVESTMENTS |  |  |  |  |  |
| 4        | LOANS & ADVANCES @ 55.94%*            |  |  |  |  |  |
| 5        | HEAD OFFICE ACCOUNT                   |  |  |  |  |  |
| 6        | % AGE YIELD ON LOANS                  |  |  |  |  |  |
| 7        | % AGE COST OF DEPOSITS                |  |  |  |  |  |
| 8        | MISC.INCOME                           |  |  |  |  |  |
| 9        | RISK COST                             |  |  |  |  |  |
| 10       | INTEREST ON HEAD OFFICE ACCOUNT       |  |  |  |  |  |
|          |                                       |  |  |  |  |  |
| <b>A</b> | <b>INCOME</b>                         |  |  |  |  |  |
| 1        | INTEREST ON LOANS & ADVANCES          |  |  |  |  |  |
| 2        | INTEREST ON HEAD OFFICE ACCOUNT       |  |  |  |  |  |
| 3        | MISC INCOME                           |  |  |  |  |  |
|          | TOTAL INCOME                          |  |  |  |  |  |
|          |                                       |  |  |  |  |  |
| <b>B</b> | <b>EXPENDITURE</b>                    |  |  |  |  |  |
| 1        | INTEREST PAID ON DEPOSITS             |  |  |  |  |  |
| 2        | SALARIES AND OTHERS                   |  |  |  |  |  |
| 3        | RISK COST                             |  |  |  |  |  |
|          | TOTAL EXPENDITURE                     |  |  |  |  |  |
| <b>C</b> | <b>PROFIT AND LOSS (A- B)</b>         |  |  |  |  |  |

10. **Recommendations whether the proposed Branch will be viable or not:-** YES / NO

- (i) If Yes (reasons may be incorporated below):-
- (ii) If No (reasons may be incorporated below):-

**Place:**

**Date:**

**Annexure "B"**

Ref: HPStCB/ / / /2024-25 Dated\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Reg: - Closure/Shutting down of the Branch Office\_\_\_\_\_Intimation thereof.**

Dear Madam/Sir,

We are pleased have you as our valuable customer and appreciate your contribution for the bank. Consequent upon approval granted by the Reserve Bank of India, the bank's branch will be closed permanently w.e.f. \_\_\_\_\_ and will cease to provide any further banking services. In view of the closure of the branch, we request you to visit our branch on any working day during office hours before the scheduled date of permanent closure mentioned above to undertake any/all of the following actions which are applicable at the earliest.

1. If you have saving/current accounts in the branch then close your account. You are requested to the deposit cheque book, if issued, in the branch at the time of closure.
2. In case, you have issued postdated cheques to parties, it is informed that after the closure of branch, the bank will not be in a position to make payments against those cheques and hence they should make alternate arrangements with those parties to whom the postdated cheques have been issued.
3. We will not be in a position to honour the postdated cheques. You are requested to make alternate arrangements with those parties to the postdated cheques have been issued.
4. If you have FD/HPD/RD/SPD/MLD accounts in the branch then you will be given the option of premature closure without any penalty at contractual rate of interest/or payment on maturity as per terms of original contract.
5. If you have a PMJDY account in the branch, close your account and open it another bank as per your convenience.
6. If you have PMSBY, PMJJBY, accounts in the branch, you may open new accounts in other banks as per your convenience. However, the bank would honour its commitments arising on account of insurance claims during the validity of the insurance period and provide support service to you, if any, required.

7. In case you are a pensioner receiving pension through our branch, then we are intimating your parent department and you are requested to open your account for receiving pension in a bank as per your convenience.
8. If you have availed any loan facility from our branch, then you have the option to either close your accounts before above mentioned date by repaying the entire amount with up to date interest or you can continue to deposit the installments of loan repayments through net banking, RTGS/NEFT etc., from other bank in your account, which will be transferred to Head Office, The mall Shimla.
9. If you have salary account in the branch then you are requested to close your account and open it in a bank of your choice.
10. In case, you submit a request for on line transfer of funds at the time of closure of your account(s), then applicable online/RTGS/NEFT charges would be exempted on such transactions.
11. At the time of your visit to the branch, you are requested to carry/provide your latest KYC documents-identity (Aadhaar, PAN) and address proof at the time of closure of your existing accounts.
12. We have also published a notice in the newspapers i.e. \_\_\_\_\_ & \_\_\_\_\_ on dated (Name of the Day) intimating the general public about the permanent closure of the branch w.e.f.\_\_\_\_\_(Name of the Day). The same is also available on our [websiteswww.@hpscb.com](http://www.hpscb.com).

We assure you that despite closure of the branch, the bank will continue to provide support service in relation to any existing contractual obligations which the bank is required to make. For any clarification in future, you can call us on:

- a) Toll Free number 18001808090 or 0177-2804492 or
- b) 01772804490 or 0177-2804493
- c) E mail: [md@hpscb.com](mailto:md@hpscb.com) or [bmdelhi@hpscb.com](mailto:bmdelhi@hpscb.com) or [gm@hpscb.com](mailto:gm@hpscb.com) of [abs@hpscb.com](mailto:abs@hpscb.com)

We once again appreciate your valuable services to the bank and wish you a bright, prosperous and secure future. We assure you the best of the services.

Yours Faithfully,

Branch Manager  
HP State Co-operative Bank  
Branch Office



**hpsc**

(Scheduled Bank)

हिमाचल प्रदेश राज्य सहकारी बैंक सीमित  
H.P. State Co-operative Bank Ltd.

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