



hpsc
(Scheduled Bank)

हिमाचल प्रदेश राज्य सहकारी बैंक सीमित
H.P. State Co-operative Bank Ltd.

SERVICE CHARGES

www.hpsc.com

SERVICE CHARGES		
	Services	Charges (GST to be charged @18% or as amended from time to time)
1	Demand Drafts / Cash order / Deposit at call / Bankers Cheque	
	a Up to ₹ 5000	₹ 25 + GST
	b ₹ 5001 to ₹ 10000	₹ 40 + GST
	c Above ₹ 10001	₹4/1000 or part thereof. Minimum ₹ 50 and Maximum ₹ 15000
	d For Students	₹ 25 up to ₹ 1000/- thereafter normal charges
	e For Salary Account Holders	Free
2	DD Revalidation/Cancellation /Issuance of duplicate DD charges	
	a Per Instrument	₹ 100 + GST (max ₹ 2000)
3	Collection Services	
	a Collection of Local Cheques	Free
4	Collection of outstation cheques Saving Bank Account and Others	
	a Up to ₹ 5000	₹ 25 + GST
	b ₹ 5001 to ₹ 10000	₹ 50 + GST
	c ₹ 10001 to ₹ 100000	₹ 100 + GST
	d Above ₹ 100000	₹ 200 + GST
5	Collection of Bills	
	a Up to ₹ 10000	₹ 100 + GST
	b Above ₹ 10000	₹ 8/1000 or part thereof subject to Minimum of ₹ 100+GST and Maximum ₹ 5000+GST
6	Bills (IBC/OBC) Returned unpaid	
	a Up to ₹ 10000/- Bills Inward clearing returned unpaid, Dishonour of Cheque for want of fund or for any other reasons not attributable to the Bank levy ability of charges of interest to drawers account	₹ 150 + GST
	b Above ₹ 10000	₹ 250 + GST
7	Service charges on deposits/Standing Instructions	
	a Allowing operation through Power of Attorney / Mandate, Change of Authorized signatories, Change of name, operating instructions etc.	₹ 100 + GST
	b From own account to own account	Nil
	c From own account to other account	₹ 50 + GST
	d Stop Payment Charges	₹ 100 + GST per instrument or Maximum ₹ 500
7A	Issuance of Cheque Book charges	
	a Saving Bank cheque book	<ul style="list-style-type: none"> • One Cheque book (25 leaves) or 2 Cheque Books (10 leaves each) - per six month = No Charges • For additional cheque book = ₹ 2 + GST per leaf.
	b Issuance of current / CC cheque book	<ul style="list-style-type: none"> • One Cheque book of 50 leaves per six month = No Charges • For additional cheque book = ₹ 2.00 + GST per leaf
	c Issuance of KCC cheque book	Nil
There shall be no charges for issuing cheque books against Government accounts, accounts of Boards & Corporations/Federations/Societies and staff member accounts.		

7B		Issuance of duplicate Statement/Pass Book	
	a	Only with latest Balance	₹ 50 + GST
	b	For previous entries/Record	₹ 25 + GST Per page
8		Service Charges on Deposit	
	a	Ledger Folio Charges	
	i	Current Accounts	₹ 50 + GST per folio of 40 entries. Minimum ₹ 100 + GST Max. ₹ 1000 + GST
	ii	Saving Account	Nil
	iii	Interest Certificate in Deposit Accounts	<ul style="list-style-type: none"> • One certificate to be issued per quarter = No Charges • For Additional Request = ₹ 100 + GST
	iv	Balance certificate/other certificate in deposit account	<ul style="list-style-type: none"> • One certificate per Qtr. = No Charges • For additional request = ₹ 150 + GST
8A		Statement of Accounts charges	
	a	For Current Accounts	<ul style="list-style-type: none"> • One statement per month = Free • Additional Statement = ₹ 25 per page plus GST
	b	For Saving accounts/CC Limit/Loan Accounts	<ul style="list-style-type: none"> • Pass book shall be updated free of cost. • For additional statement = ₹ 20 + GST
	c	For CC Limit/Loan Accounts	<ul style="list-style-type: none"> • One statement to be provided free in a month • Additional Statement = ₹ 25 + GST
	d	Daily or Weekly account statement	₹ 25 + GST
9		Locker Rent	
a	Small	Urban	₹ 1100 + GST
		Semi Urban	₹ 930+ GST
		Rural	₹ 930 + GST
b	Medium	Urban	₹ 2000 + GST
		Semi Urban	₹ 1400 + GST
		Rural	₹ 1400 + GST
c	Large	Urban	₹ 3000 + GST
		Semi Urban	₹ 2700 + GST
		Rural	₹ 2700 + GST
d	Extra Large	Urban	₹ 4700 + GST
		Semi Urban	₹ 4200 + GST
		Rural	₹ 4200 + GST
<p>i. For existing employees/retired members of the Bank, 75% of general charges + GST.</p> <p>ii. For all Salary Account Holders, 75% of general charges + GST.</p> <p>iii. Branches should ensure that rent is recovered in advance for each financial year i.e. in the month of April every year. If the locker is hired in the middle of the Year, the locker charges shall be obtained in advance proportionately for remaining months (including charges for the full month in which the locker is hired) till the end of current financial year.</p> <p>iv. All locker holders shall maintain a saving bank account in addition to security deposit or get a charge created for the stipulated security amount in their saving account with a minimum balance of ₹ 3000 at all occasions.</p> <p>v. No Security deposit is required from the existing employees/retired members of the Bank staff.</p>			
9A		Security Deposit (to be pledged) required for Locker	
a	Small	Urban	₹ 13894
		Semi Urban	₹ 13292
		Rural	₹ 13292
b	Medium	Urban	₹ 17080
		Semi Urban	₹ 14956
		Rural	₹ 14956
c	Large	Urban	₹ 20620
		Semi Urban	₹ 19558
		Rural	₹ 19558
	Extra Large	Urban	₹ 26638

	d		Semi Urban	₹ 24868
			Rural	₹ 24868
9B	Penalties for rent in default			
	a	All categories of Lockers		₹ 100 + GST per month
9C	Safe Deposit Services*			
	a	Safe deposit of sealed covers from Govt. Bodies/Organization		₹ 20 per Scrip per day
	b	Safe deposit of sealed boxes from Govt. Bodies/Organization (Size up to 30 x 30 x 30 cms)		₹ 1000 per box per month
* For security considerations, these services are not to be provided to general public				
9D	Locker Visits			
	a	12 visits per year		No charges
	b	Additional visits		₹ 50 + GST per visit
	c	For Salary Account holders		Free unlimited visits during the year
10	Minimum Balance Default Charges (To be deducted by the System automatically)			
	a	SB A/C with Chq Book Facility (Minimum Balance : ₹ 1000)		<ul style="list-style-type: none"> • Default Charges = ₹ 20 + GST per day • Maximum ₹ 500 + GST per half year
	b	SB A/C without Chq Book Facility (Minimum Balance : ₹ 500)		<ul style="list-style-type: none"> • Default Charges = ₹ 10 per instance • Maximum ₹ 250 + GST per half year
	c	C/A Individual Urban and Semi urban Branches (Minimum Balance : ₹ 2000) C/A Individual Rural Branches (Minimum Balance: ₹ 1000)		<ul style="list-style-type: none"> • Default Charges = ₹ 50 + GST per day • Maximum ₹ 1000 + GST per half year
	d	C/A Other (Minimum Balance : ₹ 3000)		<ul style="list-style-type: none"> • Default Charges = ₹ 50 + GST per day • Maximum ₹ 1000 + GST per half year
Please note: In case the balance is less than the amount of charges to be levied, entire available amount in the account would be deducted and balance amount would be deducted as and when amount is deposited in the account. However, it may be ensured that outstanding balance in the account does not become negative i.e. there is debit balance.				
10A	Account Closure Charges (For Closing account within 1 year of its opening)			
	a	Saving bank Accounts*		₹ 100 plus GST (Except in case of death of customer)
	b	Current Accounts		₹ 200 plus GST (Except in case of death of customer)
	c	Recurring Deposit		Withdrawn / no charges
	d	Salary Accounts		₹ 500 plus GST (Except in case of death / retirement of customer)
*Saving Bank Accounts (Excluding Basic Saving bank Deposit, PMJDY, Small accounts opened under Financial Inclusion and accounts of students under 18 years of age.				
10B	Penalty Charges on RD accounts			
	a	Penalty charges for depositing delayed installments in Recurring Deposit Accounts.		₹ 2 + GST (per ₹ 100 per month)
11	Service Charges on Loan and Advances (Processing Charges)			
	a	Loan under Priority sector		
	i	KCC Upto ₹ 3.00 lac		Nil
	ii	KCC above ₹ 3.00 Lac		₹ 130 + GST per lakh
	iii	Other Loans		₹ 150 + GST per lakh Max ₹ 20000 + GST
	b	Loan under Non-Priority sector		(0.50% + GST) of the loan Amount
	c	Credit Information Com.(CIC) charges		₹ 70 + GST
	d	Renewal of CC/KCC Limit		1/2 of the charges as above (+GST)
	e	Loan against NSE/KVP/LIC		₹ 100 + GST
	f	Supervision Charges on CC limit (Ind.) above ₹ 1.00 Crore		₹ 2000 + GST Per half year

g		Bank Guarantee Charges	Charges per annum (p.a.)
1	100% Guarantee amount secured by liquid security		Upto 5 crore – 0.75% Above 5 crore – 0.50%
2	Partial 40% in case of Societies, 50% in case individual guarantee amount secured by liquid security and partial 60% in case of societies & 50% in case of individual guarantee amount security by collateral security.		Upto 5 crore – 1.5% Above 5 crore – 1%
3	25% secured by liquid security and rest of 75% secured by collateral security		Upto 5 crore – 2.5% Above 5 crore – 1.5%
4	Partial Guarantee amount secured by liquid security and partial guarantee amount security by Corporate/Organizational guarantee		Upto 5 crore – 2.5% Above 5 crore – 1.5%
Please Note: For all salary account holders there will be a 50% rebate on Loan Processing fees (any type of loan)			
12	Cash Deposit charges for all type of accounts		
a	up to ₹ 40000 (Per Day)		• Nil
b	Above ₹ 40000 (Per Day)		• Withdrawn / No charges • Maximum limit for cash deposit at non home branch is ₹ 5.00 Lakh and no limit at home Branch.
12A	Cash withdrawal* charges at non home branch		
a	up to ₹ 20000 (Per Day)		• Nil
b	Above ₹ 20000 (Per day)		• Withdrawn / No charges • Max cash withdrawal ₹ 2.00 Lakh for self and ₹ 50,000 for third party.
c	KCC Limit: Maximum cash withdrawal ₹ 30000 per day (No Charges)		
*Please Note that there is no upper limit for cash withdrawal at home branch but the same will be subject to applicable TDS, if any, under section 194N			
13	Transfer of funds		
a	Transfer of Fund between home branch		Nil
b	Transfer of Fund between non home branch		
i	From Self Account to self account		Nil
ii	from self account to other accounts up to ₹ 20000		Nil
iii	from self account to other accounts above ₹ 20000		Withdrawn / No Charges
14	ATM Charges		
a	Issuance of 1st ATM / Debit Card		Free
b	Annual Charges to be levied after one year		₹ 100 + GST
c	ATM card replacement charges for damaged/Lost cards		₹ 240 + GST
d	Duplicate PIN/ regeneration of PIN		₹ 100 + GST
e	ATM Card/PIN/Kit returned by post due to wrong address		₹ 100 +GST
14A	Transaction charges for ATM		
a	At HPStCBs own ATMs Financial/Non-Financial		Nil
b	At others banks ATM Up to 5 transactions (Financial/Non-Financial in a Month)		Nil
c	6th Transaction onwards (Financial/Non- financial on ATMs of other Bank)		Financial Txn. ₹ 17 plus GST Non-Financial Txn. ₹ 5 plus GST
14B	RTGS/NEFT Charges		
a	Inward Transactions		Free
b	Outward Transactions		
i	From ₹1 to Rs. 1,00,000		₹ 4 + GST

	ii	From ₹ 1,00,001 to ₹ ₹ 5.00 lakh	₹ 20 +GST
	iv	From ₹ 5,00,001 onwards	₹ 40 +GST
14C	IMPS Transactions		
		IMPS Transactions through HIMPESA	Free
14D	SMS Charges		₹ 15 per quarter (+ GST)
Out of pocket expenses- i.e. Postage, Telephone, Fax, Mail etc. on actual basis wherever applicable shall be charged extra.			
Please note: For all salary account holders all NEFT and RTGS transactions are free.			
15	Attestation/verification of Signatures		
	a	Attestation/verification of signatures of individuals in deposit accounts	₹ 150/- + GST

As per Head Office General Circular No. 123 /2014 dated 5th December 2014 on the subject titled "Lok mitra Kendra (LMK) Project – Service Charges and percentage of commission to be shared between various stakeholde₹ " cash deposit / fund transfer / updation of passbooks / issue of duplicate passbooks / statement of their current account(s) from any non-home branch of the Bank to the VLEs Current Account in BO Shimla, shall be exempt from levy of any kind of service charges irrespective of number of transactions and amount.

The schedule of service charges under Lok Mitra Kendra project is as under:

LOK MITRA KENDRA PROJECT (SHARE IN SERVICE CHARGES)

	DEPARTMENT	GOVT. FEE	SERVICE CHARGES PAID BY DEPTT	SERVICE CHARGES FROM CITIZEN	VLE's SHARE	SCA SHARE (HPSctB)	SDA SHARE
	IPH	Nil	2% of Bill Amount	Nil	80% (of service charges paid by Deptt)	10% (of service charges paid by Deptt)	10% (of service charges paid by Deptt)
	HRTC	Nil	Nil	₹ 5 per passenger (Maximum up to ₹ 15 per ticket)	<ul style="list-style-type: none"> 80% (of service charge paid by citizen) 0% (by Govt.) 	<ul style="list-style-type: none"> 10% (of service charge paid by citizen) 	<ul style="list-style-type: none"> 10% (of service charge paid by citizen)
	LAND RECORDS	Re 1 per khatauni	Nil	₹ 10 per page	<ul style="list-style-type: none"> 80% (of service charge paid by citizen) 0% (by Govt.) 	<ul style="list-style-type: none"> 10% (of service charge paid by citizen) 	<ul style="list-style-type: none"> 10% (of service charge paid by citizen)

EXEMPTED CATEGORIES:

(i)	All Cooperative Societies (i.e. PACS, T&C Societies, Unions, Federations, SHGs, Boards & Corporations (i.e. PSUs) and staff (existing and retired) are fully exempted from processing fee/upfront charges
(ii)	Advances up to ₹ 25,000/- on priority sector.
(iii)	NRLM
(iv)	Scheme for Liberation and Rehabilitation of Scavengers (SLRS)

(v)	Advances for Weaker Sections
(vi)	Kisan Credit Card (KCC) up to ₹ 3,00,000/-
(vii)	Education loans up to ₹ 4.00 lakh
(viii)	Advances to Ex-servicemen under SEMFEX-II Scheme
(ix)	Advances against Deposits maintained with the Bank (LABOD)
(x)	Advances under SC/ST Dev. Corp. & Women Dev. Corp. Tie-Ups up to ₹ 25,000/-
	<p>Special Note:-</p> <p>(i) All Government Accounts maintained by the Bank's branches shall be exempted from the levy of all types of service charges</p> <p>(ii) 10% concession shall be applicable to the institutions falling under the Co- operative fold, Boards, Corporations, Welfare Trusts, Ex-serviceman and Senior Citizens on issue of drafts, MTs and Collection of cheques etc. over the prevailing rates</p> <p>(iii) Staff members / Ex-employees of the Bank are exempted from charges on issue of drafts, RTGS / NEFT, MTs and collection of cheques, local / outstation cheques etc. However, free remittance facility through drafts / MTs, RTGS/NEFT is restricted to the amount equal to one month pay (i.e. Basic, DP, IR & DA) once in a month in case of employees in service. Ex- employees of the bank can avail free remittance facility through drafts / MTs, RTGS/NEFT to an amount equal to one month gross pension once in a month. The branches should ensure that this facility is not mis-utilized so as to prevent revenue leakage.</p>

Privileged categories for Concessional facilities for Remittances

Sr.No	Category and Criteria	Facilities to be provided
1.	<p>Individuals:</p> <p>A. Current Account: (monthly average Balance) up to ₹40,000/- (To be calculated on the average of daily closing balances of each day spread over a period of one month subject to daily minimum balance of ₹1000)</p> <p>B. Cash Credit Limits: All CC limit account holders with limits up to ₹1 lakh (Subject to maintaining Current account with the branch and daily minimum debit balance of ₹ 5000/- in the CC limit)</p>	<ol style="list-style-type: none"> 1) Free 10 demand drafts / Bankers cheque above ₹1,00,000/- per month payable on other HPStCB locations. 2) Demand drafts / Bankers Cheque up to ₹1,00,000/- per month at a flat cost of ₹40/- issued on branches of HPStCB. 3) Free anywhere collection within the HPStCB Branch network up to an amount of ₹1,00,000/- per month. 4) Free duplicate account statement 5) Free cheque book 6) Free local cheque collection

<p>2.</p>	<p>Individuals / Board Corporations:</p> <p>A. Current and Collection Account (monthly average balance) above ₹ 40,000/- (To be calculated on the average of daily closing balances of each day spread over a period of one month subject to daily minimum balance of ₹ 10000)</p> <p>B. Cash Credit Limits: All CC Limit account holders with limits above ₹ 1 lakh (Subject to maintaining current account with the Branch and daily minimum debit balance of ₹ 10,000/- in the CC limit)</p>	<ol style="list-style-type: none"> 1) Free 50 demand drafts / Bankers cheque per month above ₹100,000/- 2) Demand drafts / Bankers Cheque up to ₹100,000/- per month at a flat cost of ₹30/- issued on branches of HPStCB 3) Free anywhere collection within the HPStCB Branch network up to an amount of ₹5,00,000/- per month 4) Collection outside HPStCB branch network of a concession of 20% on normal rates of collection 5) Free account statement subject to maximum 5 folios per month
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