

NPCI/2015-16/CTS/062

July 27, 2015

To,

All CTS clearing member banks
Gandhidham

Dear Sir,

Sub: Paper to Follow (P2F) session at Gandhidham

NPCI has tied up with M/s The Gandhidham Mercantile Co-Op Bank Ltd., for carrying out Paper to Follow (P2F) session related activities at **Gandhidham**.

Paper to follow (P2F) is an important component of CTS clearing wherein physical instruments are exchanged among the member banks.

P2F sessions will be conducted at the following address w.e.f. **July 31, 2015**

P2F session timing: Monday to Saturday – 9.00am to 9.30am (CTS Presentation of July 30th, 2015).

Contact Person: Shri Pradip G Gohil

Contact Number: 02836- 229472/229400/237623

The Gandhidham Mercantile Co-Op Bank Ltd.,
GMCB Bhavan, Ground Floor, Plot no-12, Sector 9
Gandhidham - 370201

Banks are requested to strictly adhere to the P2F process as per the roles and responsibilities are detailed in Annexure-I. The representatives of the banks should carry the P2F reports along with the cheques for distribution to the respective receiving bank and lodge complaints wherever instruments are not received / given by the respective banks (including return instruments) in the register provided at the P2F centre.

NPCI detailed P2F process is also available at <http://www.npci.org.in/GridCTSPresentation.aspx>

For any query or clarification, please contact:

Name	e-mail ID	Mobile Number
Prasad Bapat	prasad.bapat@npci.org.in	8108186549
Vishwanath Shettigar	vishwanath.s@npci.org.in	7506446530

Yours faithfully,



Gururaj Rao
Associate Vice-President
Western Grid CTS & NACH Operations

द कॅपिटल
युनिट नं. 1001 ए, बी विंग,
10 वी मंजिल, प्लॉट नं. सी-70,
जी ब्लॉक, बान्द्रा-कुर्ला कॉम्प्लेक्स,
बान्द्रा पूर्व, मुंबई - 400 051

The Capital,
Unit No. 1001A, B Wing,
10th Floor, Plot No. C-70,
G Block, Bandra Kurla Complex,
Bandra (E), Mumbai 400051

दूरभाषा / Phone: 022 4000 9100
फैक्स / Fax: 022 4000 9101
ई-मेल / email: contact@npci.org.in
वेबसाईट / Website: www.npci.org.in

CIN : U74990MH2008NPL189067

Responsibilities of Bank Managing P2F session

- Make available the premises and other amenities for P2F Session atleast 15 minutes before P2F session time
- Verifying the identity of the participants.
- Ensure that Bank representatives, mark their Attendance on daily basis in the register provided.
- Maintenance of complaints register so that the member banks can register the same in case of any cheques are not received or received in excess.
- To share with member banks / display on the notice board the latest instructions and circulars issued by RBI / NPCI.

Responsibilities of member banks

- Carry the P2F report and instruments to be exchanged to the P2F session.
- Instruct your bank respective to carry the Bank identity card for participation in P2F session.
- Exchange the physical instruments with the member banks at P2F session.
- In case of discrepancy in P2F instruments, register the complaint maintained at the P2F session.
- Maintain orderliness during p2F session.