

Index of Service charges on Credit Related Services

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ANNEXURE

1. PURCHASE/DISCOUNT / NEGOTIATION OF BILLS/ OUTSTATION CHEQUES

(Recovery at Front end / Up front)

1.1 Commission plus interest on BP

1.1.1	Purchase/ Discount of Usance / Supply Bills	From day one to agreed / notional due date interest to be charged at contracted rate as upfront, plus Collection charges for bills as applicable for respective slab, as per Circular Genl/69/06-07 dated 07.09.2006.
1.1.2	Purchase of Demand or DP Bills /out station cheques	36 paise per Rs.100/- (represents first 7 days interest) Plus collection charges for cheques as applicable for respective slab, as per circular Genl/69/06-07 dated 07.09.2006

1.2 Overdue Interest on BP (Cheques / Bills):

1.2.1	Cheques if realised within seven days from the date of Purchase. In case the realisation / reversal is delayed beyond seven days, for the delayed period	No Overdue Interest (No refund in case of early realisation). Interest at contracted rate or 1YR MCLR + 4% as applicable compounded at monthly rests to be recovered at the time of realisation / reversal.
1.2.2	DP/Demand Bills. Penal/Overdue interest: In case the Bill is not honoured within 2 days of presentation, Then overdue interest is to be levied.	At the stipulated rate plus 2% OR 1 Yr MCLR+4%+2% shall be levied as applicable. The actual interest payable, if the realization period exceeded 7 days, shall be compounded From eighth day at monthly rests and recovered at the time of realisation/reversal.
1.2.3	Usance / Supply bills Overdue interest.	In case the realisation/reversal is delayed beyond the due date, interest at penal rate shall be compounded for the delayed period at monthly rests, and recovered at the back-end

NOTE:-Date of reimbursement means the date of credit advice of the branch to where the BP has been sent for realization or the date of receipt of proceeds in case where the BPs has been sent to other banks.

Refund of Interest:

1. Usance / Supply Bills: In case Usance / Supply bills are realised before the due date, the surplus interest collected upfront shall be refunded to the party to the debit of "Refund of Interest on Loans & Advances", for the unexpired period.

1.3 Bill Negotiation Charges (IBN Commission + Interest + Out of Pocket expenses):

For bills upto Rs.2.5 lakhs	0.57% with a minimum of Rs.287/- plus interest at applicable rate of interest from the date of negotiation to the date of Reimbursement.
For bills over Rs.2.5 lakhs	0.46% with a minimum of Rs.1725/-plus interest at applicable rate of interest from the date of negotiation to the date of reimbursement.

The interest is to be collected upfront for the period committed in the case of Usance bills/ 7 days for DP Bills. Refund of interest shall be made in case of early reimbursement and penal / overdue interest for delayed reimbursement shall be collected as explained in 1.2.2 / 1.2.3 as the case may be.

1.4 Charges and interest for BP returned unpaid

1.4.1	If recovered within seven days from the date of purchase	No Refund of Interest.
1.4.2	If recovered after 7 days From 8 Th day till the date of Reimbursement	Interest at 1yr MCLR + 4% + 2% - irrespective of the Contracted Rate.
1.4.3	Usance Bills / Supply Bills Interest for the period beyond due date	Interest at 1 Yr MCLR + 4% +2% Irrespective of the contracted Rate.

1.5 Other Charges

Registered post charges	Actual charges * 102.34% with min. of Rs.41/-
Courier/transmission charges	Actual charges * 102.34% with min. of Rs.41/-
Other Out of Pocket Expenses and other bill service charges if any as applicable in collection of bills.	To be recovered in full

2. PURCHASE OF LOCAL CHEQUES

Charges for purchase of local cheques.	Interest at the rate of 6 paise per day per Rs.102/- with a minimum of Rs.57/- from the date of purchase till effects are cleared
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3. CHARGES FOR WITHDRAWAL AGAINST UNCLEARED EFFECTS

For withdrawals against Clearing	Interest at the rate of 6 paise per day per Rs.102/- with a minimum of Rs.57/- for the period (including intervening holidays) till effects are cleared. No interest free withdrawal against unclear effects.
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4. COLLECTION/DISCOUNT OF PENSION BILL/CHEQUE

Out-of-pocket expenses shall be recovered. Service charge need not be levied on collection / discount of pension bills / cheques of Central / State Government freedom fighters, armed forces and other pensioners.

5. PROCESSING CHARGES FOR CREDIT PROPOSALS:

Guidelines on recovery of processing fees (for both fund based & non fund based)

Particulars	Guidelines
Collection of processing charges for working capital / NFB limits	a) 50% of processing charges to be collected upfront at the time of submission of application whether limit is sanctioned or not and to be kept in Sundry Deposit and accounted at the time of sanction. The same will be refunded if the sanction is not given. b) 50% of processing charges to be collected at the time of acceptance of sanction
Processing charges for Term Loans	For Term loans processing charges @ 1.18% as upfront fee has to be recovered at the time of sanction.
For agricultural term loans sanctioned under NABARD scheme	One time Evaluation Fee of 0.57% of the cost of investment (not on bank loan but on the project cost) to be recovered and credited to Evaluation Fee income account. No other Charges like appraisal / inspection fee, receipt fee etc.
Stagnant accounts	In SUBSTANDARD / DOUBTFUL CATEGORY processing charges should not be debited to the account and taken to Income account, where the periodical interest is kept in MOI. For such accounts, the processing charges on the due date may be kept in MOI and reversed, wherever / whenever the charges are actually recovered in substandard / doubtful accounts (i.e. at the time of cash recovery in the account or at the time of asset up gradation/revival of limits etc) Legal action initiated / marked for adjustment / recalled and thereby renewal process ceased, processing charges need not be debited.

100% cash margin	Processing fees need not be recovered for Non-fund and Fund based credit facilities with full cash margin/ deposit of same party or of third party.
One time limits	For guarantees / LCs of only one time transaction (irrespective of period) – the processing fees are recoverable one time at the time of issue as upfront.
Running facilities / limits	For all other running (FB/NFB) facilities, the processing fees are to be recovered at the time of sanction as well as at the due date of renewal every year.

5.1 Processing Fees exempted category: Wherever processing fee is specifically exempted as per the terms of the scheme, in addition to the following

Category of loans	Processing Fee / Evaluation Fee
For loans / overdraft against our own deposits (including third Party deposits)	Nil
All Government sponsored schemes such as SGSY/SJSRY/PMRY/SF/MF /AI (SGSY) / MAP / SC/ST/Action plan/ REC. SPA(Rural Electrification Corporation – Spl. Programme on agriculture etc	Nil
Educational Loans	Nil
FB and NFB limits with 100% cash margin	Nil

5.2 Processing charges on Credit proposals working capital (Fund based & Non fund based) other than Personal Segment loan Products & MSME Structured Loan Products

Upto Rs. 5.00 lakhs	NIL
Above Rs. 5 lakhs upto Rs.1 cr	0.28 % with min. of Rs. 1,725/-
Above Rs. 1 crore upto Rs. 5 cr	0.25% with min. of Rs. 32,200/-
Above Rs. 5 crores upto Rs. 10 cr	0.23% with a min. of Rs. 1,43,750/- and max. Without ceiling.
Above Rs. 10 cr	0.13% with a min. of Rs.2, 64,500/- and Max of Rs.28,75,000/-.
Processing charges for working capital are recoverable at the time of initial processing as well as at each annual date of renewal and also for any enhancement /adhoc increase in limits.	
For adhoc / enhancement in limits, processing charges are to be reckoned on additional / incremental limits, proportionately.	

6. Consultancy Fees

Consultancy Fees payable to the subject matter of experts of various areas:	
Fee structure given below shall be followed in respect of proposals where outlay can be quantified. For others fee shall be calculated on a case to case basis	
Project preparation	
Project Outlay	Fee Structure
Up to Rs.10 lakhs	Rs. 0.061 lakh
Above Rs10 lakhs and upto Rs.10 crores	0.57% of project cost with a minimum of Rs. 0.112/- lakhs
Above Rs. 10Crores	Rs. 5.76 lakhs for Rs.10 crores + 0.30% of the project outlay in excess of Rs.10 crores
Feasibility / Appraisal	
Project Outlay	Fee Structure
Above Rs. 5 lakhs and upto Rs. 25 lakhs	Rs.0.061 lakh
Above Rs. 25 lakhs and upto Rs.50 lakhs	Rs.0.112 lakh
Above Rs. 50 lakhs	0.173% of the project outlay with a minimum of Rs.1.12/- lakhs
<ul style="list-style-type: none"> » In case of field visits, actuals shall have to be met by the client » 50% of the charges are to be paid in advance and the remaining on completion. » In case of hi-tech projects which may require additional workload, agricultural consultancy and technical services (ACTS) Bank reserves the right to charge in excess of the rates mentioned above. 	

7. CONSORTIUM LEADERSHIP CHARGES:

Asset Classification	Lead bank charges – Annual Fee
Standard Assets	Leadership charges on Consortium advances is 0.30% p.a of the aggregate fund based and non fund based working capital limits enjoyed by the borrower from the consortium
Sub standard and below and CDR / BIFR accounts	Leader charges on consortium advances is 0.30% p.a. of the aggregate fund based working capital limits enjoyed by the borrower from the consortium wherever the accounts are classified as substandard and below
This charge is to be recovered on the due date of renewal for existing limits even if renewal sanction is delayed and the borrower is to be informed that renewal sanction will be subject to the financial statement etc., to be submitted by them being Satisfactory to the bank.	
When enhancement in limit takes place, the Lead bank charges would have to be reckoned on incremental limits	
The working capital credit limits authorised under special arrangements by RBI for procurement/ purchase under price support / market intervention operations etc., to the PSUs are exempt from levy of Leader Bank charges	

8. SYNDICATION CHARGES - Recovery of charges on Syndication of loan

Syndication charges	0.57 %
TRA (for release of term loans)	0.061%
Security Trustee account (for holding joint documentation/ securities on behalf of all banks)	0.061 %

9. INSPECTION AND OTHER SERVICE CHARGES

Aggregate Exposure	Inspection charges
Upto Rs.2.00 lakhs	NIL
Above Rs.2.00 lakhs and upto Rs.5.00 lakhs	Rs.115/- per quarter.
Above Rs.5.00 lakhs and upto Rs. 50.00 lakhs	0.010% of loan amount with a Min of Rs.115/- & Max of Rs.575/- per quarter.
Above Rs.50.00 lakhs and upto Rs.1.00 cr.	0.015% of the loan amount with a Max of Rs.1150/- per quarter.
Above Rs.1.00 cr and upto Rs.5.00 cr.	0.0125% of the loan amount with a Max of Rs.2875/- per quarter.
Above Rs. 5.00 cr	0.005% of the loan amount with Max of Rs.5750/- per quarter + Actual TA/DA incurred to be Recovered from the borrower.

Exemption:

Loans under Government Sponsored schemes, Jewel loans, Personal Segment loans are exempt from the levy of above inspection charges.

Note: For borrowers having only term loans, 50% of the above charges to be recovered.

9.1 Charges for other services

Nature of other services	Charges recoverable
Issue of true / certified copies of security documents to borrowers	Rs. 61/- per document + out of pocket expenses like photocopy charges (if any)
Lodgment / release of pledged goods	Rs. 113/- + actual conveyance charges (TA)
Registration/verification/modification of charges with ROC	Branches to utilize the services of Chartered Accountants in the bank's panel and the fees payable to them is fixed at Rs. 307/- per occasion/per account. This fee along with the charges paid to ROC for obtaining / registering the charges / particulars shall be recovered in full from the borrower's account.
For allocation of limits at various branches	Rs. 6141/- per annum for each branch for such allocation of limits

Revalidation of Sanction	Upto Rs. 5.00 lakhs : NIL Above Rs. 5.00 lakhs: 0.25% of total FB+NFB Approved under that sanction – Min Rs.1150/- and Max Rs.2, 30,000.
Fee for issue of NOC for ceding any type of charge in MBA	For Limits Upto Rs.5.00 cr: Rs.11, 500/- . Above Rs.5.00 cr Up to Rs. 10.00 cr: Rs.57, 500/- . Above Rs. 10.00 cr : Rs.1,15,000/- .
Documentation Charges (Excluding stamp duty applicable for different states)	Up to Rs. 5.00 lakhs: NIL. Above Rs. 5.00 lakhs: Rs.230/- per lakh or part thereof, subject to maximum of Rs.57, 500/- . (Applicable at the time of execution of documents) <ul style="list-style-type: none"> • Documentation charges are to be levied only once in case of term loans. • In case of working capital accounts, documentation charges are to be levied first at the time of fresh sanction and then at the time of enhancement/adhoc (for the enhanced portion of limit/adhoc limit only). • No documentation charges are to be levied at the time of renewal of limits.
Review of Term Loans (to be charged on outstanding balance)	Up to Rs.10.00 lakhs : NIL Above Rs.10.00 lakhs: Rs 115/- per lakh or part thereof, subject to Maximum of Rs.5, 75,000/- . Note: No fee shall be levied in case of Mortgage Loans, Rent Encash/IB-Rental
Technical/Viability report by Bank(IDO/Competent Officer)	Above Rs. 5.00 cr Upto Rs.25.00cr: Rs.28,750/- . Above Rs. 25.00 cr to Rs.50.00 cr : Rs. 57,500/- . In case of field visits actual to be borne by the clients.

10. Equitable Mortgage charges

For borrowers with credit limits below Rs. 5.00 lakhs	Nil
For borrowers with credit limits of Rs.5.00 lakhs and above **	Rs. 287/- per lakh max. of Rs.23,000/- each at the time of initial creation of EM / extension of EM at the time of enhancement in limit /availing adhoc Limit**

** **Note:** No equitable mortgage charges for IB Home Loan accounts Irrespective of the loan amount.

11. Charges for Issue of Solvency Certificates:

Up to Rs. 1 lakh	Rs.614/-
Above Rs.1lakh up to Rs.25 lakhs	Rs.2865/-
Above Rs.25 lakhs and up to Rs.50 lakhs	Rs.6141/-
Above Rs.50 lakhs up to Rs.75 lakhs	Rs.8700/-
Above Rs.75 lakhs	Rs.118/- per lakh subject to max. of Rs.25586/-

12. Service Charges for CDR (Corporate Debt Restructure) Accounts

As per the charges approved at the CDR Core Group meeting , RI might recover onetime fee for restructuring package, MI might recover annual fee monitoring functions and TRA Bank might recover annual fee for operating the TRA, based on size of debt as under:				
Sl No	Size of CDR debt involved (our share inclusion of NFB) (Rs. Crore)	One-time fee for RI for preparation of Restructuring package (Rs. Lakh)	Fee for MI (Rs.lakh per annum)	Fee for TRA Bank (Rs.lakh per annum)
1	Upto 100	5.63	2.30 (3.37)*	5.63
2	101 to 500	17.40	5.63 (8.70)*	8.70
3	501 to 1000	56.29	12.28 (17.40)**	12.28
4	Above 1000	117.70	17.40 (25.59)**	23.54

* If there are more than 5 CDR lenders.

** If there are more than 10 CDR lenders

TRA - Trust & Retention Account

MI - Monitoring Institution

RI - Referring Institution

13. Commitment Charges

Fund based working capital limits less than Rs.1. crore	NIL
Fund based working capital limits Rs.1 crore and above	1.18% per annum (exclusive of the overall ceiling of 2.00% penal interest) on the unutilised portion of the fund based working capital limits



For fully unavailed credit limits (term loan / working capital / NFB limits) Limits upto Rs.5 crore	NIL
Limits Rs.5 crore and above	0.58% p.a to be recovered as commitment charges
Exemptions: <ul style="list-style-type: none">» When our customer avails commercial paper in lieu of fund based limits sanctioned, as per the prior arrangement and cash budget submitted» When our customer informs in advance by means of QIS statement the lower limit of availment.» Non availment by the customer is upto 15% of such limit (tolerance level)» Working capital limits sanctioned to sick / weak units» Limits sanctioned for export credit (both Preshipment and Postshipment) as well as against export incentives viz., duty drawback, cash compensatory support, etc.,» Inland bill limits extended by way of bills purchased / discounted / limit against bills for collection.» Credit limits granted to State and Central Government, Commercial Banks, Financial Institutions and Co-operative Banks including Land Development Banks.	

14. Ledger Folio Charges * to be recovered as per HO: Development Circular issued/revised from time to time and applicable at that time

15. COMMISSION - Non Fund Business:
15.1 Inland Guarantees

Commission		
Nature of Gtee	100% cash margin	Other than 100% cash margin
Performance Guarantees	Rs.205/- + 0.154% per quarter or part there of with a min. of 0.31%	Rs.205/-+0.61% per quarter or part there of with a min. of 1.23%
Money Guarantee than Performance Guarantee. / other	Rs.205/- + 0.26% per quarter or part there of with a min. of 0.51%	Rs.205/-+1.02% per quarter or part there of with a min. of 2.05%
Conditions: <ul style="list-style-type: none"> » Minimum commission shall be for 6 months » For period exceeding 6 months, the period shall be reckoned in steps of quarters » The commission is to be collected upfront for the entire period » The period should include claim period also (if any) and Commission is to be Collected accordingly. 		

Nature of guarantee/nature of Service rendered	Commission recoverable
Increase / Renewal /Extension of guarantees	The commission leviable shall be the same applicable for issuance of fresh guarantee
Deferred payment Guarantees	Commission as stipulated above should be recovered on an yearly basis for reduced liability based on the opening balance for that year (though repayment may be half yearly basis)
Customs guarantee/guarantee issued in lieu of disputed liability	Commission to be collected as above on every renewal till receipt of discharged / original guarantee
Guarantees with interest liability (generally NOT permitted)	The commission to be collected will be on principal and interest. (Branches should obtain specific permission from HO for issue of such guarantees)
<u>Expired Guarantees:</u> Any proceeding or stay against invocation or payment or the like, and as a consequence of which the Bank is to keep the guarantee pending	Commission for that period also to be recovered

15.2 Refund of Guarantee commission:

Nature	Refund Rules
For guarantees tendered before the date of expiry	At half the original rates for the remaining period of guarantee less three months
For Deferred Payment Guarantees Tendered before the date of expiry	No refund need be made in respect of unexpired usance period if the purpose for which the guarantee issued is fulfilled
Export performance guarantee	50% of the guarantee commission for the unexpired period even though the purpose for which the guarantee issued is fulfilled
Guarantees for Import or any other purposes	No refund if the purpose for which the guarantee issued is fulfilled.

15.3 Inland LCs

Inland LC opening charges and LC Bills handling charges

I stage	Usance Charges PLUS commitment charges – for opening LC
II Stage	Other Stand Alone charges, if only the service is extended
III stage	LC Bill Retirement charges

15.4 Stage I (at the time of opening) Usance charges P L U S commitment charges [1 (a) or (b) or (c) +2]

The following charges with a minimum of Rs.117.51 shall be collected
1. Usance Charges: (any one of a/b/c) Usance charges according to the tenor of the bill at the rate of
a) 0.256% for bills upto 7 days sight
b) 0.51% for bills over 7 days and upto 3 months sight
c) 0.51% for the first 3 months plus 0.256% per month in excess of 3 months, for bills over 3 month's sight
2. Commitment Charges:
0.256% from the date of opening of credit to the last date of its validity for every period of 3 months or part thereof
For LCs secured by 100% cash margin:
25% of the normal opening charges i.e. 25% charges as indicated in Point no. 1 and Point no. 2 in this box (usance and commitment)

15.5 Stage II – Other Incidental Charges

Enhancement of LC amount /	Both the Usance and commitment charge on the amount increased. Minimum charge: Rs. 286/- .
Amendments to LC	Amendments other than by way of extension of the validity period or increase in the value: a flat commission of Rs. 286/- .

Revolving LCs	On the max. Amount of drawing at a time the usance and commitment charges shall be recovered at the first instance.
Re-Instatement commission	
On Reinstatement, Usance charges according to tenor as stated above and commitment charges at 0.29% being the minimum on the reinstated amount only shall be recovered (minimum charge Rs.286/-). The minimum charge of Rs.286/- (usance and commitment charges) will be applicable for revolving and non-revolving LCs	
Revival / Reinstatement of expired LC	
Both usance and commitment charges have to be levied as per the rates specified in First stage above. In the case of reinstatement of revolving LCs, the levy of commitment charges is required to be linked to the period of liability and as such the charges have to be levied according to the unexpired period of the relative revolving LCs.	
No refund of any commission shall be allowed whether a credit is cancelled or partly availed of or expires, wholly unavailed of.	

Extension of LC
The commitment charge covers each period of three months and an extension may be allowed free of commitment charges provided, the extension allowed falls within the quarter in which the LC was originally due, as we would have collected the charges already for the quarter. However, if the period of extension goes beyond the quarter in which the LC was originally due, further charge of 0.29% per quarter with a minimum of Rs.286/- shall be recovered. (On account of an error / mistake occurred on the part of the Bank, if there were excess collection the same may be rectified by refund.)

15.6 Stage III- Retirement Charges
Recovery of retirement charges for Bills received under LC:
Retirement charges: When the LC opening branch receives the documents for retirement, it is entitled to levy collection charges as applicable to 'Commission on IBC Bills' (irrespective of the mode of retirement i.e. whether to the debit of Advance bill, Customer's current / OD / OCC account etc., or may be on collection basis
If not retired as per original terms of LC, additional Usance charge as per Stage I
Out of Pocket Expenses: All out of pocket expenses such as postages, telegrams, telexes, cables shall be collected from the beneficiary unless otherwise specified
Guarantees on account of discrepancies in documents:
A commission of 0.29% with a minimum of Rs.286/- shall be charged for joining in customer's guarantees and for giving guarantees on behalf of customers to other banks in respect of discrepancies in documents negotiated under letter of credit, when payment received under reserve is credited to the beneficiary's account.
Transfer of Letters of Credit:
Transfer in full or in part and whether endorsed on the credit itself or not, a flat charge of Rs.286/- for each separate advice of transfer, except when the name of the beneficiary of the credit is changed on instructions received directly from the opening bank. The transfer charge

shall be for the account of the first beneficiary of the credit unless otherwise specified.
On all letters of credit calling for usance drafts to be drawn on and accepted by banks, an acceptance commission shall be charged at the rate of 0.29% per month with a minimum of Rs.286/- per month. If a charge is to be collected from the beneficiary and he refuses to pay the charge, it must be collected from the opener (applicant for the credit)
Clean payments received under LC:
A flat charge of Rs.286/- will be levied by the beneficiary's bank for receiving clean payment and crediting beneficiary's account
Certificates:
When the beneficiary asks for attestation of commercial invoice at the time of negotiation / collection, such attestation may be done free of charge but should the beneficiary ask for attestation of invoices on a subsequent occasion, then charge of Rs 15/- per invoice, with a minimum of Rs 31/- shall be levied on each and every occasion he finds it necessary to do so

16. Pre-payment Charges for Term Loans

2.30% of outstanding balance / drawing limit (whichever is higher) to be recovered as pre-payment charges, if loan is prepaid.

Pre-payment charges of **2.30%** to be recovered for pre-payment of more than one quarterly installment or three monthly installments on such excess prepaid amount.

17. Penal Interest:

Non submission of control returns like QIS	1% of the outstanding balance per quarter
Non submission of stock statement	1% of the outstanding balance per month

18. Exemptions to Staff on charges:

All loan and services to staff are exempt from the purview of the above detailed service charges and will be governed by the terms and conditions of the individual schemes concerned. Out of pocket expenses, if any have to be recovered.

Note: The all service charges are inclusive of service tax @15% applicable as on date of issuance of the circular.