



भारतीय राष्ट्रीय भुगतान निगम  
NATIONAL PAYMENTS CORPORATION OF INDIA

NPCI/2015-16/CTS/063

July 27, 2015

To,

All CTS clearing member banks  
Bhuj

Dear Sir,

**Sub: Paper to Follow (P2F) session at Bhuj**

NPCI has tied up with M/s Rajkot Nagarik Sahakari Bank Ltd., for carrying out Paper to Follow (P2F) session related activities at Bhuj.

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 30, 2015**

P2F session timing: Monday to Saturday – 9.00am to 9.30am (CTS Presentation of July 29<sup>th</sup> 2015).

Contact Person: Shri Jayesh J. Mehta & Shri N. B. Dholakia

Contact Number: 02832- 255793/255794

Rajkot Nagrik Sahakari Bank Ltd  
Bhuj - Kutch Branch  
Pandit Dindayal Upadhyay Marg (Hospital Road)  
Bhuj

Banks are requested to strictly adhere to the process and register complaints wherever instruments are not received / given by the respective banks. The representatives of the banks should carry the P2F reports along with the cheques for distribution to the respective receiving bank. The roles and responsibilities are detailed in Annexure I.

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

For any query or clarification, please contact:

Name	e-mail ID	Mobile Number
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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,  
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10th Floor, Plot No. C-70,  
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Bandra (E), Mumbai 400051

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CIN : U74990MH2008NPL189067

**Responsibilities of GMC Bank**

- Verifying the identity of the participants.
- Participant Banks Attendance to be maintained on daily basis.
- Provide premises and other amenities for conducting the sessions.
- 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.

**Responsibilities of member banks**

- Carry the P2F report to the session.
- Carry the identity card of your respective Banks for participation in P2F.
- Exchange the physical instruments with the member banks.
- Deliver the outward instruments against acknowledgement from the recipient.
- Receive the inward P2F instruments.
- In case of discrepancy register the complaint maintained at the premises during the session.