

NPCI/2017-18/CTS/015

May 04, 2017

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

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

Dear Sir,

NPCI has tied up with M/s State Bank of India for carrying out P2F session related activities, the address of the venue is as follows:

**Address**

M/s.State Bank of India,  
Kharagpur Railway Station Branch,  
Old AMO Bldg, Near CME Gate,  
Kharagpur-721 301.  
West Bengal.

**Date of Commencement:** May 11<sup>th</sup>, 2017

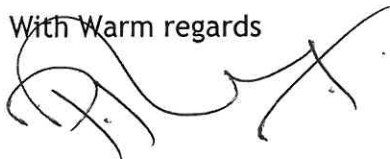
**Paper to follow session timings**

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 Southern GRID & NACH Operations

**Responsibilities of SBI**

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.