

Deposit Policy



The Sundargarh District Central Co-operative Bank Ltd.,

AT – REGENT MARKET, PO/DIST. – SUNDARGARH

PIN – 770001, ODISHA





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21

The Sundargarh District Central Co-operative Bank Ltd.,
SUNDARGARH – 770 001
Regd. No. 90/ SG / Dt.1.6.1955

RESOLUTION BY CIRCULATION OF THE PROCEEDINGS OF THE COMMITTEE OF MANAGEMENT MEETING OF THE SUNDARGARH DISTRICT CENTRAL COOPERATIVE BANK LTD., SUNDARGARH HELD ON DTD 08.07.2025.

Venue : Office Chamber
Date: 08.07.2025

Agenda No 3

To consider approval of the draft policy of

- 1.Management Policy
- 2.Fraud Risk Management Policy
- 3.Loan Policy
- 4.Branch Management & Operation Policy
- 5.Deposit Policy
- 6.Internal Checks & Control Policy
- 7.Capital Management Policy
- 8.Customer Compensation Policy
- 9.Customer Acceptance Policy
- 10.Customer Service Policy as per prescribed guidelines of RBI/ NABARD / RCS (O).

Resolution

Discussed and approved the following draft policies as per prescribed guidelines of RBI/ NABARD/ RCS (O) for execution.

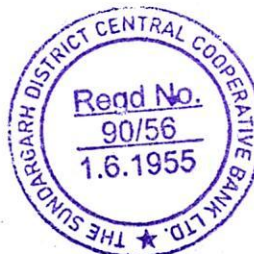
- 1.Management Policy
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- 10.Customer Service Policy


Chief Executive Officer
Sundargarh DCC Bank Ltd.


PRESIDENT
Sundargarh DCC Bank Ltd.

Copy circulated to all members of the Committee of Management of the Bank for information and necessary action.


Chief Executive Officer



DEPOSIT POLICY OF SUNDARGARH DISTRICT CENTRAL COOPERATIVE BANK

1. Introduction

Among other function Deposit Mobilization is also one of the functions of the Sundargarh District Central Co-operative Bank. The Bank mobilization deposit from the individual, instructions associations, Clubs, Company, HUF, Credit Societies. Non-credit Societies & Partnership, Trustees and Group etc. The Deposit Mobilization the bank is mainly to utilize for learning purpose. The deposit mobilization by the bank is governed by the Rules & Regulation stipulated in the Banking regulation Act 1949 (AACS) and also master Direction issued by the RBI from time to time. This Policy documents aims at for formulation of various deposits product offered by the bank and the terms & conditions governing the conduct of the account. The documents outline the right of deposits and aims at dissemination of information with regards to various aspects of acceptance of deposit from the member of the public, conduct and operations of various deposits account, payment in interest or various deposit accounts closure of the deposit accounts, method of deposit of deposits of deceased deposit etc. for the benefits of customers.

2. Types of deposit accounts opened by the customer in the bank.

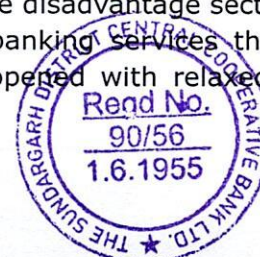
- i. Demand Deposit is received by the bank which is with drawable demand.
- ii. Savings Deposit is the deposits forms interest of number of withdrawals as also the amount of withdrawal permitted by the bank during any specified period.
- iii. Term deposits is a interest bearing deposit received by the bank for a fixed period this type deposit can include recurring / cumulative / Annuity / Re-investment Deposits & cash Certificate
- iv. Deposit at notice in the term deposit kept with bank for specific period but withdrawal on giving at least one complete banking days.
- v. Current account deposit in a deposit which forms non-interest banking demand deposit where withdrawal is allowed any numbers of times depending upon the balance in the account.

3. Definition of the accounts

- i. Daily products in the method where interest applied on the end of the day balance.
- ii. Family means it includes members as maintained in the Bank's Staff HR policy.
- iii. Included means as natural person.
- iv. Member of the bank staff. Means a person employed on a regular basis either full time or part time. This includes employees as probation also.
- v. Retired member of the bank staff means employee retiring whether on 'superannuation' or otherwise as provided in the bank's HR policy.

4. Account Opening

- i. Any deposit account opened by the bank will follow due diligence required under KYC & AMLA also norms as stipulated in the customers' acceptance policy.
- ii. The bank committee to provide basic banking service to the disadvantage section of the society. These sections of people will be provided banking services through BSBD account, PMJDY account. Small accounts will be opened with relaxed KYC



norms as per RBI guidelines. BSBD and PMJDY accounts holders will be provided with overdraft facilities as per RBI guidelines. As per RBI guidelines customers can have only one BSBD/PMJDY account & not allowed any other savings bank account.

- iii. Saving Bank Account & Current Deposit Account, the bank will stipulate minimum balance to be maintained by the account holder from time to time. In case of BSBD and PMJDY, bank will relax minimum balance conditions also follow the RBI guidelines. Failing to comply minimum balance in the account may attract levy of charges. For saving bank accounts, bank may also place restriction in number of transactions, cash withdrawal for given period. Similarly bank may also charge for issue of cheque books, additional statement of account, duplicate pass book, folio charges etc. The terms & conditions of the operations of the account and scheduled of charges to be displayed in the bank's website and also in the Pass-Book.

5. Eligibility criteria for opening Account

- i. Saving bank account can be opened by the bank for eligible person, certain organization, Agencies, groups, as per RBI guidelines.
- ii. Current account can be opened by Individual / Partnership / Private & Public Limited Companies/ HUFs / specified association /Societies/Trust/ Department of authority created by Central Government & State Government & limited liabilities partnership.
- iii. Term deposit account can be opened (same as Point No-ii above)
KYC & due diligence process to be complied by the bank as per KYC norms, Antimony Laundering Act & Combating of Financing of Terrorism (CFT) and obligation of bank under PMLA 2002.

6. Modes of deposits

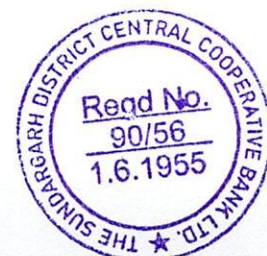
The deposit in the account can be made by way of Cash, Cheques, RTGS, IMPS, UPI, ECS or any other means such as Internet, Mobile Banking which may come into uses after giving due notice by the bank. Cash deposits at non- home branch will be certain restriction may also involve payment of service charges & GST as applicable

7. Modes of Withdrawal

Withdrawal from the accounts will be buy way of cheque, withdrawal forms, through use of ATM, POS Machines, electronic transfer through internet by giving Standing Instructions to the bank ECS which may come into usages after giving due notice by the bank in the notice board & website.

8. Operations of Deposit Accounts

- i. Deposits accounts can be operated by an individual in his own name, or by more than one name known as joint account.
- ii. The Joint account opened more than one individual can be operated by single individual or by more than one individual jointly by all/ Either or survivor / anyone or survivor/ later or survivor /former or survivor. Operating instructions of this nature will be obtained from the customer at the time of opening of account or at a later date with due consent of all the account holder.



The saving accounts opened by minor jointly with natural guardian / legal guardian can be operated by the minor himself. Above 10 years provided he/she should be able to read and write and be capable in the opinion of BM of understanding what he/she does or can be operated by natural guardian/ legal guardian only. However no cheque book will be issued, no overdraft loan will be granted. After attaining 18 years of age fresh KYC and Specimen Signature will be obtained from erstwhile minor and duly verified by the natural guardian or Legal guardian.

9. Operation mandate given by the account holders.

- i. Either or Survivor – If the account is held by two individuals final balance with interest will be paid to survivor on death of any one of the account holders
- ii. Anyone or survivor – If the account is held by more than two individuals (3) the final balance only with interest will be paid to the survivor or death two account holders.
- iii. Former or Survivor – If the account is held by two individual the balance along with interest will be paid to the former and date of maturity and to survivor on death of any one of the account holders, The Clause former or survivor become effective only in the case of death of the original depositor & the second name account holder also not have right to revoke the transaction during the lifetime of the first named account holders.
- iv. Later or Survivor – If the account is held by two individuals the final balance along with interest will be paid to latter on maturity and to survivor on death of any one of the account holders,

10.Addition & deletion of name/s Joint Account Holders

At the request of the Joint Account Holders bank may allow addition or deletion of name/s of joint account holders, if circumstances so warranted or allow on individual depositors to add the name of another person as a joint account holders. However, the name of the first holder cannot be deleted.

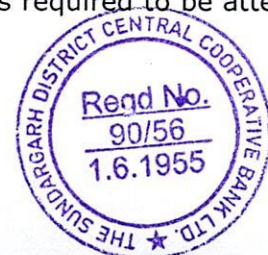
11.Nomination Facility.

- i. Nomination facility is available in all deposit account opened by individually or jointly as stipulated in Section 45 ZA of the Banking Regulation Act 1949. The nomination will be obtained by the bank from the account holders in the form of DA-1 and for any deletion of name will be incorporated in the form OD DA -2 & addition of name in the nomination will be in cooperated in the form DA- 3 The nomination, cancellation, addition can be made at any time.

However, the nomination facility will not be available in the account in the name of an institution or society or in any representative capacity as the holder of an office or otherwise i.e. MD, of a company, secretary of an association, partners of a firm, Karts of a HUF etc. However, nomination facility will be available in respect of deposit held in the name of a sole proprietor concern also nomination can be made in favor of one individual only.

- ii. In the case of depositors putting his / her thumb impression in the prescribed form for making nomination, cancellation or change, the forms is required to be attested by two witnesses.

Nomination can be made in favor of a minor also.



- iii. Printing of name of nominee is available in the pass book / term deposit receipt / statement of account if customer opt for it.
- iv. Nomination facility available for joint account with operating instruction as either-or survivor the nominee rights arise of the death of all the deposits, the nominee will receive balance outstanding in the account as a trustee of legal heirs
- v. Bank recommends that all depositors avail nomination facility if the depositor/s does not want to give nomination, he/she will give in writing to the bank, they do not want to avail nomination facility to the account.
- vi. Acknowledgement of nomination will be given to the depositor or request made by him to the bank.

12. Procedure for opening of account by illiterate person / Blind person

The current account of illiterate person is not allowed to open by the bank. However, bank will consider opening of other account for illiterate / blind person. Opening of account, physically they will go to the bank also with witness who known to both depositors & bank. The bank official will explain the depositors about care to be taken while operation and safe keep of cheque book etc. the bank official will also explain all terms & conditions governing to the account to the illiterate / blind person.

The bank will also provide cheque book ATM facility, net banking facility. Locker, credit card & loans to visually challenged person without any discrimination.

The joint account of an illiterate person can be opened with a literate close relatives i.e. further son, husband, wife, mother and daughter.

Joint account of two or more illiterate person can be opened provided they should be close relatives i.e. spouse children, parents, and unmarried sisters. (not cousins) The operations of the account shall be allowed jointly by all account holder as survivor or survivor. No cheque book will be issue to the illiterate account holder. For withdrawal, the account holder will come to the branch personally.

13.Account opened for transgender persons

Transgender person can decide their self-identified gender such as male, female or third gender which available in the application form. All transgender customers shall be treated by the bank equally to other male / female account without any discrimination.

14.Transfer of Account

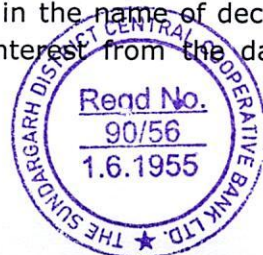
On request of the depositor the account may be transferred to any other branch of the bank the account number will continue to be same.

15. Statement of Accounts

The depositor while opening saving bank account as well as current account shall indicate his / her requirement i.e. statement of accounts will be provided by the bank periodically as per the terms & conditions stipulated during opening of accounts.

16.Interest payment.

The interest on SB account will be calculated on daily product basis (day end balance) as per rate of interest decide by the bank & adhering instruction issued by RBI from time to time and credit to the deposit account on quarterly interval. No interest will be paid on deposit held in the current account. Incase balance outstanding in the name of deceased individual depositor or sole partnership concern shall attract interest from the date of



death of the depositor till the date of payment to the claimant at the rate of interest applicable to saving bank deposit rate on the date of payment.

The interest rate offered shall be reasonable, consistent transparent available for inspection as and when reissued. The rate of interest shall be displayed prominently in branch. The bank will not disclose details particulars of the customer account to third person/party without consent from the customer. However bank may disclose as directed by the court of law or Tribunal or a Motor accident claim annuity term deposit. Under Fixed deposit Scheme premature withdrawal facility is allowed to the depositor to close the FD before the date of maturity. The bank will charge penal interest to the depositor 1% of the FD amount. The bank will not pay interest where premature withdrawal of deposits takes place before completion of minimum period of 7 days.

17. Stop payment facility

In the event of loss of cheque, the bank will accept stop payment instruction from the depositors and charges specified from time to time by the Board and will be recovered from the depositor.

18. Dormant Account / In operative Account.

The bank will treat the account as dormant if there is no transaction in the account for over a period of two years (as per RBI guidelines) If no operation in the account for one year the account is treated as potential dormant account & depositor will be informed to operate the said account to prevent becoming dormant account .

Operation of dormant account will be allowed only after obtaining fresh KYC documents. The depositor will be informed charges if any levied to the dormant account.

19. Unclaimed deposit account.

Interns of section 26 of RBI Act an account will be treated as unclaimed if it is not operated for a period of 10 years & more. A list of such account will be displayed in the bank's website and also in the notice board of the branch. This will contain only name of the account holder & he/she / their address.

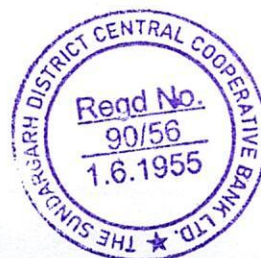
The identified unclaimed account (amount) would be transferred to a separate account. No charges would be levied by the bank for migration an account from dormant / unclaimed to operative account in terms of Section 26 A of BR Act 1949 the RBI has established DEAF, where all the credit balance of 10 years in the unclaimed account shall be transferred to DEAF. The bank is liable to pay the amount to the depositor /claimant & claim refund of such amount from the fund (contingent liability account).

20. Term Deposit / Fixed Deposit

Among other deposit, the bank accepted fixed deposit from the customer for fixed period and repaid to the customer on expire of fixed period of deposit. On this account the interest is paid to the depositor on quarterly or compounded quarterly. At specific request of the depositor interest is period on monthly.

Tenor of the fixed deposit

The Board of Director of the bank determines the maturity period of fixed deposit. Presently the bank offers fixed deposit for a minimum period of 7 days and maximum 10 years except directed by the court of law or tribunal or a motor accident claim annuity term deposit .



Types of Fixed Deposit offered by the bank.

i. Fixed deposit

Bank consider for accepting deposit from the deposit for a minimum period of 7 days & maximum period of 10 years or as directed by the reserve bank of India the interest is paid to the depositor monthly or quarterly either by cash or creditor to operative SB account Or by issuance of pay order/ demand draft. The interest payment will be rounded off to the nearest rupee. (the interest is paid adhering to condition of income tax Act -1961).

ii. Reinvestment Deposit (RID)

Under this deposit scheme, bank considers, accepting deposit for a fixed period as requested by the depositor. Interest is calculated on quarterly compounding basis. Interest on cumulative deposit is reinvestment. No interest outflow is allowed under this scheme till maturity of the fixed deposit.

iii. Flexi fixed Deposit

The bank has a provision for auto sweep where balance above certain threshold are sweep out to fixed deposit in multiple of sweep out amount (threshold amount, sweep out amount & deposit period are scheme specific) where balance in saving / current account fall short below (stipulated balance requirement) to clear any debit in the operative account, the flexi fixed deposit can be broken is last in first out principle as per the set process of the bank.

iv. Pigmy Deposit scheme.

The Bank consider accepting PIGMY Deposit which is also called as Daily Deposit Scheme. This deposit is accepted through a Deposit Agent employed by the Bank with a minimum amount of Rs. 100/- and in multiple thereof. The mode of collection of deposit is considered by the Bank On-line & Off-line. On Online mode, the collection will be made via mobile application and data will be retrieved through Web-Based application. As regard accepting deposit through Offline mode is resorted by Data Bank machine.

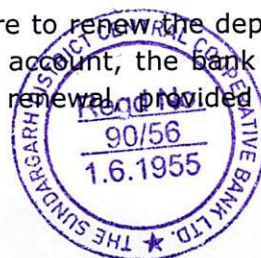
In case depositors wants to close the account necessitate with submission of close of application through agent.

For Mobilization of Deposits, Bank offers commission to the deposit agents as per the decision taken by the Board of Directors from time to time.

Similarly, to encourage the customer to keep deposit with the bank and also reduce the operational cost, the Committee of Management has decided to offer 2% additional interest on the deposit outstanding. In case of pre-mature closure of the account no interest is paid.

v. Renewal of FD before maturity.

In case callable deposit, if the depositor expresses his desire to renew the deposit by seeking premature closure on the existing fixed deposit account, the bank will permit the renewal of the applicable rate on the date of renewal, provided the



deposit on renewed for a period longer than the balance period of the original deposit. While prematurity closing a depositor for the purpose of renewal interest on the deposit for the period it has renewed with the bank will be paid at the rate applicable to the period without penalty.

vi. Renewal of overdue fixed deposit.

As per RBI guidelines dated 02.07.2021, if fixed deposit mature & proceeds are unpaid, the amount left-unclaimed with the bank shall attract rate of interest as per followings.

- i. Wherever depositor presents overdue deposit for renewal within 14 days of its maturity, the deposit will be renewed with effect from the date of maturity at interest rate applicable as on due date.
- ii. If the overdue deposit is presented after 14 days from its maturity, interest for the overdue period is calculated applicable to saving account or the contracted rate of interest on the maturity fixed deposit whichever is lower & interest will be added to the original maturity amount and new fixed deposit will be created with interest rate applicable as on premature date.
- iii. When the overdue deposit is presented for encashment, the amount left unclaimed with the bank shall attract rate of interest on applicable to saving account or contracted rate of interest on the maturity fixed deposit whichever is lower.

vii. Advance Against Deposit

Bank will consider request of the depositors for loan / overdraft facility against fixed deposit duly charged by the depositors on execution of necessary documents. The bank shall also consider loan against Minor joint account with guardian, however a suitable declaration stating that loan is for the benefit of the minor & same is to be furnished by the depositor to the bank. However no loan facility shall be allowed HUF & minor in sole name. ROI will be changed as decided by Board of Director from time to time.

viii. Settlement of Deceased Account.

- i. If the depositor has registered nominative in the DA - I form of the bank, the balance outstanding in the account of the deceased depositors will be transferred to the account of the nominee after bank satisfied about the identity of the nominee, submission of death certificate. Payment is made to nominee as reparative of legal heirs. The said procedure will also be followed in respect of joint account where nomination is registered with bank.
- ii. In a joint account when one of the joint account holders dies, the bank is required to make payment jointly to the legal heirs of the deceased person and the surviving depositors. However, if the joint account holder had given mandate. for disposal of the balance in the account in the form of either-or survivor, former or survivor , later or survivor, any one of survivor or survivor, the payment will be made as per the mandate to avoid delay in production of legal papers by heirs of the deceased.
- iii. In term deposit account held in joint names, if operating instruction is either or survivor when one of depositor dies, the payment will be made to survivor on maturity.
- iv. If prepayment is demanded, the bank will allow only after obtaining consent of legal heirs of the deceased.



In the absence of nomination and when there is a no dispute among the claimants, the bank will pay the amount outstanding in the account of the deceased person against joint application and identity by all legal heirs or the person mandate by the legal heirs to receive the payment on their behalf without insisting on legal documents up to the limit approved by the board

v. Interest payable on fixed deposit in deceased account

Before the maturity of the FD, if depositor dies, the amount of the deposit is claimed after the death of maturity. The bank will consider for payment of applicable simple interest from the date of maturity to the date of payment. However, in case of death of depositor after the date of maturity of the overdue deposit the bank shall pay interest at saving deposit rate applicable on the date of maturity from the date of maturity till the date of payment.

vi. Insurance cover for deposit

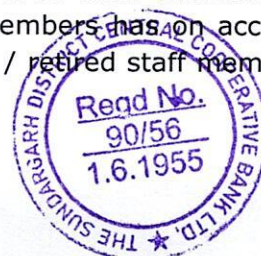
The deposits collected by the bank are covered under insurance scheme offered deposit insurance & credit Guarantee Corporation of India (DICGC). Each depositor in a bank is ensured up to a maximum of Rs 500000/- (Rupees five lakhs only). Presently for both principal & interest amount held by him in the Same right and same capacity as on the date of liquidation cancelation of bank license or the date on which the scheme of amalgamation/ merger/ construction comes in to force.

The DICGC insure all deposits such as savings, Fixed, Current, Recurring deposits except the following types of deposits.


- i. Deposit of foreign Government
- ii. Deposits of central / State/ Government
- iii. Interbank deposit
- iv. Deposit of state land development bank with state cooperative bank
- v. Any amount due or account of and deposit received outside India.
- vi. Any amount, which has been specifically exempted by the corporation with the previous approval of RBI.

21. Bank's Interest rate guidelines

- i. Interest rate are uniform across all the branches of the bank. No discrimination of payment of between one deposit and another.
- ii. Fixed deposit maturity on non- business working day interest will be all the original contract rate in the original principal deposit amount for the non- business working day, intervening between the date of maturity of the specified term of deposit & the date of payment of the proceeds of the deposit on the succeeding working days. In case of reinvestment deposit and recurring deposits, bank shall pay interest for the intervening non business working day on maturity value.
In respect of fixed deposit maturity for payment on 4th Saturday / Sunday / holiday or non-business working day, branch may pay interest at original contract rate for the intervening period between the date of expire of the specified term of the deposit on the succeeding working day.
- iii.
 - a. Payment of additional interest on domestic deposit is rest with the bank's discretion.
 - b. Benefits of additional interest to bank's staff member or retired staff members is available only income of the staff members or retired staff members on account single or jointly with family members where the staff member / retired staff members is the principal account holders.



- c. In case of employee taken over pursuant to the scheme of amalgamation the additional interest is allowed only if the interest at the contractual rate together with the additional interest does not exceed the rate which could have been allowed if such employees were originally employed by the bank.
- d. In the case of person taken on deputation from other bank allow additional interest in respect of saving of fixed deposit account opened with it during the period of deputation.
- e. In the case of person taken on deputation for a fixed tenure or on a contract of a fixed tenure, the benefit will cease to accrue on the expire of the term of deputation or contract, as the case may be.
- f. Bank's employee union/ federation in which bank employees are not direct member shall not be eligible for additional interest.
- g. Addition interest to be paid to employee or retired employee of the bank, either single or jointly with members of his family, spouse of a deceased retired member of the bank staff, association or a fund, members of which are members of the bank staff, resident of Indian retired staff, who are senior citizen, the benefit of additional interest rate as admissible to senior citizen over & above the additional interest payable to them by virtue of their being retired members of the bank.
- h. Fixed deposit scheme specifically for resident India senior citizen offering higher and fixed rate of interest as compared to normal deposit of any size. However, this facility is not offered on fixed deposit standing in the name of HUF or the karta of the HUF even if the karta is a resident Indian senior citizen
- i.
 - a. Inclusion for additional interest payment to senior citizen @ 0.50%
 - b. Individual customer who attains age of 60 years or more of the date of FD account opening or renewal.
 - c. Additional interest @ 0.50% would be payable or as decided by the bank from time to time
Exclusion for additional interest payment to senior citizen
 - d. HUF
 - e. All Capital Gain Scheme
 - f. Accounts under subsidy scheme
 - g. Account under KVP scheme
 - h. Bulk deposit
 - i. FD accounts closed within 7 days
 - j. SB account
 - k. Overdue Deposits


 CHIEF EXECUTIVE OFFICER
 SUNDARGARH DIST. CENTRAL
 CO-OP BANK LTD.
 SUNDARGARH

