

ANNEXURE - I

SCHEDULE OF SERVICE CHARGES (Exclusive of Service-Tax & Cess)

1.PROCESSING CHARGES: Processing/upfront fee is to be charged as under:

- i) For all loans up to one year, processing fee is to be charged.
- ii) For loans over one year,
 - (a) Upfront fee is to be charged in case loans are sanctioned to meet capital expenditure and
 - (b) Processing fee is to be charged proportionately for the period of sanction in case loans are sanctioned for working capital requirements.

Audit committee of Board (ACB) of our sponsor bank has advised that the charging of Processing fee be made a condition of the sanction itself. Details of processing fee are asunder:-

| (a) Working Capital(Including KCC & ACABC Account) | |
|---|---|
| Upto Rs. 25000/- | Nil |
| Above Rs.25000/- & up to Rs. 2 lakh | Rs.500/- |
| Above Rs.2 lakh | Rs.300/- per lakh or part thereof.* |
| For Non-Fund Based Limits | At par with fundbased working capital charges |

Including KCC and ACABC

No processing charges are to be levied in case of **advances against deposits, Govt.securities, UTI, Mutual Fund Units, NSCs, KVPs, IVPs and IRDP cases and in case of Self Help Group Accounts (SHGs), below poverty line.**

Further, **no processing fee/service charges/ledger folio charges** are to be levied in respect of borrowers who have been issued **Kisan Credit Card against the security of FDR, NSCs, KVPs or other such liquid securities.**

The above charges will also be applicable in respect of working capital limits to traders.

(a)-Recovery of Processing Charges

Processing fee is to be recovered as under:-

- i) For all existing limits including specific Bank Guarantee limits, processing charges be recovered in the month of April (max. upto 31st May) for the entire year. In the first year of its Implementation, charges be recovered proportionately only.
- ii) For fresh proposals, the charges be recovered proportionately for the remaining Months upto 31st March.
- iii) Charges once recovered by the bank for a particular period for specified limit will remain valid for the entire financial year. As such, the revised charges in existing accounts where processing fee has already been recovered prior to revision shall be effective at the time of review/renewal/enhancement. In other words, the Processing charges once recovered in April in existing accounts, prior to the date Of revision, if any, shall remain valid upto

31st March i.e. complete financial year.

(b)- Recovery in Fresh Proposals

The processing charges in case of fresh proposals may be recovered in stages as follows:

- 10% of processing fee on receipt of proposal. However, Chairman/ General Manager / Regional Manager and above may relax the condition on merits of the case.
- Minimum 50% of processing fee on the amount of limit sanctioned (inclusive of fee charged at the time of receipt of proposal) at the time of handing over letter of sanction and balance 50% at the time of disbursement.
- A suitable undertaking in this regard (As per **Annexure-VI**) is to be obtained from the prospective borrower at the time of receiving the loan application.

However, in cases, where the processing/upfront fee could not be recovered due to non-availment/ disbursement of limits, General Manager /Regional Manager may consider waiver of processing/upfront fee, in full, in such cases, on merits. In case the loan proposal is declined or the limit sanctioned is not availed by the customer within a period of six months the processing fee recovered shall be forfeited after giving due notice to the borrower.

(c) Consortium Advances

In case of lending under consortium arrangement whether as a leader or a member bank, the processing charges as stipulated by our bank or as agreed in the consortium, whichever is higher be levied by the branches on the credit limits sanctioned to the borrower by the bank. These charges would be in addition to the lead bank fee, wherever leviable. Out of Pocket expenses are to be recovered from the borrowers in addition to the processing fee in case such expenses relate to the post-sanction stage of the credit facilities granted to the borrowers.

2- UPFRONT FEE

(a) For Term Loans – Other than Retail Segment

Upfront fee is to be charged in lieu of processing charges in case of term loans (including DPG), as under except term loans under Retail Segment for which separate rates have been prescribed:-

UPFRONT FEE FOR TERM LOANS

| | |
|---|--|
| Upto Rs.25,000 | NIL |
| Above Rs.25,000 and upto Rs. 2 lakh | Rs500/- |
| Above Rs. 2 lakh & upto Rs. 50 crore | 1.50% of the loan amount minimum Rs500/- |
| For Schemes where refinance is obtained | As specified by refinancing agency. |

Officials up to the levels of General Managers (HO) & above shall exercise powers to permit relaxation in upfront fee.

20% discount in processing /upfront fee will be given in case of applications received on-line in respect of MSME category of borrowers to encourage such borrowers to submit on-line applications.

Upfront fee is to be recovered as a onetime fee. Where financing is in participation with financial institutions, upfront fee be levied/shared in line with those charged by financial institutions. However, this fee is not to be charged for the schemes where refinance is obtained (e.g. NABARD assisted/ refinanced projects).

The processing/evaluation fee in NABARD assisted/Refinanced Projects is to be levied as under:

“For advances where capital outlay of the project does not exceed Rs.2 lakh, no charges be levied.

Where capital outlay of the project exceeds Rs.2 lakh branches may charge evaluation fee once-and-for-all (in lieu of processing fee) @ 0.60% of the capital outlay of the project. The evaluation fee covers the cost relating to pre-sanction, inspection/visit fee, legal fee for examination of title deeds, encumbrance certificate fee etc. However, expenses relating to follow up of utilization in the form of post-sanction, supervision etc.branches may charge out of pocket expenses in addition to evaluation.”

(b) Term Loans (under Retail Loan Segment)

| For Term Loans (Under Retail Loan Segment) | Charges @ |
|---|---|
| Housing Loans including flexi housing loan | For Loan Amount upto Rs.300 lacs- 0.50% of loan amount, Maximum Rs. 20000/- For Loan amount above Rs. 300 lacs- Rs.50000/- |
| Earnest Money Deposit (EMD) Scheme | NIL |
| OD to Housing Loan Borrowers for Personal Needs | 0.50% |
| Car Loans | 1.00% of loan amount Maximum Rs.6000/- (Including Documentation charges) |
| Two Wheeler Loan | Rs.275/- |
| Loan against Mortgage of IP | 0.90% of the loan amount. Maximum Rs.45,000/- |
| Education Loan | For Studies in India- NIL For studies abroad-1.00%,Min.Rs.10000/-, which shall be refundable on availment of loan. |
| Reverse Mortgage Loan | ½ month's loan installment Maximum Rs.15,000/- |

| | |
|---------------------------------------|---|
| Advance against Jewellery & Ornaments | 0.70% of loan amount |
| Personal Loans | 1.80%* of loan amount *For Defence personnel- NIL |
| Personal loan to Pensioners | NIL |

Further, no relaxation in processing fee or other charges is to be allowed at branch level in Housing/ car loans to any category of borrowers. However, Chairman(100%)/ General Manager(50%) / Regional Manager(25%) shall have powers to relax processing/other charges, in such cases.

(c) Term Loans (Other Schemes)

| For Term Loans- Other Schemes | Charges |
|---|-----------------------|
| Traders/Super Trade, Future Lease Rentals, Doctors, Gramin Chikitsak. | 0.70% of loan amount. |

Upfront fee is to be levied in the same way as processing charges are recovered in stages as under:

- 10% of processing fee on receipt of proposal. However, General Manager/ Regional Manager and above may relax the condition on merits of the case.
- Minimum 50% of processing fee on the amount of limit sanctioned (inclusive of fee charged at the time of receipt of proposal) at the time of handing over letter of sanction and balance 50% at the time of disbursement.
- A suitable undertaking in this regard (As per **Annexure-VI**) is to be obtained from the prospective borrower at the time of receiving the loan application.

In case the loan proposal is declined or the term loan sanctioned is not availed by the customer within a period of 6 months, upfront fee recovered shall be forfeited after giving due notice to the borrower.

3. ANNUAL FEE FOR REVIEW OF TERM LOANS

For annual review of all term loans (other than Retail Loans and Loan Against Future Lease Rentals) with sanctioned limit of ` 1 crore & above, fee is to be recovered as under:

| Sr. | Stage for levy annual fee | Charges |
|------------|----------------------------------|---|
| A | During implementation stage | 10 paisa per hundred Rupees. Maximum Rs.10.00 lakh. |
| B | After implementation | 05 paisa per hundred Rupees. Maximum Rs.5.00 lakh. |

Method of calculating of review charges:Where disbursement is being made in stages, the annual review fee is to be charged on the sanctioned limit whereas in case the sanctioned amount has been fully disbursed and the repayment has started, the review charges shall be

levied on the outstanding amount till the account is fully adjusted. The annual review fee is to be charged on the anniversary date of 1st disbursement.

4. LEVY OF CASH ORDER/ DRAFT/ RTGS/ NEFT CHARGES WHILE DISBURSING TERM LOAN

While issuing instruments for remittance of funds directly in favour of supplier, for disbursement of term loan, no charges are to be recovered for issuance of Cash Order/Draft/RTGS/ NEFT /other mode.

5. CHARGES FOR CHANGE IN TERMS & CONDITIONS

It has been observed that after the sanction has been conveyed and terms & conditions are accepted by the borrowers, the requests are made by the borrowers for change in terms & conditions of the sanction which involves lot of work/time.

The charges prescribed for change in terms & conditions sought by the borrower, except in CDR/restructuring cases, shall be 0.02% of loan amount (Minimum Rs.1,000/- and Maximum Rs. 5 lakh). These shall also be levied while seeking amendment in rate of interest.

However, these charges should be settled before processing of papers so that repetitive requests to HO are avoided.

6. HANDLING CHARGES

Wherever full waiver of processing fee or upfront fee is permitted, 'Handling Charges' @ Rs.15/- per lakh or part thereof, subject to a maximum of ` one lakh are to be recovered from borrowers availing limits of Rs 2lacs & above, separately in lieu of processing fee & upfront fee.

7. DOCUMENTATION CHARGES

(a) Term Loans (Other than Retail Loans Segment)

| For Loan Amount | Charges |
|---------------------------------|--|
| Upto Rs.25000/- | Nil |
| Above 25000/- & Upto Rs. 2 lakh | Rs. 200/- |
| Above Rs. 2 lakh | Rs.400/- per lakh or part thereof, subject to a maximum of Rs.50,000/- |

- The above mentioned documentation charges are to be levied only once in case of term loans.

- In case of cash credit accounts, documentation charges are to be levied first at the time of fresh sanction and then at the time of enhancement (for the enhanced portion of limit only). No documentation charges are to be levied at the time of renewal of limits.

- In cash credit accounts which involve execution of documents whether regular or adhoc sanction, documentation charges to be levied for such amount.

- The aforesaid charges will not be applicable in case of advances against deposits, Govt. securities, UTI mutual fund units, RBI Relief Bonds, NSCs, KVPs, IVPs, cases, staff loans.

(b) Term Loans under Retail Segment Schemes:

| For Term Loans (Under Retail Loan Segment) | Charges @ |
|--|--|
| Housing Loans including flexi housing loan | Rs. 1350/- |
| Earnest Money Deposit (EMD) Scheme | NIL |
| OD to Housing Loan Borrowers for Personal Needs | Rs. 450/- |
| Car Loans | NIL (clubbed with upfront fee) |
| Two Wheeler Loan | Rs. 275/- |
| Loan against Mortgage of IP | Rs. 900/- |
| Education Loan (SUPGB Saraswati/SUPG Kaamgar/PNB Pratibha) | For loan upto Rs. 4 lacs- Rs. 270/- For loan over Rs. 4 lacs- Rs. 450/- |
| Reverse Mortgage Loan | NIL |
| Advance against Jewellery & Ornaments | Rs. 500/- |
| Personal Loans | Rs. 500/-* *For Defence personnel- NIL |
| Personal loan to Pensioners | For loan upto Rs. 2 lacs- Rs. 270/- For loan over Rs. 2 lacs- Rs. 450/- |

(c) Term Loans (Other Schemes)

| For Term Loans- Other Schemes | Charges |
|--|----------------|
| Traders/SUPGB Super Trade, Future Lease Rentals, Doctors, Gramin Chikitsak | Rs. 500/- |

8. SERVICE CHARGES FOR NON FUND BASED FACILITIES & DISCRETIONARY POWERS TO PERMIT RELAXATION

| Services | Card rates | Minimum service charges (After allowing relaxation permitted by officials at different levels) | | |
|---|---------------------------------|--|---------------------------------|---------------------------------|
| | | Regional Manager | General Manager | Chairman |
| i) GUARANTEE COMMISSION | | | | |
| i) Performance Guarantee | 0.50% per qtr. (Minimum Rs.200) | 0.45% per qtr. (Minimum Rs.200) | 0.40% per qtr. (Minimum Rs.200) | 0.30% per qtr. (Minimum Rs.200) |
| ii) Other than performance guarantee | 0.75% per qtr. (Minimum Rs.200) | 0.675% per qtr. (Minimum Rs.200) | 0.60% per qtr. (Minimum Rs.200) | 0.45% per qtr. (Minimum Rs.200) |
| ii) Guarantees secured by cash margin/FDR/other liquid securities of : | | | | |
| 100% | 25% | of | 25% Minimum vested.comm. | NIL |

| | | | |
|-----|--------------------------|-----------------------------|--|
| | normal commission | | |
| 75% | 50% of normal commission | 50% of Minimum vested comm. | |
| 50% | 75% of normal commission | 75% of Minimum vested comm | |

* Minimum charges for one month and a part of a month to be treated as one month.

Chairman has full power to allow relaxation in service charges.

Now the minimum level up to which the relaxation can be permitted is defined in place of earlier guidelines where discretionary powers in percentage terms were prescribed.

In respect of NFB facilities sanctioned at concessional/ negotiated rates where concession allowed in the account is more than the present reduction in card rates, the reduction in the charges will not have any effect and the rates permitted by the sanctioning authority shall continue till the period of concession allowed.

9. OPERATIVE INSTRUCTIONS ON CHARGING OF COMMISSION

A) Commitment charge for the period of liability (from the date of opening of credit to the last date of its validity) shall be collected.

B) The commitment charge covers each period of 1 month and an extension may be allowed free of commitment charge, if such extension does not run into a fresh period of 1 month; otherwise a fresh charge for a further period of one month is to be collected.

C) When the amount of credit is subsequently increased both the usance and commitment charge shall be levied on the amount so increased.

D) If the Collecting Bank is not the negotiating bank, the charges, as applicable to collection of bills, be levied by the collecting bank.

10- Powers for permitting relaxations in NFB Charges

The charges for NFB as given in Item No. 10 above have been prescribed after permissible relaxation by officials at various levels and are to be allowed judiciously so as to attract good corporate entities and to increase non-fund based business of the bank.

| Sl.No. | Authority | Powers charges@ to relax service |
|--------|------------------|----------------------------------|
| 1 | Regional Manager | 25% |
| 2 | General Manager | 50% |
| 3 | Chairman | Full |

11. Additional jobs/responsibilities on behalf of lender banks, in respect of all term loans sanctioned under consortium/syndication/multiple banking arrangement, involving total term loan component of Rs.5 crore and above

| Particulars | Purpose | Charges |
|--|--|---|
| Project Implementation and Monitoring Fee. | For monitoring of implementation of the project on behalf of lender total members (i.e. whether the financial as well as hysical progress is as per schedule, cost estimates accepted are being adhered to or not, actual promoter's contribution is as was envisaged, etc.) | Rs.100 per lakh p.a. onproject costtill completion of project (i.e .Rs.10,000/-per crore) subject to maximum of Rs.7.5 lakh p.a. |
| Security Agency Fee (to be charged one time) | For creation of security charged on behalf of lender members | Rs.100 per lakh on total Project loan (i.e. Rs.10,000/- per crore) subject to maximum ofRs.5 lakh. In case of change in security/ lenders,requiring modification in creation/ extension of mortgage/other securities, additional 50% of the said fees are to be levied. |
| Escrow A/c Maintenance Fee | For maintaining Escrow A/c on behalf of other lenders | Rs. 1 lakh p.a. |

12. CHARGES FOR ALLOCATION OF LIMITS

No charges to be levied.

13. ISSUE OF BALANCE/INTEREST CERTIFICATE/NO DUES CERTIFICATE

For PS Advances : Rs. 50/- per Certificate
For others : Rs.150/- per Certificate

14. SPECIAL TRANSACTIONS

Transfer of funds from advance/borrowal accounts

The facility of transfer of funds from the account of borrower including organization/firmsat one centre to their account at another centre at concessional rates/ at par can be classified into two broad categories:

- i) Accounts from where debit balances are transferred.
- ii) Accounts from where credit balances are transferred.

The norms prescribed for the purpose are as under:-

a) The facility may be extended to corporate companies/ organizations/firms fortransfer of funds from their account at one centre to their account at another centre on a very selective basis. Each case is to be considered on merit viz:-

- i) Total business connections with Bank.
- ii) Frequency of transfer of funds affected i.e. daily, weekly, fortnightly, monthly, etc., to ensure that it does not drain on Bank's profits as also it does not prove to be a losing proposition.
- iii) The extent of concession to be permitted e.g. 10%, 25%, 50% or at parshould be need

based.

- iv) Cost to the Bank is minimal.
- b) Out of pocket expenses must be recovered in full in all cases.
- c) In cases where debit balances are transferred, interest should be charged for transit period as well.

The aforesaid concession can only be approved by the Regional Manager who in turn will send a copy of such arrangement to General Manager, Credit Department , HO for placing the same to the top management.

15. HONOURABLY RETIRED EX STAFF/WIDOWS OF HONOURABLY RETIRED MEMBERS OF STAFF

100% waiver of upfront fee & documentation charges be allowed in respect of honourably retired employees of our bank/widows of honorably retired members of staff. The term retired employee includes the employees retired honorably or leaving bank's service including voluntary retirement or otherwise but does not include an employee retired compulsorily or in consequences of disciplinary action.

16. CONSORTIUM ADVANCES/LEAD BANK FEE

Service Charges in respect of consortium advances shall be determined by the consortium and incorporated in the Consortium Agreement. Lead Bank Fee is to be charged @ 0.25% p.a. on the assessed fund based working capital credit limits sanctioned by the consortium. Detailed guidelines in this regard are given in the Circulars issued on the subject 'Consortium Advances'.

In order to make the system of recovery of Lead Bank Fee uniform, it has been decided as under:

Minimum 50% of applicable lead bank fee to be recovered on the date of formation of the consortium and/or appointment of lead bank & remaining 50% to be ii.recovered at the time of execution of joint documents under consortium. In case there is any variation in the quantum of loan requested for by the party at the time of formation of consortium and the actual MPBF finalized by the consortium, the difference, if any in lead bank fee, may be recovered/adjusted at the time of recovery of the remaining 50% fee at the time of execution of joint documents. For the first year it may be recovered proportionately for the remaining months up to 31st March and thereafter in the month of April (max. up to 31st May) for the entire year as is being done in case of processing charges.

17. PRE-PAYMENT CHARGES

In order to dissuade the Borrowers from shifting to other banks, pre-payment charges @ 2%, on the outstanding pre-paid, are to be levied in case of all Term Loans sanctioned on or after 01.04.2004, in respect of the borrowers who shift to other banks by repaying the loans. However, no prepayment charges are to be levied in the following cases:

- i) Where the loans are prepaid by the borrowers from their own sources;
- ii) Where the borrower shift to other bank within 30 days from the date of issuance of

circular for upward revision in the rate of interest to be charged in his account or change in other terms of sanction.

iii) Where the closure of loan is on the instance of the Bank on account of size of irregularity, possibility of default in future or any other technical or other specific reasons.

iv) No pre-payment charges be levied in respect of the borrowers who shift to other banks by repaying their Housing Loans on Floating Interest Rate and Housing Loans sanctioned at fixed rate with reset clause, if the borrower exercises his option for floating rate interest at the time of reset.

v) No charges to be levied for pre-payment of loan under floating rate to Micro and Small Enterprises

vi)

applicable from the date of conversion of such loans in the floating rate loans, if the borrower exercises his option for floating rate option, at the time of reset.

Branches while conveying the sanction to the borrower(s) in respect of term loan(s) sanctioned, should incorporate about the levy of pre-payment charges in the sanction letter.

18 COMMITMENT CHARGES

In cases where existing/prospective borrowers do not agree for execution of documents containing the required clause for unconditional cancellation of limits, commitment charges are to be levied on quarterly basis as under:

- a) For all fund based working capital limits, commitment charges as given below shall be charged on undrawn portion.
- b) Operative limit if fixed on the basis of QIS-I form, shall be reckoned for calculating the commitment charges

| Utilization Level | Rate of Commitment Charges |
|--|-----------------------------------|
| Utilization Level less than 50% | 1.00% p.a. |
| Utilization Level 50% to less than 60% | 0.50% p.a. |
| Utilization Level 60% to less than 70% | 0.25% p.a. |
| Utilization Level above 70% | NIL |

The Commitment charges at aforesaid rates shall also be levied on quarterly basis in case of partly drawn Term loan irrespective of the fact whether the borrower has executed the necessary documents containing unconditional cancellable limit clause or not. The commitment charges on undrawn portion of Term Loan shall be levied as under:

i) Where the draw down is made in stages as approved by the bank, the commitment charges shall be computed on the undrawn portion reckoned with respect to the relative draw down limit fixed for the period and not with reference to the total limit.

ii) In case of partly drawn term loans where no specific draw down schedule has been prescribed/borrower has not adhered to the specific draw down schedule, the commitment charges at aforesaid rates shall be levied on entire undrawn portion.

Audit Committee of Board has advised that commitment charges be levied in case of non-availability in eligible accounts and the condition be made part of sanction.

The operative limit shall be determined by the monthly cash budget (as in the case of working capital limits sanctioned to Sugar, Tea, etc.). In cases where the operative limit is not fixed or not applicable, the charge be reckoned with reference to sanctioned limit.

The unutilized portion of the operative/sanctioned limit shall be ascertained by the branches by calculating the average utilization during the quarter/month, as the case may be, after excluding there from utilization in excess of the operative/sanctioned limit.

The difference between the average utilization determined as above and the sanctioned/operative limit, as the case may be, shall represent the unutilized portion.

Unutilized portion in the case of industries financed under the monthly cash budget should be arrived at with reference to the average utilization during the month and the monthly operative limit.

In respect of advances on consortium basis, RBI's extant guidelines, inter alia, require the lead bank and the bank having the next largest share to fix operative limits/shares of individual banks for the next quarter. The quantum of charge should accordingly be determined by each member bank with reference to the operative/sanctioned limit allocated to it. In multiple banking arrangements, the charge should be determined by each bank based on the limits sanctioned by it. This charge shall not be levied in respect of drawings in excess of the Operative/sanctioned limit. Sanction of adhoc limits over the regular sanctioned limits, should, however, continue to be subject to an additional interest over and above the normal rate as conveyed through L&A Circulars on the subject from time to time.

Where credit limits have been allocated among branches, commitment charge in such cases shall be charged by branch having main account after taking into account the unutilized portion of the allocated limits at the branches where sub-limits have been allocated.

The commitment charge shall be exclusive of the overall ceiling of penal/additional interest as advised from time to time.

Branches while conveying sanction to the borrowers should also mention about levy of commitment charges in the sanction letter itself. Branches to ensure that the loan documents/agreements should contain consent of the borrower to the above effect and in case the same is not available in the documents to be executed, supplementary agreement as per **Annexure-V** be obtained.

19. OUT OF POCKET EXPENSES (POSTAL, TELECOMMUNICATION & OTHERS)

Actual charges (rounded off to next higher rupee) to be recovered as under:

- I. Postage Registered Post/Speed Post/courier – Actual expenses
Ordinary Post - Rs.20/- (other than Recall/reminder notices)
- II. Telegram charges
- III. Telex Charges
- IV. Telephone/Fax Charges
- V. Godown Charges:
 - Godown Keeper's salary
 - Godown Delivery Charges

- VI. Insurance
- VII. Valuation charges of Appraisers
- VIII. Legal Charges:

- Stamp duties
- Fees paid for documentation
- Solicitors' fees.

IX. Consultancy charges paid to consultants for Feasibility Reports or Consultancy Reports

X. Travelling, Conveyance Expenses of Bank's Auditors or Field Officers.

XI. Supervision Charges.

XII Notice charges Registered/Courier Rs.100/- minimum, ordinary Rs.25/-

20. Further, to streamline and quantify the inspection charges for inspection / verification of securities following inspection charges have been approved in Agricultural Advances and Non Agriculture Advances:

| Aggregate Exposure | Inspection charges per annum |
|---------------------------------------|---|
| Upto Rs. 25000/- | Nil |
| Above Rs. 25000/- & upto Rs. 1 lakh | Rs. 100 + service tax |
| Above Rs. 1 lakh & upto Rs. 50 lakh | 0.10% of loan amount and maximum Rs. 2500/- p.a. + service tax |
| Above Rs. 50 lakh & upto Rs. 1 crore | Rs. 2500 + 0.10% of loan amount above Rs. 50 lakh & maximum Rs. 6000/- p.a. + service tax |
| Above Rs. 1 crore & upto Rs. 5 crore | Rs. 6000 + 0.05% of loan amount above Rs. 1 crore & maximum Rs. 18000/- p.a. + service tax |
| Above Rs. 5 crore & upto Rs. 10 crore | Rs. 18000 + 0.01% of loan amount above Rs. 5 crore & maximum Rs. 22500/- p.a. + service tax |
| Above Rs. 10 crore | Rs. 22500 + 0.005% of loan amount above Rs. 10 crore & maximum Rs. 30000/- p.a. + service tax |

In addition to above, actual conveyance and out of pocket expenses (if any) paid to the employee to be recovered from the borrower irrespective of the exposure.

For all existing loan accounts, inspection charges to be recovered annually in the month of March (max. upto 31st March) for the entire year and for fresh proposals, the charges be recovered proportionately for the remaining months upto 31st March. However, out of pocket expenses shall be recovered at the time of inspection / incurrence.

Further, for relaxation in inspection charges, discretionary powers vested at various levels will be exercised mutatis mutandis.

Notes:

1. Service tax/Education cess as applicable will be charged over and above the charges, irrespective of the fact that these charges have been denoted in percentage or flat rates have been prescribed.
2. Service tax will be charged over and above the minimum and maximum rates, wherever stipulated and applicable.
