



भारतीय रिज़र्व बैंक  
RESERVE BANK OF INDIA  
www.rbi.org.in

RBI/2016-17/125

DCM (Plg) No.1264/10.27.00/2016-17

November 11, 2016

The Chairman / Managing Director/ Chief Executive Officer,  
Public Sector Banks/ Private Sector Banks / Foreign Banks/ Regional Rural  
Banks / Urban Cooperative Banks/ Cooperative Banks

Dear Sir,

**Withdrawal of Legal Tender Character of existing ₹ 500/- and ₹ 1000/- Bank Notes – Reporting and Monitoring**

Please refer to Para 4 (Reporting Mechanism) of DCM, CO [Circular DCM \(Plg\) No.1226/10.27.00/2016-17 dated November 08, 2016](#) on Withdrawal of Legal Tender Character of existing ₹ 500/- and ₹ 1000/- Bank Notes in terms of which the banks are required to report daily position on exchange of SBN to RBI. In this regard, the banks are further advised that the report should contain data pertaining to exchange in cash as well as on credit to account. The banks also need to report incidence of detection of counterfeit notes on a daily basis. Accordingly, Annex /s 6 and 6A have been modified which is enclosed. **Consolidated Report - 6A should be [mailed](#) by close of business in the next day.**

2. Further, with reference to Para 8 of the above mentioned circular 2016, the banks are advised to furnish contact details of the Nodal officer/s, through [email](#), by closed on business of November 11, 2016 as per the format as under:

Name of the Bank	Name of the Nodal Officer	Telephone No.	Fax No.	Mobile No.	Mail id

(To be submitted in excel format)

Yours faithfully,

(P Vijaya Kumar)  
Chief General Manager

## Annex-6

### Format for reporting daily receipt of SBN in the denominations of ₹ 500/- and ₹ 1000/- to the Controlling Office

Name of the Bank: \_\_\_\_\_

Name of the Branch: \_\_\_\_\_ IFSC Code: \_\_\_\_\_

SBN accepted at the branch on \_\_\_\_\_ are as under:

Particulars	₹ 500 (in pieces)	₹ 1000 (pieces)	Total Value is ₹
Exchanged in Cash			
Deposits into Account			
Total			
Counterfeit Note Detected			

Name and Designation of the Branch In-charge \_\_\_\_\_

Signature of the Branch In-charge \_\_\_\_\_

Date: \_\_\_\_\_ Place: \_\_\_\_\_

**Annex 6A**

**Format for reporting daily receipt of SBN in the denominations of ₹ 500/- and ₹ 1000/- to RBI, DCM, Central Office**

Name of Bank:

Date of Transactions:

Details of SBN received

<b>Particulars</b>	<b>₹ 500 (in pieces)</b>	<b>₹ 1000 (pieces)</b>	<b>Total Value is ₹</b>
Exchanged in Cash			
Deposits into Account			
Total			
Counterfeit Note Detected			