

Ellaquai Dehati Bank
Head Office: 3rd Floor, Nirmaan Complex,
I G Road, Barzulla, Srinagar – 190005

Circular Special Letter to all Branches

CSL No.: 21/2017

Dated: 31.08.2017

Service Charges

We invite your attention towards CSL NO. 07 of 2011 dated 28.01.2011 wherein detailed guidelines were issued to branches regarding Service/ Processing Charges.

In this context, it has been decided to revise the Service Charges on various services provided by the Bank. The details of the revised Service Charges to be levied by the Bank are enclosed for meticulous compliance by the branches. No deviation in the instructions/ changes is allowed.

This will supersede all the previous guidelines by the Bank vide above mentioned CSL and will have effect from 24th August, 2017.

Please ensure strict compliance of the revised guidelines and bring the contents of this Circular Special Letter to the notice of all staff members.

Kindly acknowledge the receipt.



General Manager

Enclosures: As above

ELLAQUAI DEHATI BANK

REVISION IN SERVICE CHARGES WEF 24/08/2017

Description of Service Charge		Existing Charges	Revised Charges
1. Issue of Multi City Cheque Books : Current Account (CA)/ Cash Credit (CC) Account			
For all Segments.	Current Account / CC accounts	₹2.50 per Cheque Leaf and 25 leaves (Plus cheques given with welcome kit) free only in the first instance (Other than Multi City Cheque Book)	First 25 Cheque leaves free in a financial year. Thereafter ₹3.50 per cheque leaf.
For Staff and Senior Citizens	Current Account only		Free
Savings Bank			
For all Segments	QAB up to 1 Lakh	₹3 per folio.	First 25 Cheque leaves free in a financial year. Thereafter, ₹3.50 per Cheque Leaf
	QAB >=1 Lakh		Free
	Senior Citizen (Irrespective of QAB) and Staff		Free
2. Stop Payment Instruction			
All Accounts		₹50.00 per instrument up to 3 leaves	₹120.00 per Instrument
3. Charges per Quarter for Non - Maintenance of Monthly Average Balance (MAB): Current Account			
Current Accounts (For all Segments) (MAB ₹5000.00)		₹100.00 per Quarter	₹120.00 per Quarter
Savings Bank Account (Excluding PMJDY A/cs)			
Urban MAB of ₹3000.00		₹50.00 per Quarter	₹150.00 per Quarter
Semi-Urban MAB of ₹2000.00			₹75.00 per Quarter
Rural MAB of ₹500.00		₹25.00 per Quarter	₹50.00 per Quarter
4. Account Keeping Charges			
Current Account			
CC/OD-Limit exceeding ₹25000.00 (Except Staff Accounts)		Not mentioned in the earlier circular.	₹600.00 p.a.
5. Per & Agri Segment Gold Loan Safe Keeping Charge			₹200.00 p.a.
To be charged 30 days after the expiry of the prescribed tenure of gold Loan in Per / Agri segment.			
6. Statement of account: Current Account			
Statement of account (First/ Original): Monthly		Free	Free
(For all segments)			

Duplicate statement (For all Segments)	With latest balance ₹100.00 (₹100.00 per ledger folio (40 entries) for previous entries) additional	₹120.00 per Page (40 entries)	
7. Issue of Duplicate Passbook			
First Passbook/Continuation of Passbook	Free	NIL	
Duplicate passbook (for all segments)	With latest balance ₹100.00 (₹100.00 per ledger folio (40 entries) for previous entries) additional	₹120.00 for issue of duplicate passbook.	
		₹60.00 per page (40 entries)	
8. Transfer of accounts (SB and CA) for all Segments per occasion (Transfer of Home Branch)	Not mentioned in the earlier circular.	NIL	
9. Account Closure Charges			
Savings Bank Account (Excluding Accounts opened under PMJDY/ and accounts of Educational institutions, Panchayats, Staff, Senior Citizens & Govt Department Accounts)			
At Any Time	Individual ₹250.00 Companies ₹1000.00	₹250.00	
Account Closure Charges			
Current Account (Excluding Accounts of Educational Institutions, Panchayats, Staff, Senior Citizens & Govt Departments)			
At any time	Individual	₹600.00	
	Company/Non-Individual	Individual ₹250.00; Companies ₹1000.00	
10. Standing Instruction (S.I.)			
Setting and Processing of SI	Intra Bank	₹50.00	₹150.00
	Inter Bank		
Failed S.I. (in Loan Account)	Inter, Intra & Other than Bank Transfers	₹25.00	₹240.00
11. Interest Certificate for all segments			
Original	First free, extra copy of ₹100.00 per certificate	NIL	
Duplicate		₹180.00	
12. Balance Certificate per instance for all segments	₹100.00 per instance	₹180.00	
13. No dues certificate for all segments customers			
Priority Sector/ Sponsor Cases	Nil	NIL	

Others	Individual		₹120.00
	Firm/Non-Individual	₹100.00 per instance	₹240.00
14. Signature verification per instance for all segments		₹100.00 per instance	₹180.00
15. Photo attestation charges per instance for all Segments		₹100.00 per instance	₹180.00 per instance
16. Record - Copy of the cheque per instance for all segments		₹100.00 per instance	₹180.00 per instance
17. Enquiries relating to old records (beyond 12 months old) per item		₹100.00 per item	₹240.00 per item upto 2 years and thereafter additional ₹120.00 per additional year for each item.
18. ATM card/ KIT returned by courier due to wrong address		Not mentioned in the earlier circular.	₹120.00
19. Allowing operations through Power of Attorney/Mandate		₹500.00 per annum	₹600.00 ₹1200.00
20. Postal charges			
(a) Ordinary		₹15.00	Actual expenditure # (Minimum ₹24.00)
(b) Registered Post/Speed Post/ Courier		₹35.00	Actual expenditure # (Minimum ₹60.00)
21. Collection of bills (postage and out of pocket expenses)			
Upto ₹10000.00		1. Upto ₹5000.00 = ₹50.00	₹180.00
		2. Above ₹5000.00 upto ₹10000.00 = ₹75.00	
Above ₹10000.00		3. Above ₹10000.00 = ₹6.00 per 1000 Min. ₹100.00 Max ₹12500.00 plus out of pocket expenses	₹600.00 Max. ₹15000.00
22. Presentation of inland usance bills per instance		₹100.00 per instance	₹125.00
23. Collection of Outstation Cheques (exclusive of postage and out of pocket expenses)			
Upto ₹10,000.00		Not mentioned in the earlier circular.	₹30.00
Above ₹10,000.00 upto ₹1.00 Lakh			₹85.00
Above ₹1.00 Lakhs			₹350.00

24. Cheque/ Bill deposited with us returned unpaid by others (Local/ Outstation)		
Cheque/bill up to ₹1.00 Lakhs	Charges as applicable to issue DDs/ BCs/ Inter Office Instruments	₹180.00
Cheque/bill above ₹1.00 Lakhs		₹300.00
25. Cheque Returned Charges for Cheques drawn on us		
For insufficient funds only (all segments)	1. For Cheques upto ₹10000.00, ₹100.00 plus out of pocket expense, if any.	₹300.00 irrespective of the amount plus out of pocket expenses
	2. For Cheques above ₹100000.00, ₹200.00 plus out of pocket expenses, if any.	
26. Cheque returned charges for Cheques drawn on us (for technical reasons) for all segments.	₹75.00 plus other Bank charges, if any.	₹180.00
(Not to be charged where customer is not at fault e.g. Cheque book not entered/ Sig not uploaded etc, etc)		
27. Issue of GPO's / Bankers' cheque for all segments.		
Up to ₹5,000.00	₹25.00	₹30.00
Above ₹5,000.00 upto ₹10,000.00	₹40.00	₹60.00
Above ₹10,000.00 upto ₹1,00,000.00	₹3 per ₹1000.00 or part thereof (Min. ₹50.00)	₹6.00 per ₹1000.00
		(Min. ₹100.00)
Above ₹1,00,000.00	₹2.50.00 per ₹1000.00 or part thereof (Min. ₹300, Max. ₹12500.00)	₹7.00 per ₹1000.00
		Min. ₹300.00 Max. ₹15000.00
Revalidation/ Cancellation & Issuance of Duplicate IOI (Draft/ Banker's Cheque) per instance	Not mentioned in the earlier circular.	₹120.00
28. NEFT/ RTGS CHARGES		
NEFT (Transaction Slab) at Home/ Non home branches		
Upto ₹10000.00	Not mentioned in the earlier circular.	₹3.00
For ₹10001.00 to ₹100000.00		₹6.00
For ₹100001.00 to ₹200000.00		₹18.00
Above ₹200000.00		₹30.00
RTGS Customer Transactions		
₹2.00 Lakhs to ₹5.00 Lakhs	Not mentioned in the earlier circular.	₹30.00
Above ₹5.00 Lakhs		₹60.00
29. Cash handling charges		

29 a. Cash Deposit Transactions: Savings Bank (Excluding Financial Inclusion/ PMJDY account)		
No. of cash deposit transactions in a month	Not mentioned in the earlier circular.	10 Transactions Free (Any Amount)
Beyond 10 Transactions in a month		₹24.00 per Transaction
29 b. Cash Deposit Transactions:		
Current Account / savings Bank/ Cash Credit/ General Cash Credit) (at Home branch)	Not mentioned in the earlier circular.	i) Up to ₹25000.00 per day : Free
(At Non-home branch)		ii) Beyond ₹25000.00 per day: ₹0.80 per ₹1000.00
		Min ₹60.00
		Max ₹2000.00
	₹2.00 per 1000/=. Minimum ₹25.00 per transaction.	
No Cash deposit charges for cash deposit at Non-home branches in RD, Term loan, Demand loan, Staff accounts and accounts of Senior Citizens		
<i>Maximum Limit for deposit of cash at Non Home branch is ₹2 Lakhs per day. Thereafter, Branch Manager of Non-home branch is vested with the powers to accept more cash or not.</i>		
30. ATM Charges (Transaction decline)		
Transaction decline due to insufficient balance	Not mentioned in the earlier circular.	₹24.00
31. National Automated Clearing House (NACH) Mandate (including 'E' mandate)		
One time Mandate Authorization Charges per mandate	Not mentioned in the earlier circular.	₹60.00
Failed Mandate	Not mentioned in the earlier circular.	₹300.00
32. Safe Deposit Lockers: Annual Rent		
Size A: 125 x 175 x 492	Metro & Urban Centers: ₹1000.00	₹1500.00
	Semi Urban & Rural: ₹750.00	₹1000.00
Size B: 159 x 210 x 492	Metro & Urban Centers: ₹1000.00	₹1500.00
	Semi Urban & Rural: ₹750.00	₹1000.00
One Time Locker Registration Charge	₹500.00	₹1200.00
Breaking open of Locker*	₹500.00 in addition to actual expenditure incurred for breaking open the locker and changing the lock by the manufacturer.	₹1000.00*
Loss of Key or Non-Payment of Locker Rent*		

*Plus actual expenditure incurred for breaking open the locker and changing the lock by manufacturers of locker		
Locker Visit Charges (All sizes): Per Financial Year	12 visits free, thereafter ₹50.00 per visit	12 visits free, thereafter ₹100.00 per visit
Locker rent overdue charge (All sizes)		
1st Quarter	10% of Annual Rent	10%*
2nd Quarter	25% of Annual Rent	20%*
3rd Quarter	40% of Annual Rent	30%*
1 Year	50% of Annual Rent	40%*
*of the Annual rent to be recovered in addition to Locker Rent.		
Overdue period is clarified as under:		
S.I. set up on say, for advance rental for the financial year 2017-18, recoverable on 01.04.2017:		
Overdue charge @ 10%/ 20%/ 30%/ 40% of annual rent to be levied on 1 st July, 2017/1 st October, 2017/ 1 st January, 2018/ 1 st April, 2018 respectively, if remaining unpaid till that date.		
For more than 1 year	Locker to be broke open	Locker to be broken Open (after following instructions in this regard)
\$ Branches to ensure correctness of Data in Locker Module as system will recover charges where Locker Module is implemented. If otherwise, charges are to be recovered manually.		
€ Charges will be recovered by CBS if CBS menu is used. Branches to ensure usage of CBS menu and/or recovery of applicable charges.		
33. Transactions based charges & ATM related transactions		
i) First 5 (Five) Transactions (Financial/ Non-Financial)/ month	Not mentioned in the earlier circular.	Free
ii) 6 th Transaction and Onwards/ month		₹20/= per transaction
34. Cash Deposit/ Withdrawal at Banking Correspondent (BC)/ Bank Mitra		
Cash Deposit at Banking Correspondent (BC)/ Bank Mitra (BM) (Maximum ₹5,000/=)	Not mentioned in the earlier circular.	All deposits free.
Cash Withdrawal /Transfer (Maximum ₹5000 .00)		1. First 7 (Seven) withdrawals will be free in a month. In excess of these seven withdrawals: ₹8.00 per withdrawal.
		2. First 10 (Ten) transfers free, in excess of 10 (ten) ₹5.00 per transfer.
Debit Card Issuance Charges		

RuPay Debit Card (Excluding PMJDY RuPay Dr Cards)	Not mentioned in the earlier circular.	₹120.00
KCC RuPay Cards	Not mentioned in the earlier circular.	NIL
Debit Card Annual Maintenance Charges (Recovered at the beginning of the second year onwards)		
RuPay Debit Card	Not mentioned in the earlier circular.	₹200.00
KCC RuPay Debit Card		NIL
Debit Card Replacement Charges		₹350.00
Duplicate PIN/ Regeneration of PIN through Branch	₹50.00	₹120.00
SMS Alert charges per quarter from account holders who maintain prescribed average quarterly balance during the quarter.	Not mentioned in the earlier circular.	₹18.00
ii) Other accounts	Not mentioned in the earlier circular.	₹60.00 per Quarter
(Waived for Staff and Senior Citizen Accounts)		