|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | **Annex V** | | | |
|  |  |  |  | **(Paragraph 8)** | | | |
| **FORMAT FOR FURNISHING ADDRESS ETC. PARTICULARS OF FORGED NOTE** | | | | |  | | |  | |  |  |  |
| **VIGILANCE CELL (FNVC) TO RBI** | | |  |  |  | | |  |  |
|  |  |  |  |  |  | | |
| *(TO BE FURNISHED BY E-MAIL ON 1ST JULY EVERY YEAR)* | | |  |  |  |  |  |
| *REF: MASTER CIRCULAR DATED JULY1, 2012 ISSUED BY RBI* | | | |  |  | | |  |  |  |
|  |  |  |  |  |  | | |
| **NAME OF THE BANK** | **ADDRESS OF FNVC(WITH PIN CODE)** | **NAME AND DESIGNATION OF OFFICER-IN-CHARGE** | **TELEPHONE NO (WITH CODE).** | **FAX NO.**  **(WITH CODE)** | **E-mail Address of the FNVC** | | |
|  |  |  |  |  |  | | |
|  |  |  |  |  |  | | |
|  |  |  |  |  |  | | |
| We note to intimate immediately the changes, if any, in the particulars furnished above | | | | |  | | |  | |  |  |  |
|  |  |  |  |  |  | | |
| Name of Authorised Official: | |  |  |  |  |  | |
| Designation: |  |  |  |  |  | | |
| Date: |  |  |  |  |  | | |
|  |  |  |  |  |  | | |
| **NB:: The completed format should be transmitted by e-mail, in MS-Excel on the following address-** | | | | |  | | |  | |  |  |  |
| [**dcmfnvd@rbi.org.in**](mailto:dcmfnvd@rbi.org.in)  **(No hard copy need be sent)** | |  |  |  |  | | |  |
|  |  |  |  |  |  | | |

|  |  |  |
| --- | --- | --- |
| **Quarterly Statement to be submitted\* by the FNV Cell established at Head**  **Office of banks, regarding the undertaking of the following functions**  **(Ref. para. 8 of the Master Circular on Detection and Impounding of Counterfeit Notes) :** | | |
| **Bank’s Name & Addess** : | |  |
| **SN** | **Function** | **Statement by the bank.** |
| 1 | Dissemination of instructions issued by the Reserve Bank on counterfeit notes to bank’s branches. |  |
| 2 | Compilation of data on detection of counterfeit notes, and its submission to Reserve Bank and FIU-IND as per extant instructions. |  |
| 3 | Follow-up of cases of counterfeit notes, with police authorities / designated nodal officer. |  |
| 4 | Sharing of the information thus compiled with bank’s CVO and report to him / her all cases of acceptance / issue of counterfeit notes over the counters |  |
| 5 | Conduct of periodic surprise checks at currency chests where shortages/ defective /counterfeit notes etc. are detected |  |
| 6 | Ensuring operation of Note Sorting Machines of appropriate capacity at all the currency chests / back offices. Closely monitoring detection of Counterfeit Notes and maintaining the record of the same |  |
| 7 | Ensuring that only properly sorted and machine examined banknotes are fed into the ATMs / issued over the counters |  |
| 8 | Putting in place adequate safeguards, including surprise checks, both during the processing and in transit of notes |  |
| * to be sent **by mail** to **dcmfnvd@rbi.org.in** | | |

**Annex VI**

**(Paragraph 10)**

Name of the bank /District:

Statement showing the details of counterfeit banknotes detected in the

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ during the month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Details of counterfeit notes detected:

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of branch/CC | Type of detection | Denomination-wise Details in pieces | | | | | | Total pieces |
| 10 | 20 | 50 | 100 | 500 | 1000 |
|  |  |  |  |  |  |  |  |  |
|  | FIR |  |  |  |  |  |  |  |
|  | Non-FIR |  |  |  |  |  |  |  |
|  | Pieces of notes processed |  |  |  |  |  |  |  |

B) Details of cases filed with police:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Pending with  Police at the  beginning of  the month | Sent to Police  during the  month under  report | Returned by  the Police | Pending with  the Police at  the end of the  month |
| No. of cases |  |  |  |  |
| No. of pieces |  |  |  |  |

NB: Each FIR lodged comprises one case. The total number of forged notes covered by the

FIR may be indicated in each of the columns above.

Forwarded to: -

1. The General Manager/Deputy General Manager, Reserve Bank of India, Issue

Department, \_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

Name & Designation of the Authorised Official