

# INDRAPRASTHA SEHKARI BANK LTD

SCHEDULE OF SERVICE CHARGES EFFECTIVE FROM 01<sup>st</sup> OCTOBER 2025

(Excluding Service Tax)

## **PART I – DEPOSITS**

### **1) Minimum balance to be maintained**

Current A/c.	Rs.5000/-
Saving Bank	Rs.500/- without Cheque Book Rs.1000/- with Cheque Book

### **\*2) Annual Maintenance Charges**

Annual Maintenance Charges for Saving Accounts (for Operative accounts only) applicable to member & non-member account Rs. 100/- per annum

*The charges will be applied in the month of March of every financial year.*

### **3) Charges for not maintaining minimum Balance (other than death cases)**

Current A/c Rs. 250/- per month (operative accounts)

If the balance in the account is less than penalty charges then account be closed under intimation to customer by ordinary post.

### **4) Cheque Book Charges**

**Saving Rs. 5/- per Cheque leaf**

**Others Rs. 5/- per Cheque leaf**

Note

- i) For Saving Bank A/C's 20 Cheque leaves in a calendar year shall be free of charge. Above that aforesaid charges shall be applicable.
- ii) 500 leaves of cheques to be provided free of charge to Current A/C holders maintaining Credit balance of Rs. 1.00 lac & above throughout last six months(1<sup>st</sup> Jan to 30<sup>th</sup> June & 1<sup>st</sup> July to 31<sup>st</sup> December ).

### **5) Stop Payment of Cheques**

SB	Rs 100/- per instrument
CA/OD/CC	Rs 200/- per instrument (in case funds is insufficient charge as per inward cheque return charges)

### **6) Stop Payment of complete loss of Blank Cheque Book**

Saving Bank	Rs. 300/-
Other	Rs. 400/-

**7) Cheque Returning Charges (Outward Clearing)**

Upto Rs. 25,000/-	Rs. 100/-
Above Rs. 25,000/- to Rs. 50,000/	Rs. 150/-
Above Rs. 50,000/- to Rs. 2,00,000/-	Rs. 250/-
Above Rs. 2,00,000/-	Rs. 400/-

**8) Cheque Returning Charges (Inward Clearing) & Inward ACH/ECS Return**

<b>Financial &amp; other reason</b> <i>(except technical reason)</i> <b>Saving Account &amp; Current A/c holders (both)</b>	
Upto Rs. 1,00,000/-	Rs. 500/- (Per Cheque)
Above Rs. 1,00,000/-	Rs.500/- (per Cheque)
Notes :- In case of counter return Rs. 500/- to be charged in addition to the applicable return charges.	

**9) Against clearing charges (facility is available for members only)**

(a) No limit accounts	Rs. 300/- or interest @ 18 % p.a. whichever is higher
(b) Accounts with credit facility(ies)	Rs. 100/- (Upto Rs. 50,000/-) Rs. 200/- (Above Rs. 50,000)

**10) Folio Charges**

Current , Cash Credit & Overdraft Accounts	Rs. 3.00 per entry subject to minimum of Rs. 90/- per half year . No folio charges for a/cs having credit balance of Rs.1.00 Lac and above throughout last six months
Saving A/c :-	Rs.10/- per debit entry over 100 debit entries per half year.

**11) Change of authorized signatory and/or change in the Constitution of the Establishment**

Rs.500/- per change
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**12) Registration of Standing Instructions(other than for loans & advances & RD)**

Rs.100/- per instruction + actual remittance charges wherever applicable.
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**13) Any Certificate, if not obligatory**

Rs 200/- per certificate
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**14) Attestation of Signatures / Photograph**

Rs 200/- per verification
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**15) Duplicate Statement/Pass Book Charges**

Rs.100/- per Pass book (With latest balance)
Rs. 50/- Duplicate Statement (per page)

**16) Closure of A/c before 12 months (except due to death of the account holder)**

Saving Bank (SBNM)	Rs. 200/-
Current A/C	Rs. 500/-

**17) Issuance of duplicate FDR**

Rs.100/-
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**\*18) SMS CHARGES**

<b>Rs. 0.30 paise (per SMS)</b> on monthly basis
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**19) Annual Maintenance Fees on Debit Cards**

Rs. 200/- per year (Issuance /Annual Maintenance fees on Debit Cards)
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**20) Mobile Applications (IMPS )**

Within bank	NIL
Upto Rs. 1000/-	NIL
Rs. 1001/- to Rs. 1,00,000/-	Rs. 5.00
Rs. 1,00,001 to Rs. 2,00,000/-	Rs. 10.00
Rs. 2,00,001/- to Rs. 5,00,000/-	Rs. 15.00

## **Part -II – REMITTANCES & COLLECTION OF BILLS**

### 1) Cash Orders (Other than issued for membership purpose and at the request of staff)

Rs.1/- to Rs.5000/-	Rs.25/-
Above Rs.5000/- and up to Rs.20000/-	Rs.50/-
Above Rs.20000/-	Rs.2.50 per thousand
<i>Subject to maximum Rs. 5000/-</i>	
Note : if the cash order / OD issued through account for the same day cash deposit then the charges will be as per (3) above on entire amount of instrument to be issued.	

### 2) Issuance of Demand Drafts

Nationalised Banks	Rs. 4/- per thousand Minimum Rs. 50/-
Other commercial banks	Rs. 2/- per thousand Minimum Rs. 25/-

### 3) DD/Cash Order against deposit of Cash

Usual charges + 50% of the same
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### 4) Revalidation of Cash Order/Demand Draft (excluding requested for by Govt. Departments & issued as disbursement of loans & advances)

Upto Rs. 25,000/-	Rs.100/- per instrument
Above Rs. 25,000/-	Rs.150/- per instrument

### 5) Cancellation of Demand Draft/Cash Order or issue of duplicate Demand Draft/Cash Order in lieu of lost one ( excluding requested for by Government Department)

Upto Rs. 20,000/-	Rs. 100/- per instrument
Above Rs. 20,000/-	Rs. 200/- per instrument

### 6) Outstation Cheques collection (including National Clearing)

Saving Customers only		For all other customers	
Upto and including Rs.5,000/-	Rs. 25/- per instrument	Upto and including Rs.10,000/-	Rs. 50/- per instrument
Above Rs. 5,000/- and upto and including Rs.10,000/-	Rs. 50/- per instrument	Above Rs.10,000/- and upto and including Rs.1,00,000/-	Rs. 100/- per instrument
Above Rs.10,000 and upto and including Rs. 1,00,000/-	Rs. 100/- per instrument	Above Rs.1,00,000/-	Rs. 150/- per instrument
Above Rs. 1,00,000/-	Rs. 150/- per instrument		

**7) Collection of Bills (Clean /Doc. Demand & Usance)**

Bills for Amount :-	
Upto Rs. 1.00 Lac	Rs. 6/- per Rs. 1000/- or part thereof subject to min. Rs. 50/-
Above Rs. 1.00 Lac upto Rs. 10.00 Lacs	Rs. 5/- per Rs. 1000/- or part thereof subject to a min. of Rs. 600/-
Above Rs. 10.00 Lacs	Rs. 4.50 Rs. 1000/- min., Rs. 5000/- & max. Rs. 10000/-

Note : Postage and all other out of pocket expenses to be recovered extra

**8) Cheque Returning Charges for outstation cheques and other instruments sent for collection.**

Rs.50/- + postage + 50% of collection charges no interest to be charged

## PART III – ADVANCES

### 1) Processing Charges

a) Regular facility	Upto Rs. 50,000/-	NIL (for priority sector)
	Upto Rs. 50,000/-	Rs. 1000/- (for Non priority)
	Above Rs. 50,000/- to Upto Rs. 2.00 Lacs	Flat Rs. 2000/-
	Above Rs. 2.00 Lacs to Upto Rs. 5.00 Lacs	0.75%, Min Rs. 3,000/-
	Above Rs. 5.00 Lacs to Upto Rs. 25.00 Lacs	0.65%, Min Rs. 4,000/-
	Above Rs. 25.00 Lacs to Upto Rs. 50.00 Lacs	0.75%, Max. Rs. 35,000/-
	Above Rs. 50.00 Lacs to Upto Rs. 1.00 crore	0.75%, Max. Rs. 50,000/-
	Above Rs. 1.00 crore to Upto Rs. 2.00 crore	Rs. 60,000/-
	Above Rs. 2.00 crore to upto Rs. 3.00 crore	Rs. 70,000/-
	Above Rs. 3.00 crore	Rs. 1,00,000/-

#### Conditions :-

- (i) No Other charges e.g. stamp paper etc will be recovered
- ii) Charges are payable for the entire amount of credit facilities, in case of enhancement of limit.
- iii) No charges are payable for obtaining Revival Letter (Of Debts).
- iv) No charges are payable in case of credit facility against security of Bank's own deposits. However, charges shall be applicable on NSC , KVP and Life Policies.

b) Adhoc facility, including TODs for more than 3 days.	Upto Rs. 25,000	NIL
	Above Rs. 25,000/- & Upto Rs. 2.00 lacs	Rs 1000/- Flat
	Above Rs. 2.00 lacs & upto Rs. 25.00 Lacs	0.30% min 1000/-
	Above Rs. 25.00 lacs & upto Rs. 1.00 crore	0.40% min 2000/-
	Above Rs. 1.00 Crore	0.10%, Min Rs.30,000/-
	In case of extension of TOD same charges will be taken.	

(c) Credit facility against Government Securities like NSC's, KVP's, Life Policies	Upto Rs. 5.00 Lacs - Above Rs. 5.00 Lacs	Rs. 500/- Rs. 1000/- In addition to actual conveyance and other out of pocket expenses
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#### General Conditions:-

- i) No processing charges for fund based or non fund based facilities for staff members.
- ii) Processing charges for Term Loan to be recovered only once at the time of first sanction and not on subsequent renewal/s.
- iii) The processing charges in case of fresh proposals to be recovered in two stages, as follows:-
  - a) 50% of the processing charges as payable for applied credit limits on receipt of Proposal and remaining amount after sanction of credit facilities as per the amount of limit sanctioned.
  - b) In case, the loan proposal is declined or the limit sanctioned is not availed by the customer within a period of three months (unless extended by the bank), the processing charges recovered shall be forfeited after giving due notice to the borrower.
- iv) CEO may, however, relax the condition of recovery of 50% processing charges in advance.
- v) In case the final proposal is sanctioned and the borrower avails the facility the advance fee collected will be adjusted/refunded against the total fee chargeable as per the extant guidelines.
- vi) Processing charges are on per annum basis. For instance if a proposal is reviewed after a period of up to six months from the due date for a further period of 12 months, processing charges are to be levied for one year and two quarters.
- vii) If the credit facilities are sanctioned/reviewed for a short period of less than one year, pro- rata(quarterly basis), Processing Charges to be recovered subject to a minimum for one quarters.
- (viii) If the credit facilities are reviewed before the expiry of period of sanction i.e. due date, pro-rata Processing Charges for unexpired period (on quarterly basis) to be refunded, subject to maximum of two quarters by way of adjustment of the same in charges payable for current review.

## 2) Charges for Inspection of securities charged to the Bank

No inspection charges will be recovered except in case of outstation inspection actual conveyance and other out of pocket expenses shall be charged

## 3) Bank Guarantee

i) 1.00 % per quarter or part thereof subject to minimum of two quarters, plus Flat charge of Rs. 150/- per Guarantee. Apart from Quarters/ year charges for fractional period (days) will be levied on monthly basis.

ii) In case of Bank Guarantee secured by 100 % Cash Margin , 25 % of the normal commission as per (i) above plus, Flat charge of Rs. 150/- per Guarantee

Note : In case of Bank Guarantee arranged from other banks, the above charges shall be subject to minimum of commission payable to concerned bank.

## 4) BP and BD charges (Bills/ Cheques/Drafts purchased and discounted)

Bills/Cheques upto 10000/-	Rs.4/- per thousand or part thereof minimum Rs. 20/-
Bills/Cheques above Rs. 10000/-	Rs.5/- per thousand or part thereof

ii) Outstation

As above plus usual Outstation Cheque Collection Charges { column (6) of Part-II }.

**Bills Discounting (BD)**

Interest/discount from the date of purchase/discount till due date at the interest rate applicable for working capital advances to the respective borrower plus collection charges as applicable to bills for collection for the respective slab.

**Other Conditions**

- i) Postages, telegram charges to be recovered extra.
- ii) In case the cheque/bills (BP or BD ) is returned unpaid interest @ 2% over and above our maximum rate of interest applicable for working capital advances be charged for the period from the date of purchase/discount till the date of actual reimbursement, in addition to handling charges as prescribed for return of cheque/bills.
- iii) In case of usance bill (BD) remain unpaid on due date, overdue interest @ 2% over and above the interest rate applicable to the respective borrower for working capital limit be charged from due date till the date of realisation.
- iv) In case the full value of the cheque / bills is not advanced to the party, interest by way of exchange/ discount may be levied only on the amount of drawings allowed to the customers.
- v) In case the demand bills (BP) remains unpaid beyond 7 days of presentation/purchase overdue interest @ 2% over and above our maximum interest rate applicable for working capital advances be charged from the party from 8<sup>th</sup> day of purchase of such instrument.

**5) Any Modification in terms of Credit facility**

<b>Upto Rs. 1.00 Lac</b>	<b>Rs 250/-</b>
<b>Above Rs.1.00 lacs and Up to Rs. 5.00 lacs</b>	<b>Rs 1000/-</b>
<b>Above Rs. 5.00 lacs to Rs. 25.00 Lacs</b>	<b>Rs. 3000/-</b>
<b>Above Rs. 25.00 lacs to Rs. 50.00 Lacs</b>	<b>Rs 5000/-</b>
<b>Above Rs. 50.00 Lacs toRs. 1.00 crore</b>	<b>Rs . 7000/-</b>
<b>Above Rs. 1.00 crore</b>	<b>Rs.12,000/-</b>

## **PART IV – MISC SERVICES**

### **1)Cash Handling Charges**

NIL -	Rs 100000/-
0.10% of cash	Rs 100001 to Rs 500000 lac
0.15% of cash	above Rs 500000/-

[Deposited or transferred from one account to other if the said amount is utilized on the same day].  
Note :- If Cash Order / draft is issued against deposit of cash in the account, charges for issuing Cash Order / DD against deposit of Cash will be applicable.

### **2) Old record enquiry**

Upto 1 year	=	NIL
More than 1 year old	=	Rs.200/-Per information/document

### **3) Lockers**

#### **i) Lockers Rent**

Type of Locker	Annual Locker Rent
A	<b>Rs. 2000/-</b>
B	<b>Rs. 2500/-</b>
C	<b>Rs. 3000/-</b>
D	<b>Rs. 3500/-</b>
E	<b>Rs. 5000/-</b>
H-1	<b>Rs. 5000/-</b>
F	<b>Rs. 8000/-</b>
G	<b>Rs. 8000/-</b>
H	<b>Rs. 8000/-</b>
L	<b>Rs. 14000/-</b>

Note: In case of existing locker holders, revised rent will be applicable as and when it will be due for payment.

## ii) Security Deposit of Lockers

Security of deposit (Type of locker)	Amount of security
A	Rs. 10000/-
B	Rs. 15000/-
C	Rs. 15000/-
D	Rs. 20000/-
E	Rs. 20000/-
H-1	Rs. 20000/-
F	Rs. 30000/-
G	Rs. 30000/-
H	Rs. 30000/-
L	Rs. 50000/-

No security deposit is required if locker is allotted to staff.

## iii) Operation Charges on lockers

Rs. 100/- per visit over the 12 visits in a financial year

## iv) Actual Break Open Charges

In case of loss of key a service Charges of Rs.1,500/- plus taxes as applicable to be recovered from the locker hirer in addition to of actual break open expenses.

## 4) Late Payment charges of Locker Rent

Rs.100/- per month

## 5) RTGS & Foreign Remittances Charges

I.	RTGS /NEFT	
(a)	Upto Rs. 1.00 Lac	Rs. 5/-
(b)	Above Rs 1.00 Lac to 2.00 lacs	Rs 15/-
(c)	Above Rs. 2.00 Lac and upto to Rs. 5.00 Lacs	Rs. 25/-
(d)	Above Rs. 5.00 Lacs	Rs. 50/-
II	Foreign Remittances (inward & outward)	0.25 % of amount of transaction (in indian rupees) or Rs. 500/- whichever is higher.
III	Online Payment of Taxes	Rs 25/- per challan

Note :- All out of pocket expenses including charges other bank, conveyance charges, etc shall be extra.

## 6) Charges for Inter Branch Transactions

I. (a)	Cash Deposit	Rs.100000/- Free of Charge	Above Rs 100000/- Rs 2/- Per 1000 Min Rs 50/- (on entire amount)
(b)	Cash Withdrawal	Rs 100000/-(Maximum Limit)	
(c)	Transfer of Funds	Free	
(d)	Passbook updation At non base branch	Nil	

Note :

1. Chief Executive Officer has discretion to allow inter branch cash withdrawals beyond the stipulated limit.
2. In case the customer availed the cash deposit facilities at two or more branches in a day, though the individual transactions amount are well within the per day exemption limit, but the total amount collectively exceeds the exempted limit, the base branch will collect the charges at the above suggested rates.
3. Inter Branch withdrawals will be allowed only against cheques issued by the customers favouring self. Payments against withdrawal slips in accounts will not be allowed at other Branch even if the customer himself presents the passbook and the withdrawal slip for payment.
4. Cash payments are restricted to the customers themselves (Self cheques) and not allowed to third parties. However, in genuine cases, Branches may allow cash payments to authorized agents/ representatives upon their signatures being verified by the authorized signatories on the cheques.

## 7. (a) Issue of Solvency certificate

Upto Rs.5.00 Lacs	Rs. 500/-
Above Rs. 5.00 Lacs	Rs. 100/- per lacs & part thereof subject to max of Rs. 15,000/-
Note :- for issuance of capacity certificate for obtaining VISA for educational purpose for students only 50 % of the charges as mentioned above subject to maximum Rs. 1500/-	

## (b) Issuance of Bankers Certificate

Bankers Certificate on behalf of contractor clients for participating in the Government tender.	Rs. 500/- per certificate.
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