

# Service Charges Schedule

Strategy & Business Development  
Division



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(Cash Handling charges incorporated at S.No 46)  
Third Branch Transaction charges incorporated S.No 47:

## **Introduction**

In line with the objective to provide banking products and services at competitive prices, our Bank has comprehensively revised the services charges encompassing all the services and benchmarking the charges to industry best practice. This has been done in view of changing customer's preferences, technological advancements, introduction of new products and services, heightened competition etc in the banking system.

The revised service charges have been framed after taking into consideration the views from operational levels, comparison with the service charges of peer banks and costing of various services offered by the Bank. The services charges have been presented in lucid language and in an abridged form to make these understandable at the branch level.

The competence of allowing anywhere banking facility/anywhere Chequebook facility in respect of cash credit/borrowal accounts is vested in Branch Heads henceforth. Branches are advised to extend the facility to the reputed borrowers having good track record with regard to timely servicing of account, renewal and submission of information/financials etc. The account should not reflect any sort of irregularity, overdues and default.

It is reiterated that no powers are vested with Branch Managers to allow any concession in Service Charges and for giving any concession in service charges prior permission of Competent Authority will have to be obtained.

Branches are advised to judiciously recover the revised service charges. Any revenue leakage on account of deficient or non-levying of charges shall have to be made good from the erring officer.

**President (S&BD Division)**

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S.No	Remittances/ DDs/TTs/MTs		
		Cash	Non Cash
1			
1.01	Up to Rs 5000/- (Drawn on our branches)	Rs 15/-	Rs 15/-
1.02	From Rs 5001/- and above	Rs 2.50/- per Rs 1000/- or part thereof. Min. Rs 30/-	Rs 2.00 per Rs1000/- or part thereof Min. Rs 25/- Max.Rs 15000/-
1.03	Agency Arrangement DDs	An extra 20% shall be levied on the normal charges. Min. Rs 30/- and Max.Rs 18000/-	
2	Issue of Pay orders/Bankers Cheque		
2.01	Upto Rs 5000/-	Rs 15/-	Rs 15/-
2.02	From Rs 5001/- and above	Rs 1.00/- per Rs 1000/- or part thereof. Min. Rs 30/-	Rs 0.75/- per Rs 1000/- or part thereof. Min. Rs 25/- Max. Rs 3500/-
<b>Note</b>	Remittances above Rs 50000/- shall be effected by debit to the Account only.		
	Postal charges and out of pocket expenses like telephone, fax etc should be recovered on actual basis.		
	Transfer of funds from Collection Accounts of an organization /firm/individual maintained at one or more branches of the Bank to Main Account maintained at any branch shall be allowed at par. However, postal charges and out of pocket expenses like telephone, fax etc should be recovered on actual basis.		
	Transfer of funds on maturity of the term deposit as well as periodical interest of the deposit from one branch to another branch of the Bank shall be allowed at par.		
	Disbursement of loan proceeds by means of Account Payee PO/DD/Other transfers shall be allowed at par.		
Issuance of Payment Orders against TTs shall attract same charges as mentioned above.			

3	<b>Commission on Collection of Bills/Cheques (Inter Branch)</b>	
3.01	Bills (Clean / Documentary / Demand / Usance) (Charges to be levied at collecting branch only)	Rs 5 per Rs1000/- or part thereof Min: Rs 30/-Max: Rs 10000/-
3.02	<b>Cheques (Outside Centre/Zone) (Charges to be levied at collecting branch only) (Both Inter Bank &amp; Inter Branch)</b>	
	Up to Rs 500	Rs 20 per instrument
	Rs 501 to Rs. 10,000	Rs 50/- per instrument.
	Rs. 10,001 to Rs. 1,00,000	Rs 100/- per instrument.
	Rs.1,00,001 and above	Rs. 150 per instrument
4	<b>Commission on Collection of Bills (Both Inward &amp; Outward) (Inter Bank)</b>	
4.01	Clean / Documentary / Demand / Usance	Rs 5 per Rs 1000/- or part thereof Min: Rs 30/-Max: Rs 20000/-
5	<b>Bill / Cheque Return Charges</b>	
5.01	Inward Clearing Cheque Return Charges	SB A/C: Rs 30/- CD/CC/SOD A/Cs: Rs 50/-
5.02	Outward clearing Cheque Return Charges	SB A/C: Rs 20/- CD/CC/SOD A/Cs Rs 30/-
5.03	Outward Cheque Return Charges (Outstation)	Handling charges of 50% of the prescribed collection charges .Min Rs 25/-.
5.04	Inward Cheque return charges (Outstation)	SB A/C : Rs 30/- CD/CC/SOD A/Cs Rs 50/-
5.05	Inward Documentary Bills Returned.	Collecting branch should charge @ 50% of the prescribed collection charges. Min Rs 50/-(To the A/C of drawee of the Bill).

5.06	Outward Documentary Bills returned	Collecting branch should charge @ 50% of the prescribed collection charges. (To the A/C of drawer of the Bill) Min Rs 100/-
Note	Postal charges and out of pocket expenses like telephone, fax etc should be recovered on actual basis in case of bills. However, no additional charges such as courier charges, out of pocket expenses, etc shall be levied from the customers for collection of cheques.	
Note	Collection charges should not be levied in respect of local cheques and drafts presented through local clearing.	
	Collection charges as per schedule have to be levied in respect of all bills (both local and outstation) except local cheques.	
	The commission on bills shall be shared by our Bank and collecting Bank on 50:50 basis in those centers where our Bank does not have branches.	

6	<b>Purchase / Discount of Documentary / Clean Bills</b>	
	<b>Where regular bills limit is sanctioned in favour of the party</b>	
6.01	Demand Bills (Clean/documentary)	Rs 4.50/- per Rs 1000/- as interest component. Rs 3.00/- per Rs 1000/- as collection component (collection charges: Maximum Rs 8000/-)
6.02	Usance Bills (Clean/Documentary)	Interest from the date of purchase till due date/notional at the rate applicable to the working capital limit of the respective borrower specified in the sanction letter shall be charged. (In addition, collection charges Rs 3/- per Rs 1000/- shall also be recovered. Max Collection Charges: Rs 8000/-)
7	<b>Where no regular bills limit is enjoyed by the party</b>	
7.01	Demand Bill (Clean/documentary)	Rs 5.00/- per Rs 1000/- as interest component. Rs 3.00/- per Rs 1000/- as collection component (collection charges: Maximum Rs 8000/-)
7.02	Usance Bills (Clean/Documentary)	OD rate i.e., PLR +4.00%. In addition, collection charges Rs3/- per Rs 1000/- shall also be recovered. (Collection charges: Maximum Rs 8000/-)
8	<b>Purchase of Outstation Cheques/Drafts</b>	
8.01	Rs 4.00/- per Rs 1000/- as interest component. Collection component Charges as per Para 3.02 of the Schedule.	
9	<b>Purchase of local Cheques/Drafts</b>	
9.01	Rs 2/- per Rs 1000/- with a minimum of Rs 30/-	
	If a bill purchased/discounted is returned unpaid, interest at OD rate shall be charged from the date of discount/ purchase till the date of adjustment in addition to charges specified above	
	If the bill is paid beyond the due date/notional due date, interest at OD rate shall be charged from the due date/notional due date till the date of realization.	

Note	If the bill purchased/discounted is realized/retired before the due date/notional due date, interest for the period from the date of realization till the due date shall be refunded.
	If an outstation Cheque purchased is dishonored, interest at OD rate shall be recovered from the date of purchase till the date of adjustment, which shall be in addition to charges already collected at the time of purchase.
	If a local Cheque purchased is dishonored, interest at OD rate shall be recovered from the date of purchase till the date of adjustment which shall be in addition to charges already collected at the time of purchase

10	<b>Revalidation, cancellation and Issue of Duplicate DD / PO</b>	
10.01	Revalidation of Instrument	Rs20/- (For Govt. Departments/Universities facility at par)
10.02	Cancellation of Instrument	Rs 30/-
10.03	Issue of Duplicate Instrument	Rs 40/-
10.04	Stop Payment Instructions (Per Instrument)	Saving A/c: Rs 25/- Per Instrument Max. Rs 100/- CD/CC/SOD A/c: Rs 50/- Per Instrument Max: Rs 200/-
10.05	Duplicate Statement	Rs 10 per folio: Max: Rs 250/- (Folio consists 40 transactions.)
10.06	Duplicate Passbooks of SB/CD/Retail loan accounts	Rs 30/-
10.07	Standing Instructions	Free
10.08	Issuance Of MICR cheques	Rs 2.00 per leaf. First 50 cheques leaves free per year for Saving Account.
10.09	Issuance of Non Micr cheques	Free
10.10	Issuance of loose cheques	Rs 10/- per leaf for SB A/C Rs 20/- per leaf for CD A/c
10.11	Issuance of Call Deposit receipt	Rs 10/- per instrument Up to Rs 1000/- Above Rs 1000/- : Free

11	<b>Ledger Folio Charges (Incidental)</b>	
	<b>Particulars</b>	
11.01	Current Deposit A/c (General CD A/C)	Rs 40/- per folio Charges to be levied quarterly
11.02	Cash Credit/SOD	Rs 40/- per folio Charges to be levied quarterly
Note	One folio consists 40 transactions.	
12	<b>Incidental Charges (Inoperative SB/CD Accounts)</b>	
12.01	If balance is below Rs 100/- but more than Rs 30/-	Rs 30/- per year
12.02	If balance is below Rs 30/-	Account to be closed.
13	<b>Incidental/penalty charges for Accounts having balances below the prescribed limits</b>	
	<b>(For Non Computerized branches)</b>	
13.01	SB A/c without cheque book facility	20 paise per day for the period/days the balance remains below Rs 200/- Min. Rs 2/-
13.02	SB A/C with cheque book facility	50 paise per day for the period the balance is below Rs 500/-Min. Rs 5/-
13.03	No Frills Account/Social Welfare Account	Nil

13.04	General Current Account A) Rural Branches Rs 1000/- B) Semi Urban Branches Rs 2000/-	Rs 1/- per day for the period the balance is below the Prescribed limit
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14	<b>Penal charges for Accounts having balances below the prescribed limits for computerized balances.</b>			
14.01	SB accounts without Cheque book facility (Minimum Average Quarterly Balance: Rs 500/-)	Rs 100/- per Qtr for non maintenance of AQB.		
14.02	SB accounts (Minimum Average Quarterly Balance: Rs 1500/-)	Rs 200/- per Qtr if AQB is less than Rs 500/- Rs 100/- per Qtr if AQB is between Rs 501 to Rs 1499/- (Charges for non-maintenance thereof per Qtr)		
14.03	General Current Account (Minimum Balance: Average Quarterly Balance) A) Rural Branches Rs 1000/- B) Semi Urban/Urban Branches Rs 3000/- D) Metropolitan Branches Rs 10000/-	A) Rural Branches: Rs 100/- per Qtr B) Semi Urban/Urban Branches: Rs 300/- per Qtr C) Metros: Rs 500/- per Qtr  (Charges for non-maintenance thereof per Qtr)		
Note	Calculation of Average Quarterly Balance: Sum of Daily Closing balance for financial Qtr / Number of days in the Qtr. (Also available in "ATOR / ACTI" menu option).			
Note	Branches are advised to desist from the practice of marking lien for any amount on SB/CD Accounts while issuing Global Access Debit Cards to such accounts.			
15	<b>Safe Deposit Lockers</b>			
		Metro	Urban	Semi-Urban/Rural
15.01	Small - Class A	Rs 600/-	Rs 550/-	Rs 500/-
15.02	Medium- Class B	Rs 850/-	Rs 750/-	Rs 650/-
15.03	Big- Class C	Rs1400/-	Rs 1300/-	Rs 1200/-
15.04	Extra Large	Rs 2500/-	Rs 2200/-	Rs 1800/-

16	<b>Safe Custody Charges</b>	
16.01	Script	Rs 5/- per script Minimum Rs 50/- per year.
16.02	Sealed Covers	Rs 50/- per cover or part thereof.
16.03	Sealed boxes	Rs 250/- per box per annum.
16.04	Bank's own deposit receipt	No Charges
Note	Customers who default to pay within the stipulated time shall pay penalty of 10% p.a extra on the prescribed charges.	
	50 % concession to staff members including ex-employees shall continue as conveyed earlier.	

17	<b>Debit Card/ATM Charges</b>	
17.01	Issuance of JK Bank Global Access Card	Rs 50.00
17.02	The transactions made with the JK Bank Global Access Card at the Bank's own ATM shall be free. However, the transaction fee shall be chargeable for transactions (Financial/Non Financial) at other bank ATMs as:	
18	<b>Domestic Transactions (Both NFS and MasterCard ATMs)</b>	
18.01	Financial Transaction	Free
18.02	Non Financial Transaction	Free
19	<b>International Transactions</b>	
19.01	Financial Transaction	Rs 100.00
19.02	Non Financial Transaction	Rs 15.00
19.03	Transactions denied at other bank ATM due to inadequate balance	Rs 15.00
20	<b>Other Charges</b>	
20.01	Re-PIN Request	Rs 50.00
20.02	Charges for issuance of duplicate card in lieu of lost/damaged JK Bank Global Access Card	Rs 200.00

20.03	PIN Release Request	Rs 20.00
20.04	Half Yearly Card Usage Charges	Outside State: (Total Rs 50.00) {Rs 44.50 + Service Tax Rs 5.50 (@10.30%)} Within State: (Total Rs.50.00) {Rs 46.12 + Service Tax Rs 3.88 (@8.40%)}
20.05	Merchant Establishment (Point of Sale) purchases	Free

21	<b>RTGS / NEFT Charges</b>	
21.01	Inward RTGS/NEFT/ECS transactions	Free
21.02	Outward RTGS Transactions	
	Re 1 to less than Rs 5 lacs	Rs 25 per transaction.
	Rs 5 lacs and above	Rs 50 per transaction.
21.03	<b>Outward NEFT Transactions</b>	
	Upto Rs 1 lac	Free
	Rs 1 lac and above	Rs 25 per transaction.
Note	The captioned facility of RTGS/NEFT shall be provided free to the following category of account holders:  1. Platinum Current Account      2. Gold Current Account 3. Cash Credit/SOD Accounts (regular) availing facility above 20 lacs.	

22		Classification of Current Accounts.				
		Platinum Current Account	Gold Current Account	Premium Plus Current Account	Premium Current Account	Basic Current Account
22.01	Minimum Balance (Average Quarterly Balance)	Rs 5,00,000.	Rs 2,50,000.	Rs 1,00,000	Rs 50,000	Rural Branches: Rs 1,000. Urban/Semi-Urban Branches: Rs 3,000 Metros: Rs 10,000.
22.02	Charges for non-maintenance thereof per Qtr.	If upto Rs 2,50,000: Rs 4,000. If below Rs 2,50,000: Rs 8,000.	If upto Rs 1,00,000: Rs 2,000. If below Rs 1,00,000: Rs 4,000.	If upto Rs 50,000: Rs 1,000. If below Rs 50,000: Rs 2,000.	Rs 700.	Rural Branches: Rs 100. Urban/Semi-Urban Branches: Rs 300. Metros: Rs 500.
22.03	Issue of Duplicate /Adhoc Statement	Normal Charges.	Normal Charges	Normal Charges	Normal Charges	Normal Charges.
22.	Calculati	Sum of	Sum of	Sum of	Sum of	Sum of Daily

04	Minimum Avg. Quarterly Balance	Daily Closing Balance for financial Qtr/Number of days in the Qtr.	Daily Closing Balance for financial Qtr/Number of days in the Qtr.	Daily Closing Balance for financial Qtr/Number of days in the Qtr.	Daily Closing Balance for financial Qtr/Number of days in the Qtr.	Closing Balance for financial Qtr/Number of days in the Qtr.
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23 Exchange on Remittances for Classification of Current Accounts						
		Platinum Current Account	Gold Current Account	Premium Plus Current Account	Premium Current Account	Basic Current Account
23.01	Demand Drafts - Issuance (on J&K Bank Branches.)	Free.	Free upto 50 lacs per month. Incremental to be charged at full.	Free upto 30 lacs per month. Incremental to be charged at full.	Free upto 15 lacs per month. Incremental to be charged at full.	Normal Charges
23.02	For accounts not maintaining Average Quarterly Balance	Rs 0.25 per Rs1,000, minimum Rs 25/-, maximum Rs 3,000.	Rs 0.25 per Rs1,000, minimum Rs 25/-, maximum Rs 3,000.	Rs 0.25 per Rs1,000, minimum Rs 25/-, maximum Rs 3,000.	Normal Charges	Normal Charges.
23.03	Issuance of Duplicate DD's	FREE	FREE	50% of Normal charges.	Normal Charges	Normal Charges
23.04	DD-Cancellation/ Revalidation	Normal Charges	Normal Charges	Normal Charges	Normal Charges	Normal Charges.
23.05	Collection of Bills.	Free upto 10 lacs per month. Normal charges thereafter.	Free upto 5 lacs per month. Normal charges thereafter	Free upto 2 lacs per month. Normal Charges thereafter	Normal Charges	Normal Charges
23.06	Pay Orders (PO) / Banker's Cheque Issuance.	Free upto 50 PO orders/Banker's Cheques per month. Incremental to be	Free upto 30 PO/ Banker's Cheques per month.	Free upto 25 PO/ Banker's Cheques per month. Increment	Free upto 15 PO/ Banker's Cheques per month. Increment	Normal Charges

		charged at full	Incremental to be charged at full	Incremental to be charged at full.	Incremental to be charged at full.	
23.07	For accounts not maintaining Average Quarterly Balance	Normal Charges	Normal Charges	Normal Charges	Normal Charges	Normal Charges
23.08	PO cancellation/ Revalidation/ Issuing Duplicate.	Normal Charges	Normal Charges	Normal Charges	Normal Charges	Normal Charges
23.09	Inter-Branch funds transfer within J&K Bank branches - includes both collection & Payment (Cash, non-cash).	Free.	Free upto Rs 1.00 Cr per month. 50% of full charges thereafter.	Free upto Rs50 lacs per month. Full charges thereafter.	Free upto Rs 20 lacs per month. Full charges thereafter.	Normal Charges
23.10	NEFT Charges-Inward	Free	Free	Free	Free	Free
23.11	NEFT Charges-outward ( Upto Rs 1.00 lacs)	Free	Free	Free	Free	Free
23.12	NEFT Charges-outward	Free	Free	Normal Charges as per Para 21.03	Normal Charges as per Para 21.03	Normal Charges as per Para 21.03
23.13	RTGS-Outward	Free	Free	Normal Charges as per Para 21.02	Normal Charges as per Para 21.02	Normal Charges as per Para 21.02
23.14	RTGS-Inward	Free	Free	Free	Free	Free

24 Remittance Facility Through Agency Banks for Classification of Current Accounts						
		Platinum Current Account	Gold Current Account	Premium plus current account	Premium current account	Basic current account
24.01	DD- Issuance.	Actual cost incurred.	Actual cost incurred.	. Actual cost incurred.	Normal Charges.	Normal Charges.
24.02	DD-Cancellation / Revalidation/Duplicate	Normal Charges.	Normal Charges.	Normal Charges.	Normal Charges.	Normal Charges.

25 Commission on Cheque Collection for Classification of Current Accounts						
		Platinum Current Account	Gold Current Account	Premium Plus Current Account	Premium Current Account	Basic Current Account
25.01	Outstation through own bank	Free	50% of the normal collection charges as per para 3.02	50% of the normal collection charges as per para 3.02	Normal Charges.	Normal Charges.
25.02	Outstation through other banks	Free	50% of the normal collection charges as per para 3.02	50% of the normal collection charges as per para 3.02	Normal Charges	Normal Charges
25.03	Bouncing of cheques- Local					
25.04	Cheques Drawn on us					
25.05	Due to Insufficient Funds	Normal Charges	Normal Charges	Normal Charges	Normal Charges	Normal Charges
25.06	Due to Technical Reasons	No Charges	No Charges	No Charges	No Charges	No Charges.
25.07	Cheques Deposited Returned Unpaid					
	Local	Normal	Normal	Normal	Normal	Normal

		Charges	Charges	Charges	Charges	Charges
25.08	Bouncing of cheques-outstation-through own bank	Normal Charges	Normal Charges	Normal Charges	Normal Charges	Normal Charges
25.09	Bouncing of cheques-outstation-through another bank	Normal Charges	Normal Charges	Normal Charges	Normal Charges	Normal Charges

Other charges for Classification of Current Accounts						
		Platinum Current Account	Gold Current Account	Premium Plus Current Account	Premium Current Account	Basic Current Account
25.10	Balance enquiry	Normal Charges	Normal Charges	Normal Charges	Normal Charges.	Normal Charges.
25.11	Balance Certificate	Normal Charges	Normal Charges	Normal Charges	Normal Charges.	Normal Charges.
25.12	Interest Certificate	Normal Charges	Normal Charges	Normal Charges	Normal Charges.	Normal Charges.
25.13	Debit Card Issuance Fee.	Free	Free	Free	Normal Charges.	Normal Charges.
25.14	Debit Card usage Fee.	Free	Free	Normal Charges.	Normal Charges.	Normal Charges.
25.15	Account closure	Normal Charges	Normal Charges	Normal Charges.	Normal Charges.	Normal Charges.
25.16	Photo attestation	Free	Free	Normal Charges.	Normal Charges.	Normal Charges.
25.17	Signature attestation	Free	Free	Normal Charges.	Normal Charges.	Normal Charges.
25.18	Stop Payment Charges	Normal Charges	Normal Charges.	Normal Charges.	Normal Charges.	Normal Charges.
25.19	Inoperative account	Normal Charges	Normal Charges.	Normal Charges.	Normal Charges.	Normal Charges.
25.20	Ledger Folio Charges	Rs 20/- per Folio	Rs 20/- per Folio	Normal Charges	Normal Charges	Normal Charges

	All other Charges to be applied as per the prescribed service charges.
Note	Service charges on Current accounts with smart saver facility shall be applied as per the premium plus current account.

26	<b>General Miscellaneous service Charges</b>	
26.01	Closure Of Account Saving Account	1. Rs 75/-
	Current Account	2. Rs 150/-

Note	No charges shall be levied in case account is closed Owing to the death of the account holder.	
26.02	Addition /deletion of names in joint accounts/ changes in operational instructions	Free
26.03	Addition of Nomination not previously done	Free
26.04	Allowing operation in account through Power of Attorney /Mandate holder	Rs 100/- per A/c
26.05	Change of Authorized Signatory including reconstitution of account	Rs 50/- for every change
26.06	For saving Bank Account cash withdrawals either by cheque or otherwise exceeding 50 per half year	Rs 10/- per withdrawal (Exceeding 50 per half year)
26.07	Loss of complete Cheque book and surrender of unused cheque leaves (Above 50% of unused leaves) Saving Bank A/C Current/Overdraft/Cash credit	Rs 50/- Rs 100/-
26.08	Issue of Certificates NO Objection/No dues /Balance Certificate /Cheque honoured /Account Maintaining/etc (with respect to other banks) No dues certificate to Govt.sponsored credit schemes	Rs 30/-
26.09	NO Dues/NO objection Certificate with respect to our own branches.	Free
26.10	Issuance of TDS certificate	Free
26.11	Issue of Duplicate Deposit Receipt	Rs 20
26.12	Solvency Certificates Non Commercial/ Commercial (Branch Head is authorized to issue the Solvency Certificate)	Upto Rs 20.00 lacs=Rs 200/- Above 20.00 lacs to Rs 50.00 lacs=Rs 1000 Above 50.00 lacs: Rs 2000/-
26.13	Photo attestation charges	Rs 30/-

26.14	Signature Verification	Rs 30/-
27	<b>Loan Processing Charges</b>	
	<b>For all types of Working Capital facilities/Bank Guarantee/Letters of Credit forming part of working Capital Facility (Fresh Sanction)</b>	
27.0 1	Upto Rs 25000/-	NIL
27.0 2	Rs 25000/- Upto Rs 2.00 lacs	0.15% of the loan amount subject to minimum of Rs 200/-
27.0 3	Above Rs 2.00 lacs	0.20% of the loan amount: Maximum Rs 10.00 lacs
28	<b>Processing charges on Term Loans</b>	
28.0 1	Upto Rs 25000/-	NIL
28.0 2	Rs 25000/- to Rs 2.00 lacs	0.15% of the loan amount. Min: Rs 200
28.0 3	Above Rs 2.00 lacs to Rs 100 lacs	0.20% of the loan amount.
28.0 4	Above Rs 100.00 lacs	1% upfront of the loan amount. Max. Rs 10.00 lacs.
29	<b>Processing charges on Non Fund based facilities which do not form part of working capital facility</b>	
29.0 1	Upto Rs 5.00 lacs	0.10% of the limit sanctioned Minimum Rs 200/-
29.0 2	Above Rs 5.00 lacs	0.15% of the limit sanctioned Maximum Rs 3.00 lacs.
30	<b>Processing charges on Renewal/Enhancements of Fund &amp; Non Fund based facilities</b>	
30.0 1	Upto Rs 5.00 lacs	NIL
30.0 2	Above Rs 5.00 lacs	0.10% of the limit. Maximum Rs 1.50 lacs
31	<b>Processing charges for retail loans</b>	
31.01	Housing Loan	0.25% on the loan amount
31.0 2	Car Loan	0.25% of loan amount Minimum: Rs 500/- Maximum Rs 3000/-
31.0 3	Consumption Loan for Professionals/Businessmen	0.50% on the loan amount.
Note	Processing charges shall be collected at the time of receipt of loan application to be adjusted subsequently. In case advances are not sanctioned by the Bank, full amount should be refunded.	

	No processing charges for Limits sanctioned under :(i): sponsored schemes (ii). Advances granted against deposits, Govt.Securities, Units of UTI, NSCs, KVPs, and IVPs. (iii) Consumption Loan for Government/Semi Govt/Public Sector Undertakings Employees, consumer and education loans.
	The export credit limits are exempted from upfront fee w.e.f. 22.12.1998. However, the processing charges shall continue to be levied as above.
	The letters of credit established for procurement of machinery for which term loan stands already granted, no processing charges shall be levied.
	No exchange/remittance charges be levied on drafts /remittances made for disbursement of term loans sanctioned by the Bank.
	If enhancement allowed, the enhanced portion will attract the same charges as applicable to the fresh limits depending upon the type of facility sanctioned.

32	<b>Inland Letter of Credit</b>	
32.0 1	Opening Charges (irrespective of the tenure)	0.15% of LC amount: Minimum: Rs 100/-
32.0 2	Commitment Charges	0.15% for every quarter: Minimum Rs 100/-
32.0 3	Usance Charges (including sight LC)	0.15% for sight bills Upto 10 days. 0.45% over 10 days Upto three months. 0.45% for first three months plus 0.25% p.m in excess of three months.
33	<b>Revolving LC</b>	
33.0 1	Opening Charges	0.15% of LC amount: Minimum: Rs 100/-
33.0 2	Commitment Charges	0.15% for every quarter on the maximum amount of drawings permitted at any one time during the period from the date of establishment of L.C to the last date of validity.
33.0 3	Usance Charges	0.15% for sight bills. 0.45% upto over 10 days upto three months. 0.45% for first three months plus 0.25% p.m in excess of three

		months.
33.0 4		Commitment charges at 0.15% for every period of three months or part thereof on each amount reinstated from the date of reinstatement to the date of subsequent reinstatement or the last date of the validity as the case may be with a minimum of Rs. 200/- for every period of three months or part thereof.
33.0 5	Amendments to LC	If the amount of credit is subsequently increased both the usance and Commitment Charges shall be recovered for the amount so increased, minimum charges shall be Rs. 100/-.
33.0 6		Amendment other than by way of extension of the validity period or increase in the value of L. C. shall attract a flat amendment commission of Rs. 200/-.
33.0 7	LC Confirmation	If the advising branch confirms the correspondent's credit, (i.e., letter of credit established by other banks) it should collect a commitment charges on LC amount for full validity of the credit as prescribed.
33.0 8		When the Inland Letter of Credit opened by one branch of our Bank is confirmed by another branch of our Bank, the confirming branch will not charge any commission
33.0 9	Retirement Charges	0.15 % of LC amount. Minimum Rs 100/-

34	<b>Negotiation Charges</b>	
34.0 1	Negotiation charges	0.40% with a minimum of Rs 200/- and Maximum Rs 1500/- Plus discount at applicable rate of interest from the date of negotiation to the date of reimbursement.
34.0 2	LC Advising Charges	When Inland L.C. opened by correspondent Bank, which includes letter of authority, orders to negotiate, the advising branch shall levy commission at 0.10% of each L.C. with a minimum of Rs. 500/-. If the credit doesn't carry the confirmation, the branch should recover a flat commission of Rs. 500/- for advising each amendment
35	<b>Commission on Guarantees</b>	
35.0 1	Against 100% cash margin (Term Deposit Margin)	Rs 100+ 0.15% of BG amount per quarter or part thereof.
35.0 2	At lower margins	Rs 100+ 0.75% of BG per quarter or part thereof
Note	Refund of commission on guarantees: -  Where the guarantee is tendered for cancellation before the date of its expiry, the Commission should be charged and recovered in full for the quarters or part of the quarter already expired and 50% commission for the remaining un-expired period may be refunded.	
36	<b>Inspection Charges</b>	
36.0 1	Upto Rs 0.50 lacs	NIL
36.0 2	Upto Rs2.00 lacs	Actual Traveling allowances and conveyance expenses with a minimum of Rs 50/- and maximum Rs 500/-
36.0 3	Above Rs 2.00 lacs	Actual Traveling allowances and conveyance expenses with a minimum of Rs 100/- and maximum Rs 500/-
37	<b>Commitment Charges</b>	
	Fund Based Limits (Working Capital)	

37.01	Rs 100.00 lacs and above	0.50% p.a on the entire unutilized portion if average utilization is less than 50% 0.25% p.a on the entire unutilized portion if average utilization is more than 50%but less than 70%.
38	<b>Term Loans</b>	
38.01	For Limits exceeding Rs 500.00 lacs	1.00% for delayed drawdown beyond three months from the specified drawdown schedule.
38.02	Prepayment Charges	1% on the outstanding in respect of loan shifted to other banks.

<b>Anywhere Banking/ Intra CBS Branch Service Charges</b>		
39	<b>Deposit of cash</b>	
39.01	Deposit of cash at initiating branch for credit of account at remote branch within same Centre/ Zone. Limit: Rs 50000/- per remittance.	Rs 1.00 per Rs 1000/- Minimum of Rs 20/-
39.02	Deposit of cash at initiating branch for credit of account at remote branch outside Centre/ Zone. Limit: Rs 50000/- per remittance.	Rs 1.50 per Rs 1000/- Minimum of Rs 30/-
40	<b>Payment of Anywhere Cheque (At-Par Cheques) at Initiating Branch</b>	
40.01	Cash Payment (Limit Rs 200000/- per Instrument) Payment to Self i.e., Drawer only. (Within or outside Centre/ Zone)	At Par
40.02	Cash Payment (Limit Rs 50000/- per Instrument) (Payment to third party) (Within or outside Centre/ Zone)	At Par
40.03	Payment by way of credit to an account through transfer/clearing at remote branch without any ceiling on the amount of instrument.(Within or outside Centre/ Zone)	At Par
41	<b>Payment of Non Anywhere (Non- At -Par)Cheque through anywhere mode</b>	
41.01	Payment of cash at initiating branch on Non Anywhere Cheque drawn on remote branch outside Centre/Zone. Payment to Self i.e., Drawer only. No third party payments to be allowed. (Limit: Rs 50000/- per instrument)	Rs 2.50 per Rs 1000/- subject to a minimum of Rs 30/-
41.02	Payment of cash at initiating branch on Non Anywhere Cheque drawn on remote branch within same Centre/Zone. (Payment to Self/Third party) (Limit: Rs 25000/- per day)	Free
41.03	Payment of cash at initiating branch on Non Anywhere Cheque drawn on remote branch within same Centre/zone. (Self/Third party Payments) Limit: Rs 50000/- per instrument.	Rs1.00 per Rs 1000/- for the amount exceeding Rs 25000/- per day subject to a minimum of Rs 20/-

42	<b>Collection/Fund Transfer/Remittances</b>	
42.01	Collection/Transfer of Non Anywhere / Anywhere Cheque drawn on remote branch for credit of an account holder within same Centre / clearing zone.	At Par
42.02	Collection of Non Anywhere Cheque for credit of an account holder (third party accounts) drawn on outside Centre/Clearing Zone (Charges to be debited to the account of the beneficiary). (Where both the branches are on CBS)	Rs 25/- per Cheque as cost of Cheque leaf (No other charges to be levied).
Note	In respect of non anywhere cheques received through clearing house from other Banks at speed clearing centres , the charges shall be debited to the account of the drawer.	
42.03	Collection of Non Anywhere Cheque for credit of an account holder (third party accounts) drawn on outside Centre/Clearing Zone (Charges to be debited to the account of the beneficiary). (Where atleast one branch is on B2K).	<p style="text-align: center;">Upto Rs 500/- Rs 20 per instrument</p> <p style="text-align: center;">Rs 501/- to Rs 10000/- Rs 50 per Instrument.</p> <p style="text-align: center;">Rs 10001/- to Rs 100000/- Rs 100 per Instrument.</p> <p style="text-align: center;">Rs 100001 and above: Rs 150 per instrument.</p>
42.04	Funds transfer from the customer's account from initiating branch to third party accounts at remote branch through any mode (Anywhere Cheque/Non Anywhere Cheque, Debit Authority) outside Centre /outside clearing zone. (Service Charges to be debited to the account of the Drawer)-	<p style="text-align: center;">Up to Rs 1.00 lac: Rs 25/- per transaction.</p> <hr/> <p style="text-align: center;">Rs 1.00 lac and above: Rs 50/- per transaction.</p>
Note	Funds Transfer through Anywhere Cheque from initiating branch shall attract the same charges mention above.	
42.05	Deposit of installment via cash / anywhere Cheque / non-anywhere Cheque at initiating branch for credit of Demand Loan account maintained at remote branch (CBS branches only)	At Par

42.06	Funds transfer/Collection via Non Anywhere/Anywhere Cheque from the customer's account maintained at remote branch to his/their account maintained at initiating branch or vice versa.	At Par
42.07	Funds transfer from the Collection Account of an organization/firm/individual to Main Account.	At Par
42.08	Collection of Cheque/DD/Govt.Cheques at any of our Finacle branches drawn on other banks/treasuries at the place of initiating branch for credit to the account of the beneficiary maintaining his / her account at remote branch outside clearing center. (Within same Centre/clearing Zone and at speed clearing centres: Free)	Upto Rs 500/- Rs 20 per instrument  Rs 501/- to Rs 10000/- Rs 50 per Instrument.  Rs 10001/- to Rs 100000/- Rs 100 per Instrument.  Rs 100001 and above: Rs 150 per instrument.
Note	This facility should be provided at par to Platinum, Gold, Premium Plus Current Accounts and those cash credit accounts availing limit above Rs 20.00 lacs.	
43	<b>Remittances (Available at CBS branches only)</b>	
43.01	Issuance of DD's at initiating branch against anywhere cheque drawn on remote branch.	Normal DD Charges
43.02	Issuance of DD's at initiating branch against non-anywhere Cheque drawn on remote branch.	Rs.2.50 per thousand Minimum Rs 50/-
43.03	Issuance of Payment Orders at initiating branch against anywhere Cheque drawn on remote branch.	Normal Payment order Charges
43.04	Issuance of Payment Orders at initiating branch against non-anywhere cheque drawn on remote branch.	Rs.1.00 per thousand Minimum Rs 30/-
44	<b>Others</b>	
44.01	Cheque return charges at remote branches (Both " At -par" as well as " Non At- Par Cheques (Charges to be debited to the account of the drawer).	SB A/Cs: Rs 50/- per Instrument. CD/CC/SOD A/Cs: Rs 100 /- Per Instrument.
Note	(In case cheque is returned for the reasons 1. Signatures not scanned 2. Cheque Book Number not entered 3. Account Number of the drawer not mentioned- No cheque return charges shall be levied).	

44.02	Statement prints from initiating branch	Rs 25/- (for previous 20 entries)
45	<b>Anywhere Banking Cheque Book</b>	
45.01	Savings Bank Account	Rs 25/- per cheque leaf
45.02	Basic Current Account	Rs 25/- per cheque leaf
45.03	Premium Current Account	Rs 11/- per cheque leaf
45.04	Premium Plus Current Account	Rs 9/- per cheque leaf
45.05	Gold Current Account	Rs 7/- per cheque leaf
45.06	Platinum Current Account	Rs 5/- per cheque leaf
45.07	Cash Credit Account (Upto Rs 20.00 lacs Limit)	Rs 25/- per Cheque leaf
45.08	Cash Credit Account (Above 20.00 lacs Limit)	Rs 11/- per cheque leaf
Note	The competence of allowing anywhere banking facility/anywhere Cheque book facility in respect of cash credit/borrowal accounts is vested in Branch Heads henceforth. Branches are advised to extend the facility to the reputed borrowers having good track record with regard to timely servicing of account, renewal and submission of information/financials etc. The account should not reflect any sort of irregularity, overdues and default. Branch should satisfy itself about the dealings of the party with the branch.	
46	Cash handling charges at Base Branch (Account Maintaining Branch) for deposit of cash by account holder into his CD/CC/SOD/SB Account.	
46.01	Basic Current Account/ SB Account and CC/SOD Accounts availing facility up to Rs 10.00 lacs.	
	Cash Deposit Up to Rs. 30.00 lacs per month.	No Charges
	Above Rs. 30.00 lacs per month.	Rs 0.50 per Rs 1000/- (Minimum Rs 25; Maximum Rs 10000)
46.02	Premium Current Account / Premium Plus Current Account and CC/SOD Accounts availing facility above Rs 10.00 lacs to Rs 30.00 lacs.	
	Cash Deposit Up to Rs. 50.00 lacs per month	No Charges
	Above Rs. 50.00 lacs per month.	Rs 0.50 per Rs 1000/- (Minimum Rs 25; Maximum Rs 10000)
46.03	Gold Current Account/Platinum Current Account and CC/SOD Accounts availing facility above Rs 30.00 lacs and <b>those account holders who have an aggregate term deposit of Rs. 20.00 lacs with the Business Unit.</b>	
	No Charges	
	(For Menu Option of Cash Handling Charges refer to Circular No. 177 dated 31.07.2009)	
The above service charges are exclusive of Banking Service Tax (BST), which shall be recovered as applicable at respective states /Union territories.		


47	<b>Third Branch Transaction charges</b>	
	If drawer comes to the third branch (processing B/U) for this service. Rs 2.00 lacs per day.	Rs 25/- upto Rs 50000/-
	If beneficiary/payee, being customer of the bank presents the cheque at the third B/U for this service = Rs 50000/- per day.	Rs 50/- upto Rs 50000/-
Note: The above charges shall be levied at the third B/U on both, anywhere as well non- anywhere Cheque. Charges shall be levied to the party who avails the facility.		

48	<b>Concessions</b>	
	<b>Defense Personnel</b>	
48.01	At par collection of salary/terminal dues.	
48.02	At par monthly remittances of Rs.10, 000/- to family and one time remittance per annum to meet the school/college fee of children.	
48.03	Defense unit maintaining a/c with the branch shall be allowed at par collection facility.	
Note	The above concessions are subject to recovery of postage/out of pocket expenses under rules	

49	Co-operative Banks/Land Development Banks /RRBs/Service Co-operative Societies/DRDAs
49.01	No service charges may be levied for collection of cheques deposited by DRDA, Farmers' Co-operative Agencies (banking with the Bank). The postage and out of pocket expenses should however be charged.
49.02	In case of Co-operative Banks/Regional Rural Banks the branches have discretion to enter into formal understanding with such Co-operative Banks/RRBs maintaining its accounts with it to share the charges to be levied to the customers, in the following proportion:
Note	50% concession in usual service charges may be allowed to the Co-operative Banks/RRBs maintaining their accounts with the branch of the bank subject to the condition that such concession shall not be passed on to their customers. To this effect they shall be required to furnish an undertaking to the bank.
50	<b>Accounts of Govt. Department/Bodies/Corporations/Undertakings</b>
50.01	<p>The Central, State Govt. Departments and other Govt. undertakings/Corporations exclusively banking with our bank may be extended "At Par" facility in respect of issue of DDs/TTs/MTs, MICR Cheque Books, collection of cheques, Anywhere facility subject to the condition such remittances /collections are meant for credit of Govt Departments, Undertaking, or Corporations. However postage and out of pocket expenses are recovered in full.</p> <p>Where the DDs/TTs/MTs are required to be issued in favour of beneficiaries other than the Govt. with an exception of remittances on account of loans and scholarships to students, the usual service charges shall apply.</p> <p>Retired employees of J&amp;K State shall be extended 'at par' facility henceforth in respect of collection of their terminal benefits on reaching the age of superannuation. However postage and out of pocket expenses shall be recoverable in full.</p>
51	<b>Staff Members</b>
	<b>Concession in exchange on Remittances</b>
51.01	To be allowed to maximum amount of remittance to the extent of Rs.3.00 lakhs during a financial year subject to condition that such remittances are made only from the account where the salary of the employee is credited. However the remittances on account of hospitalization charges, if any, for the employee or his dependents shall also be allowed 'at par.
52	<b>Concession in commission on collection of bills</b>

52.01	The collection of cheques representing payments of Dividend warrants, maturity proceeds of insurance policies/bonds/deposit instruments/postal certificate in the names of the employee or his dependent family members shall be allowed 'at par.' However, out of pocket expenses to be recovered in full.
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53	<b>Concessions on purchase/discount of bills</b>
	<p>At par bill purchase facility at a time to the employee shall not exceed his one month's salary and shall be subject to furnishing an undertaking to the effect that:</p> <ul style="list-style-type: none"> <li>▪ There is sufficient balance in his/her account and he/she shall continue to maintain the balance in the account till the BP is realised.</li> <li>▪ Third party cheques/Instruments if any purchased from the staff members shall attract normal exchange/collection charges.</li> <li>▪ Instrument drawn on the branch where the employee draws his/her salary should only be purchased at par.</li> <li>▪ No instrument /Cheque pertaining to the account of the employee, which is drawn on a branch within the same station should normally be purchased.</li> </ul>
54	<b>Charges by Currency chest holding banks</b>
	Rs 2/- per note packet of 100 pieces on cash deposited by non-chest bank branches of other banks. However, our own non-chest branches, Co-Op. Banks, RRBs are exempted from paying such charges.
<b>Note</b>	The above service charges are exclusive of Banking Service Tax (BST), which shall be recovered as applicable at respective states /Union territories.
	Branches in J&K State should levy Banking Service Tax (BST) on such service charges as per instructions issued by Balance Sheet & Taxation Department, Corporate Headquarters, Srinagar, vide their circular No 75 dated May 31, 2007. Branches outside J&K State should levy service tax on such charges as applicable in the concerned state/union territory as per extant guidelines and as amended from time to time.





