



भारतीय राष्ट्रीय भुगतान निगम  
NATIONAL PAYMENTS CORPORATION OF INDIA

NPCI/CHENNAI/2015-16/

Jun 12<sup>th</sup>, 2015

To

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

Commencement of Paper to Follow (P2F) process in Thiruvavur.

Dear Sir,

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

**Address**

M/s Kumbakonam Central Co-operative Bank,  
Thiruvavur Branch,  
Near Thiruvavur Bus Stand,  
TCMF Building,  
Thiruvavur-610 001.

**Date of Commencement:**

15-June-2015(Monday)

**Contact person**

Mr.Senthil  
Contact No :04366-222040

**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

(P Ramasubramani)  
AVP- CTS and NACH Operations

Encl: Annexure I

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

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

दूरभाषा / Phone: 022 2657 3150  
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

Annexure - 1

**Responsibilities of KCCB**

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.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke.