

TIME NORMS FOR BUSINESS TRANSACTIONS

Sr No.	BUSINESS TRANSACTION	TIME NORMS
1	Encashment of Cheques	5-8 Minutes
2	Receipt of Cash (depending on denomination of notes)	5-10 Minutes
3	Issuance of Demand Draft	10-20 Minutes
4	Cancellation of Demand Draft	5-10 Minutes
5	Repayment of Term Deposit	5-10 Minutes
6	Opening of Account - Term Deposit Account - Saving Account - Current Account (subject to due diligence & KYC completion)	15-20 Minutes 03 Days 05 Days
7	Retirement of Bills	20-30 Minutes
8	Updation of Passbook (for a few entries)	5-7 Minutes
9	Statement of Account	5-7 Minutes
10	Collection of Cheques - CTS Clearing - Outstation Cheque - Drawn on a major City - Outstation Cheque - Drawn on all other Location - State Government Cheque presented as Outstation Cheque (under P2F arrangements)	T+1 Day (T being presentation date) 10 Working Days 14 Working Days 07 Working Days