

As an initiative to reduce the usage of paper, Bank has decided not to insist the usage of pay-in-slips by the customer while depositing cheques by them in the branches for the collection through clearing or for intra bank transfer. However, following information must be provided mandatorily while depositing the cheques for the above purposes.

1. For Clearing	Name and Account Number of the Payee along with contact number on the backside of the cheque
2. For Intra Bank Transfer	Name of Payee with A/c Number on face of the cheque or detail of Payee's A/c number with Name & Contact number on the backside of the Cheque.

Further, the filling up of the Pay-in Slips for cash transaction shall continue to be mandatory as per extant guidelines of the Bank.