

# Service Charges Schedule

## Strategy & Business Development Division



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## A:-Remittances

<b>A1:- DDs/TTs/MTs ( Paper Based)</b>			
		Cash	Non Cash
A1.1	Up to ` 5000/- (Drawn on our B/Us)	₹ 15/-	₹15/-
A1.2	From ` 5001/- and above	₹ 2.50/- per ₹ 1000/- or part thereof. Min. ₹ 30/-	₹2.00 per ₹1000/- or part thereof Min. ₹ 25/- Max.₹15000/-
A1.3	Agency Arrangement DDs	An extra 20% shall be levied on the normal charges. Min. ₹ 30/- and Max.₹18000/-	
<b>A2:- Pay orders/Bankers Cheque</b>			
A2.1	Upto `5000/-	₹ 15/-	₹ 15/-
A2.2	From ` 5001/- and above	₹ 1.00/- per ₹ 1000/- or part thereof. Min. ₹30/-	₹ 0.75/- per ₹1000/- or part thereof. Min. ₹25/- Max. ₹ 3500/-
<b>A3:- Electronic Remittances( Inter-Business Unit)</b>			
A3.1	Transfer of money from customers account to third party accounts maintained with Non Base Business Units, irrespective of the clearing Zone using cheque, debit authority etc.	Up to ₹1.00 lakh	Free
		Above ₹1.00 lakh	₹ 50.00 Per remittance.
<b>A4:- RTGS / NEFT Charges( Inter-Bank)</b>			
<b>Outward RTGS Transactions</b>			
A4.1	` 2.00 lacs to ` 5 lacs	₹ 25 per transaction.	
A4.2	Above Rs 5.00 lacs	₹ 50 per transaction.	
<b>Outward NEFT Transactions</b>			
A4.3	Upto ` 1 lac	Free	
A4.4	Above ` 1.00 lac to ` 2.00 lacs	₹15 per transaction.	
	above 2 lacs	₹ 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.		

<b>Note</b>	Remittances above `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 BUs of the Bank to Main Account maintained at any BU 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 B/U to another B/U 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.

## B:- Commission on collection Bills/Cheques

<b>B1:- Commission on Collection of Bills</b>			
<b>B1.1</b>	<b>Inter Business Unit (Within JK Bank Business units)</b>		
	Bills (Clean / Documentary / Demand / Usance) Charges to be levied at collecting BU only	₹ 5 per Rs1000/- or part thereof Min: ₹ 30/-Max: ₹ 10000/-	
<b>B1.2</b>	<b>Inter Bank (JK Bank to other Banks)</b>		
	Clean / Documentary/Demand / Usance	₹ 5 per Rs 1000/- or part thereof Min: ₹ 30/-Max: ₹ 20000/-	
<b>B1.3</b>	<b>Commission on Collection of Cheques</b>		
<b>a.</b>	Inter Business Unit (Within JK Bank Business units)	Free	
<b>b.</b>	Collection of Cheque/DD/ Govt. Cheques at any of our BU drawn on other banks/ treasuries at the place of initiating BU for credit to the account of the beneficiary maintaining his / her account at remote BU outside clearing center.	Up to ₹ 500/-	₹ 20 per instrument
		₹ 501/- to ₹ 10000/-	₹ 50 per Instrument.
		₹ 10001/- to ₹ 100000/-	₹ 100 per Instrument.
		₹ 100001 and above:	₹ 150 per instrument.
<b>Note:</b>	Within same Centre/clearing Zone and at speed clearing centers: <b>Free</b>		
<b>Note:</b>	This facility should be provided at par to Platinum, Gold, Premium Plus Current Accounts and those cash credit accounts availing limit above ₹ 20.00 lacs.		
<b>B2</b>	<b>Inter- Bank (JK Bank to other Banks) (Beyond Clearing Zone)</b>		
<b>B2.1</b>	Up to ₹ 500	₹ 20 per instrument	
<b>B2.2</b>	₹ 501 to ₹ .10,000	₹ 50/- per instrument.	
<b>B2.3</b>	₹ .10,001 to ₹ .1,00,000	₹ 100/- per instrument.	
<b>B2.4</b>	₹ .1,00,001 and above	₹ .150 per instrument	

**C:- Anywhere Banking/ Intra CBS Business Unit Service Charges**

C1	<b>Deposit of cash</b>	
C1.1	Deposit of cash at initiating B/U for credit of account at remote B/U within same Centre/ Zone. Limit: `50000/- per remittance.	` 1.00 per ` 1000/- Minimum of ` 20/-
C1.2	Deposit of cash at initiating BU for credit of account at remote B/U outside Centre/ Zone. Limit: ` 50000/- per remittance.	` 1.50 per ` 1000/- Minimum of ` 30/-
C1.3	Deposit of installment via cash / Cheque at initiating BU for credit of Demand Loan account maintained at remote BU.	Free
C2	<b>Payment of Cheque at Initiating BU</b>	
C2.1	Cash Payment (Limit ` 200000/- per Instrument) Payment to Self i.e., Drawer only.	Free

C2.2	Cash Payment (Limit ` 50000/- per Instrument) (Payment to third party)	Free
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### **D:- Cheque Book Charges**

D1	Charges	` 2/- per cheque leaf
<b>D2</b>	<b>Free cheque leaves per year</b>	
D2.1	Savings Bank Account ( All variants)	20
D2.2	Basic Current Account	50
D2.3	Premium Current Account	100
D2.4	Premium Plus Current Account	150
D2.5	Gold Current Account	250
D2.6	Platinum Current Account	500

D2.7	Borrowal Accounts with limits up to ₹10.00 lakhs	50
D2.8	Borrowal Accounts with limits above ₹10.00 lakhs	100

### E:- Purchase / Discount of Documentary / Clean Bills

<b>E1</b>	<b>Where regular bills limit is sanctioned in favour of the party</b>	
E1.1	Demand Bills (Clean/documentary)	₹ 4.50/- per ₹ 1000/- as interest component. ₹ 3.00/- per ₹ 1000/- as collection component (collection charges: Maximum ₹ 8000/-)
E1.2	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 ₹ 3/- per ₹ 1000/- shall also be recovered. Max Collection Charges: ₹ 8000/-)
<b>E2</b>	<b>Where no regular bills limit is enjoyed by the party</b>	
E2.1	Demand Bill (Clean/documentary)	₹ 5.00/- per ₹ 1000/- as interest component. ₹ 3.00/- per ₹ 1000/- as collection component (collection charges: Maximum ₹ 8000/-)
E2.2	Usance Bills (Clean/Documentary)	OD rate i.e., PLR +4.00%. In addition, collection charges ₹ 3/- per ₹ 1000/- shall also be recovered. (Collection charges: Maximum ₹ 8000/-)
<b>E3</b>	<b>Purchase of Outstation Cheques/Drafts</b>	
E3.1	₹ 4.00/- per ₹ 1000/- as interest component.	
<b>E4</b>	<b>Purchase of local Cheques/Drafts</b>	
E4.1	Inter branch DD Purchase= Free	
E4.2	₹ 2/- per ₹ 1000/- with a minimum of ₹ 30/-	

Note	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.
	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

### F:- Bill / Cheque Return Charges

F1	Inward Clearing Cheque Return Charges	SB A/C: ` 30/- CD/CC/SOD A/Cs: ` 50/-
F2	Outward clearing Cheque Return Charges	SB A/C: ` 20/- CD/CC/SOD A/Cs ` 30/-
F3	Outward Cheque Return Charges (Outstation)	Handling charges of 50% of the prescribed collection charges .Min ` 25/-.
F4	Inward Cheque return charges (Outstation)	SB A/C : ` 30/- CD/CC/SOD A/Cs ` 50/-
F5	Inward Documentary Bills Returned.	Collecting B/U should charge @ 50% of the prescribed collection charges. Min ` 50/-(To the A/C of drawee of the Bill).
F6	Outward Documentary Bills returned	Collecting B/U should charge @ 50%of the prescribed collection charges. (To the A/C of drawer of the Bill) Min ` 100/-

<b>Note</b>	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.
	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 B/Us.
	(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).

### G:- Revalidation, cancellation and Issue of Duplicate DD / PO

<b>G1</b>	Revalidation of Instrument	₹ 20/- (For Govt. Departments/Universities facility at par)
<b>G2</b>	Cancellation of Instrument	₹ 30/-
<b>G3</b>	Issue of Duplicate Instrument	₹ 40/-
<b>G4</b>	Stop Payment Instructions (Per Instrument)	Saving A/C: ₹ 25/- Per Instrument Max. ₹ 100/- CD/CC/SOD A/c: ₹ 50/- Per Instrument Max: ₹ 200/-
<b>G5</b>	Duplicate Statement	₹ 10 per folio: Max: ₹ 250/- (Folio consists 40 transactions.)
<b>G6</b>	Duplicate Passbooks of SB/CD/Retail loan accounts	₹ 30/-

G7	Standing Instructions	Free
G8	Issuance Of MICR cheques	₹ 2.00 per leaf. First 50 cheques leaves free per year for Saving Account.
G9	Issuance of Non Micr cheques	Free
G10	Issuance of loose cheques	₹ 10/- per leaf for SB A/C ₹ 20/- per leaf for CD A/c
G11	Issuance of Call Deposit receipt	₹ 10/- per instrument Up to ₹ 1000/- Above ₹ 1000/- : Free

### H:- Charges for non-maintenance of minimum AQB

H1	General SB A/C with Cheque book (Minimum AQB: Rs 500)	₹ 100/- per Qtr.
H2	General SB A/C without Cheque Book (Minimum AQB: Rs 300)	₹ 100/- per Qtr.
H3	Deluxe SB A/C (Minimum AQB: Rs 5000)	₹ 200/- per Qtr.
H4	General Salary A/C (Minimum AQB: NA)	NA
H5	Deluxe Salary A/C (Minimum AQB: Rs 5000)	₹ 200/- per Qtr.
H6	Basic CD A/C (Minimum AQB: Rs 3000)	₹ 300/- per Qtr.
H7	Grameen CD A/C (Minimum AQB: Rs 1000)	₹ 100/- per Qtr.
H8	Premium CD A/C (Minimum AQB: Rs 50000)	₹ 700/- per Qtr.
H9	Premium Plus CD A/C (Minimum AQB: Rs 100000)	₹ 1000/- per Qtr. if AQB is ₹ 50000/- to ₹ 1.00 lac. ₹ 2000/- per Qtr. if AQB is below ₹

		50000/-
<b>H10</b>	Gold CD A/C (Minimum AQB: Rs 250000)	` 2000/- per Qtr. if AQB is ` 1.00 lacs to ` 250000/- ` 4000/- per Qtr. if AQB is below ` 1.00 lacs.
<b>H11</b>	Platinum CD A/C (Minimum AQB: Rs 500000)	` 4000/- per Qtr. if AQB is ` 2.50 lacs to ` 5.00. ` 8000/- per Qtr. if balance below ` 2.50 lacs
<b>H12</b>	No Frills Account/Social Welfare Accounts/NREGA Accounts	Nil
<b>Note</b>	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).	
	B/Us 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.	

### I:- Safe Deposit Lockers/ Safe Custody Charges

<b>Sl. No.</b>	<b>Safe Deposit Lockers</b>	<b>Metro</b>	<b>Urban</b>	<b>Semi-Urban/Rural</b>
I1.1	Small - Class A	` 600/-	` 550/-	` 500/-
I1.2	Medium- Class B	` 850/-	` 750/-	` 650/-
I1.3	Big- Class C	` 1400/-	` 1300/-	` 1200/-
I1.4	Extra Large	` 2500/-	` 2200/-	` 1800/-

12.	Safe Custody Charges	
13.1	Script	` 5/- per script Minimum Rs 50/- per year.
12.2	Sealed Covers	` 50/- per cover or part thereof.
12.3	Sealed boxes	` 250/- per box per annum.
12.4	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.	

### J:- Third Business Unit Transaction charges

J1	If drawer comes to the third B/U (processing B/U) for this service. ` 2.00 lacs per day.	` 25/- upto ` 50000/-
J2	If beneficiary/payee, being customer of the bank presents the cheque at the third B/U for this service = ` 50000/- per day.	` 50/- upto ` 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.		

**K:- Cash handling charges at Base BU (Account Maintaining BU) for deposit of cash by account holder into his CD/CC/SOD/SB Account.**

K1	Basic Current Account/ SB Account and CC/SOD Accounts availing facility up to ` 10.00 lacs.	
K1.1	Cash Deposit Up to ` 30.00 lacs per month.	No Charges
K1.2	Above ` . 30.00 lacs per month.	` 0.50 per ` 1000/- (Minimum ` 25; Maximum ` 10000)
K2	Premium Current Account / Premium Plus Current Account and CC/SOD Accounts availing facility above ` 10.00 lacs to ` 30.00 lacs.	
K2.1	Cash Deposit Up to ` . 50.00 lacs per month	No Charges
K2.2	Above ` . 50.00 lacs per month.	` 0.50 per ` 1000/- (Minimum ` 25; Maximum ` 10000)
K3	Gold Current Account/Platinum Current Account and CC/SOD Accounts availing facility above ` 30.00 lacs and <b>those account holders who have an aggregate term deposit of ` . 20.00 lacs with the Business Unit.</b>	
K3.1	No Charges	
K3.2	(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.		

**L:- Debit Card/ATM Charges**

L1	Issuance of JK Bank Global Access Card	` 50.00
L2	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:	
L3	<b>Domestic Transactions (Both NFS and MasterCard ATMs)</b>	
L3.1	Financial Transaction	Free
L3.2	Non Financial Transaction	Free
L4	<b>International Transactions</b>	

L4.1	Financial Transaction	` 100.00
L4.2	Non Financial Transaction	` 15.00
L4.3	Transactions denied at other bank ATM due to inadequate balance	` 15.00
<b>L5</b>	<b>Other Charges</b>	
L5.1	Re-PIN Request	` 50.00
L5.2	Charges for issuance of duplicate card in lieu of lost/damaged JK Bank Global Access Card	` 200.00
L5.3	PIN Release Request	` 20.00
L5.4	Half Yearly Card Usage Charges	Outside State: (Total ` 50.00) { ` 45.33 + Service Tax ` 4.67 (@10.30%)} Within State: (Total ` .50.00) { ` 46.12 + Service Tax ` 3.88 (@8.40%)}
L5.5	Merchant Establishment (Point of Sale) purchases	Free

### **M:- General Miscellaneous service Charges**

<b>M1</b>	<b>Closure Of Account</b> Saving Account	1. ` 75/-
	Current Account	2. ` 150/-
Note: No charges shall be levied in case account is closed Owing to the death of the account holder.		
<b>M2</b>	Addition /deletion of names in joint accounts/ changes in operational instructions	Free
<b>M3</b>	Addition of Nomination not previously done	Free
<b>M4</b>	Allowing operation in account through Power of Attorney /Mandate holder	` 100/- per A/c

<b>M5</b>	Change of Authorized Signatory including reconstitution of account	` 50/- for every change
<b>M6</b>	For saving Bank Account cash withdrawals either by cheque or otherwise exceeding 50 per half year	` 10/- per withdrawal (Exceeding 50 per half year)
<b>M7</b>	Loss of complete Cheque book and surrender of unused cheque leaves (Above 50% of unused leaves) Saving Bank A/C Current/Overdraft/Cash credit	` 50/- ` 100/-
<b>M8</b>	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	` 30/-
<b>M9</b>	NO Dues/NO objection Certificate with respect to our own B/Us.	Free
<b>M10</b>	Issuance of TDS certificate	Free
<b>M11</b>	Issue of Duplicate Deposit Receipt	` 20
<b>M12</b>	Solvency Certificates Non Commercial/ Commercial (B/U Head is authorized to issue the Solvency Certificate)	Upto ` 20.00 lacs=` 200/- Above 20.00 lacs to ` 50.00 lacs=` 1000 Above 50.00 lacs: ` 2000/-
<b>M13</b>	Photo attestation charges	` 30/-
<b>M14</b>	Signature Verification	` 30/-

<b>M15</b>	<b>Charges by Currency chest holding banks</b>
M15.1	` 2/- per note packet of 100 pieces on cash deposited by non-chest bank BU of other banks. However, our own non-chest B/Us, Co-Op. Banks, RRBs are exempted from paying such charges.

M16	<b>Relaxation to Trade and Industry in J &amp; K State (up to 31<sup>st</sup> March, 2012)</b>	
	i.	Remittances (Paper based only) DDs, POs , TTs etc
	ii.	Collection of outstation Bills.
		25% Concession on Normal Charges. Min : ₹ 15/-Max: ₹11250
		50% Concession on Normal Charges. Min: ₹30/- Max: ₹5000)
Note	<p>Concessions to Borrowal Accounts: - As a retention policy of the bank, Business Heads have been given the powers to extend the relaxations in remittances excluding RTGS/NEFT to the borrowal accounts on case to case basis. The concessional rates to be applied to these borrowal accounts are given hereunder:</p> <p>(I) ` 0.50 per thousand to the clients availing aggregate credit facility of ` 50.00 lacs and above.</p> <p>(II) ` 1.00 per thousand to the clients availing aggregate credit facility of ` 20.00 lacs upto ` 50.00 lacs.</p>	

**N:- Loan Processing Charges**

N1	For all types of Working Capital facilities/Bank Guarantee/Letters of Credit forming part of working Capital Facility (Fresh Sanction)	
N1.1	Upto ` 25000/-	NIL

N1.2	₹ 25000/- Upto ₹ 2.00 lacs	0.15% of the loan amount subject to minimum of ₹ 200/-
N1.3	Above Rs 2.00 lacs	0.20% of the loan amount: Maximum ₹ 10.00 lacs
<b>N2</b>	<b>Processing charges on Term Loans</b>	
N2.1	Upto ₹ 25000/-	NIL
N2.2	₹ 25000/- to ₹ 2.00 lacs	0.15% of the loan amount. Min: ₹ 200
N2.3	Above ₹ 2.00 lacs to ₹ 100 lacs	0.20% of the loan amount.
N2.4	Above ₹ 100.00 lacs	1% upfront of the loan amount.
<b>N3</b>	<b>Processing charges on Non Fund based facilities which do not form part of working capital facility</b>	
N3.1	Upto ₹ 5.00 lacs	0.10% of the limit sanctioned Minimum ₹ 200/-
N3.2	Above ₹ 5.00 lacs	0.15% of the limit sanctioned Maximum ₹ 3.00 lacs.

<b>N4</b>	<b>Processing charges on Renewal/Enhancements of Fund &amp; Non Fund based facilities</b>	
N4.1	Upto ₹ 5.00 lacs	NIL
N4.2	Above ₹ 5.00 lacs	0.10% of the limit. Maximum ₹ 1.50 lacs

<b>N5</b>	<b>Processing charges for retail loans</b>	
N5.1	Housing Loan	0.25% on the loan amount
N5.2	Car Loan	0.25% of loan amount Minimum: ` 500/- Maximum ` 3000/-
N5.3	Consumption Loan for Professionals/Businessmen	0.50% on the loan amount.
Note	In case of fresh credit facilities sanctioned in favour of a borrower, Processing fee at prescribed rate or at any other rate approved by A&AP, CHQ to be recovered in full at the time of execution of loan documents by the borrower.	
	In cases of renewal / enhancement of existing fund and non fund based working capital facilities, processing fee at prescribed rate or at any other approved by A&AP , CHQ to be recovered in full after approval of renewal/enhancement in sanctioned /conveyed to the borrower.	
	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.		

### O:- Inland Letter of Credit

<b>01</b>	Opening Charges (irrespective of the tenure)	0.15% of LC amount: Minimum: ` 100/-
<b>02</b>	Commitment Charges	0.15% for every quarter: Minimum ` 100/-

03	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.
04	<b>Revolving LC</b>	
04.1	Opening Charges	0.15% of LC amount: Minimum: ` 100/-
04.2	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.
04.3	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.  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 `. 200/- for every period of three months or part thereof.
04.4	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 `. 100/-.  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 `. 200/-.
04.5	LC Confirmation	If the advising B/U 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.  When the Inland Letter of Credit opened by one B/U of our Bank is confirmed by another B/U of our Bank, the confirming B/U will not charge any commission

04.6	Retirement Charges	0.15 % of LC amount. Minimum ` 100/-
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**P:- Negotiation Charges**

P1	Negotiation charges	0.40% with a minimum of ` 200/- and Maximum ` 1500/- Plus discount at applicable rate of interest from the date of negotiation to the date of reimbursement.
P2	LC Advising Charges	When Inland L.C. opened by correspondent Bank, which includes letter of authority, orders to negotiate, the advising B/U shall levy commission at 0.10% of each L.C. with a minimum of ` 500/-. If the credit doesn't carry the confirmation, the B/U should recover a flat commission of ` . 500/- for advising each amendment

**Q:- Commission on Guarantees**

Q1	Against 100% cash margin (Term Deposit Margin)	` 100+ 0.15% of BG amount per quarter or part thereof.
Q2	At lower margins	` 100+ 0.75% of BG per quarter or part thereof
Not e	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.	

### R:- Inspection Charges

<b>R1</b>	Upto ` 0.50 lacs	NIL
<b>R2</b>	Upto ` 2.00 lacs	Actual Traveling allowances and conveyance expenses with a minimum of ` 50/- and maximum ` 500/-
<b>R3</b>	Above ` 2.00 lacs	Actual Traveling allowances and conveyance expenses with a minimum of ` 100/- and maximum ` 500/-

### S:- Commitment Charges

<b>S1</b>	Fund Based Limits (Working Capital)	
<b>S1.1</b>	` 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%.
<b>S2</b>	Term Loans	
<b>S2.1</b>	For Limits exceeding ` 500.00 lacs	1.00% for delayed drawdown beyond three months from the specified drawdown schedule.
<b>S2.2</b>	Prepayment Charges	1% on the outstanding in respect of loan shifted to other banks.

## T:- Concessions

<b>T1</b>	<b>Defense Personnel</b>
T1.1	At par collection of salary/terminal dues.
T1.2	At par monthly remittances of `10, 000/- to family and one time remittance per annum to meet the school/college fee of children.
T1.3	Defense unit maintaining a/c with the branch shall be allowed at par collection facility.
T1.4	The above concessions are subject to recovery of postage/out of pocket expenses under rules
T1.5	Co-operative Banks/Land Development Banks /RRBs/Service Co-operative Societies/DRDAs
T1.6	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.
T1.7	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.
<b>T2</b>	<b>Accounts of Govt. Department/Bodies/Corporations/Undertakings</b>

	<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>
T2.1	<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>

<b>T3</b>	<b>Staff Members</b>
T3.1	<b>Concession in exchange on Remittances</b>
	To be allowed to maximum amount of remittance to the extent of `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.
T3.2	<b>Concession in commission on collection of bills</b>
	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.
T3.3	<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 realized.</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>

<b>T4</b>	<b>Charges by Currency chest holding banks</b>
T4.1	₹ 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.
	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.

	The General Service Charges shall not apply to those Companies/Firms/Individuals which enjoy special benefits/relaxations like Bharti Airtel, Fair Price Shops, LIC, ITC, Board of School Education etc
Notes	<p>Concessions to Borrower Accounts: - As a retention policy of the bank, Business Heads have been given the powers to extend the relaxations in remittances excluding RTGS/NEFT to the borrower accounts on case to case basis. <u>The concessional rates to be applied to these borrower accounts are given hereunder:</u></p> <p>(I) ₹ 0.50 per thousand to the clients availing aggregate credit facility of ₹ 50.00 lacs and above.</p> <p>(II) ₹ 1.00 per thousand to the clients availing aggregate credit facility of ₹ 20.00 lacs upto ₹ 50.00 lacs.</p>

**(The above service charges are exclusive of Banking Service Tax (BST), which shall be recovered as applicable at respective states /Union territories)**

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