



भारतीय राष्ट्रीय भुगतान निगम  
NATIONAL PAYMENTS CORPORATION OF INDIA  
Jun 10<sup>th</sup>, 2015

NPCI/CHENNAI/2015-16/

To  
All the member banks of Banker's Clearing House at Chennai (BCHC)

**Commencement of Paper to Follow (P2F) process in Sivagangai**

Dear Sir,

NPCI has tied up with M/s Sivagangai District Central Co-operative Bank (SDCB) for carrying out P2F session related activities, the address of the venue is as follows:

Address

M/S.Sivagangai DCCB Ltd,  
Head Office,  
163,Gandhi Street,  
Sivagangai-630 561.

Contact person

Mr. John  
Contact No : 04575 240654

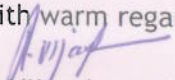
Paper to follow session timings

Monday to Saturday - 8:00 AM to 8:30 AM

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.

For detailed P2F process you may visit: <http://www.npci.org.in/GridCTSPresentation.aspx>

With warm regards

  
(R.Vijayakumar)  
Senior Manager -CTS and NACH Operations



Encl: Annexure I

सी-9, 8वी मंजिल,  
आरबीआई प्रिमायसेस,  
बान्द्रा-कुर्ला कॉम्प्लेक्स,  
बान्द्रा पूर्व,  
मुंबई - 400 051

C-9, 8th Floor  
RBI Premises  
Bandra-Kurla Complex  
Bandra East  
Mumbai 400051

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फैक्स / Fax:022 2657 1001  
ई-मेल / email: [contact@npci.org.in](mailto:contact@npci.org.in)  
वेबसाइट / Website: [www.npci.org.in](http://www.npci.org.in)

CIN : U74990MH2008NPL189067

**Responsibilities of TDCB**

1. Verifying the identity of the participants.
2. Participant Banks Attendance to be maintained on daily basis.
3. Provide premises and other amenities for conducting the sessions.
4. 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**

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

*Handwritten signature*