







## Rules governing maintenance and conduct of Saving Bank Accounts

1. Resident Indian national Individual/s competent to contract can singly or jointly open a Savings bank a/c. by offering acceptable introduction, KYC documents and two copies of their latest Pass Port size photographs with initial cash deposit of Rs. 1000/- or the amount that may be decided by Bank from time to time. For opening "Small Saving Account" without cheque-book facility, initial cash deposit is Rs. 100/-.
2. A literate minor above the age of 10 years can open his/her SB a/c. individually without cheque book facility.
3. Cheques/Bill of Exchange/Dividend-interest warrants/Drafts drawn in favour of a/c. holder having duly introduced a/c. are collectible. No such instruments payable to third party or endorsed in favour of a/c. holder shall be accepted for collection in SB a/c.
4. Simple Interest @ 4% per annum calculated on daily balances on half yearly basis to SB a/c. is payable. However rate of interest, method of calculation and periodicity are subject to RBI directives from time to time.
5. SB a/c. holders shall be supplied with Pass Book without extra charges. However, request for duplicate Pass Book in the event of loss of original one shall be entertained on payment of Rs. 50/- subject to changes from time to time. No addition, alteration, deletion in figures/ writings except those made by Bank officials with authenticity in Pass Book are binding to bank.
6. SB a/c. holder should get Pass Book updated regularly in his/her own interest. Any discrepancy in Credit/Debit entry or credit balance should be notified to the Manager immediately.
7. Pass Book and cheque book are important security documents. Please keep them in a place of security under lock and key. Amount in words and figures in cheques should be written clearly and distinctly leaving no room for alteration or insertions therein.
8. Nomination facility is available to the a/c. holders. Subsequent variation, cancellation and re-registration of nomination is entertained.
9. Bank has got undisputed right to close unsatisfactory a/cs. with due notice. Those a/cs. wherein Inward cheques/Dr. ECS had to be returned frequently for want of sufficient funds shall be closed by the bank with prior notice.
10. Cheque book standing instruction, Dr. ECS, signature verification charges shall be recovered at the prevailing rates at the time of issuance/acceptance/verification.
11. For opening "Small Saving Account" contact Manager. Conduct and maintenance of such a/cs. shall be as per RBI/Banks BODs Policies.
12. Deposits upto Rs. 1/- lac are insured by DICGC as per their rules.
13. Savings a/cs. without cheque book facility can be operated with Bank's preprinted withdrawal forms. Introduced savings a/c. holders with an average credit balance of Rs. 1000/- and above shall be provided with cheque books for operation of a/cs.
14. Issuing a cheque of Rs. 10/- or less in value is prohibited. Likewise a/c. holders are permitted to draw maximum 10 cheques per month on bank. Bank reserves it's discretion to honour or return cheques drawn on it in violation of this rule. In the event, if cheques honoured in violation of this rule, bank may levy extra charges at it's sole discretion.
15. Bank shall accept and record "Stop Payment" instruction of the a/c. holder with recovery of stipulated charges. However, bank shall not be liable for any losses caused to a/c. holder in the event payment of countermanded cheque before receipt of such instruction.
16. Account holder is permitted to close his/her a/c. any time, provided bank's rules/rights & charges are not infringed.
17. Account holder/s will have to surrender unused cheque leaves to the bank while closing a/c. interest shall be paid for completed months as per rule specified hereabove subject to changes made therein by RBI/BOD of bank from time to time.
18. Bank reserves right to effect changes in above rules, rate of interest without notice.
19. In his/her/their own interest a/c. holder/s should notify bank about change in address and nominee. Bank shall not be liable for any losses that may cause to a/c. holder/s upon his/her their failure to notify Bank in this regard.
20. Bank enjoys its paramount "charges of lien", "Right of set off" and "Right of appropriation" against credit/debit balances lying in different a/c/s/instruments tendered for collection while transacting and rendering normal banking business.