The Chief Executive Officer, All Primary (Urban) Co-operative Banks

Dear Sir,

#### Union Budget - 2008-09 - Agricultural Debt Waiver and Debt Relief Scheme, 2008-UCBs

Please refer to our circular UBD.PCB.Cir. No.43/13.05.000/2007-08 dated May 23, 2008, and the Agricultural Debt Waiver and Debt Relief Scheme, 2008, forwarded therewith. Your attention is also invited to our circular UBD.PCB.Cir.No.49/13.05.000/2007-08 dated June 2, 2008, and the supplementary explanatory instructions issued by Government of India, forwarded therewith.

In this connection, we advise that you may follow the operative instructions as given below for smooth implementation of the Scheme.

#### 2. Procedure for reimbursement of claims:

One time consolidated claims for the bank as a whole may be submitted by Primary (Urban) Co-operative Banks through their Head Office by September 30, 2008, to Regional Office of Reserve Bank of India, under whose jurisdiction they operate. Separate consolidated claims may be lodged for waiver and OTS. Consolidated claims in respect of waiver and OTS may be made as per the formats given in ANNEX – I and ANNEX – II respectively. A branch-wise break-up of the claims may be maintained at the Head Office for future reference/check, if necessary.

#### 3. Data Maintenance:

Banks are required to maintain additional data as under:

- a) Detailed borrower wise data along with additional information may be maintained by banks at the branch level in the formats given in Forms IA to VIB. This data is required to be kept ready for inspection/audit and reference, as and when required. The branch-wise data in summary form may also be maintained at the Regional Office/Zonal Office/Head Office levels.
- b) Banks are also required to maintain State-wise and district-wise data relating to the amounts waived and rebates given under OTS in the respective Head Offices and forward a copy of the same to the concerned Regional Offices of Reserve Bank of India under whose jurisdiction they operate who would, in turn, maintain a consolidated State-wise and district-wise position (Bank-wise) in soft form.

#### 4. Monitoring of progress in implementation:

The following procedure may be adopted in respect of monitoring of progress in implementation and reporting thereof:

a) Banks are advised to form a dedicated cell for the purpose of monitoring of progress in implementation of the Scheme. A nodal officer may be nominated and his/her contact numbers and e-mail addresses should be furnished to the Regional Office of the Reserve Bank. The officer would be responsible for dissemination of the progress report to the Regional Office.

b) The formats for reporting position by banks and the Regional Offices of Reserve Bank of India are given in Annex- IIIA and IIIB.

#### 5. Procedure for Audit of the claims:

Banks may prepare the claims duly audited as a part of internal audit exercise at the branch level. Branch-wise claims, thereafter, may be forwarded to the respective controlling offices accompanied by the necessary certificate from the internal auditors. These claims may be further consolidated at the Head-Office level on the basis of internal audit certificates. The consolidated claims may be subjected to suitable sample check by the Statutory Auditors, who may be entrusted this job as a special assignment by banks. For this purpose, the Statutory Auditors may cover a representative sample of branches and accounts, of at least 20 per cent, so as to certify the correctness of the claims. **The consolidated claims for the bank as a whole may be submitted for reimbursement duly certified by the Statutory Auditors.** The Central Government, if it is satisfied that it is necessary to do so, may also direct a special audit in the case of any lending institution or one or more branches of such lending institution.

#### 6. Income Recognition and Asset Classification:

A separate circular would be issued in this regard.

#### 7. Formats for Letter of Undertaking and Certificate of Debt Waiver/Relief (Paras 7 and 9 of the Scheme):

The formats for Letter of Undertaking to be given by 'other farmers' for OTS and Certificate of Debt Waiver/Relief, as stated in the Scheme, will follow.

8. Please acknowledge receipt to the Regional Office concerned.

Yours faithfully,

(A. K. Khound) Chief General Manager-in-Charge

#### Agricultural Debt Waiver & Debt Relief Scheme 2008

#### NAME OF THE BANK:

#### Consolidated claim for the amount in respect of loan waiver

We hereby submit our claim for reimbursement of the amount of **loan waiver** in respect of direct agricultural loans disbursed between March 31, 1997 and March 31, 2007 and overdue as on December 31, 2007, which remained unpaid until February 29, 2008 to 'small and marginal farmers' and for loans for allied activities upto Rs. 50,000/-under the above Scheme. State-wise and district –wise break-up in this format is retained at Head Office for check/reference.

(No. of accounts in thousands and amounts in Rs. actuals)

CATEGORY OF LOANS	prod	rt term uction ans	(Direct A	ent Credit Agriculture) erdue Iments)	for Alli (C	tment Credit ied Activities Overdue talments)	Total	
	No. of a/c	Δmt		Amt.	No. of a/c	Amt.	No. of a/c	Amt.
1. Overdue on 31.12.07								
2. Restructured in 2004								
3. Restructured in 2006								
4. Restructured under RBI Guidelines (Natural Calamities)								
TOTAL								

We certify having waived the amounts as stated above strictly as per the circular UBD.PCB.Cir.No. 43/13.05.000/07-08 dated May 23, 2008. We also certify that the above claim as true and correct and declare that the **loan waivers** have been accompanied by fresh finance, wherever sought.

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Authorised Signatory.

This claim should be certified by the Statutory Auditor

#### Agricultural Debt Waiver & Debt Relief Scheme 2008

#### NAME OF THE BANK:

#### Consolidated Claim for the amount in respect of one time settlement (OTS)

We hereby submit our claim for reimbursement of the amount of **rebate under OTS** allowed to *'other farmers'* for direct agricultural loans including loans for allied activities above Rs.50,000/-, disbursed between March 31, 1997 and March 31, 2007 and overdue as on December 31, 2007, which remained unpaid until February 29, 2008. State-wise and district-wise break-up in this format is retained at Head Office for check/reference.

(No. of accounts in thousands and amounts in Rs. actuals )

CATEGORY OF LOANS	prod	Short term production loans		Investment Credit (Direct Agriculture) (Overdue instalments)		tment Credit led Activities Overdue talments)	Total	
	No. of a/c	Amt.	No. of a/c	Amt.	No. of a/c	Amt.	No. of a/c	Amt.
1. Overdue on 31.12.07								
2. Restructured in 2004								
3. Restructured in 2006								
4. Restructured under								
RBI Guidelines (Natural								
Calamities)								
TOTAL								

We certify having waived the amounts as stated above strictly as per the circular UBD.PCB.Cir.No. 43/13.05.000/07-08 dated May 23, 2008. We also certify that the above claim as true and correct and the **rebate under the OTS** have been accompanied by fresh finance, wherever sought.

Date:

Authorised Signatory.

This claim should be certified by the Statutory Auditor

# Format for reporting progress in implementation (Banks are required to send information State-wise in the following format to the Regional Office of the Reserve Bank)

Name of the Bank: Name of the State: Date of Reporting:

Date	Claim	s receiv	ed. on the	day	Claims received upto the day under report				Crystallization of claims upto the day under report			
Bank	Number of A/cs.	per of Amt. claimed under OTS			Number o	f A/cs.	Amt. clair under OT		Number of A/cs.		Amt. claimed under OTS	
	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)

(Authorised signatory)

Name and Designation: Contact Number:

E-mail:

## ANNEX – III B

## (Regional Offices of Reserve Bank are required to send information State-wise Bank-wise in the following to the Central Office of RBI)

Name of the State:

Name of the Regional Office: Date of Reporting (for the week ended):

Date	Claims	eceive	d during the	e week	Claims received upto the day under report				Crystallization of claims upto the day under report			
Bank **	Number of A/cs.	of	Amt. clair under OT		Number o	Number of A/cs.		med S	Number of A/cs.		Amt. claimed under OTS	
	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)	Waiver (SF/MF)	OTS (OF)

(Authorised signatory)

Name:

Designation: Contact Number:

E-mail:

Form I A: Debt Waiver covering Small / Marginal Farmers - Borrowers-wise details in respect of Crop Loans

Name of the Bank:

Name of the Branch:

A/c. No.	Name of the Borrower	Land holding (ha.)	Date of Loan disbursed		verdues as o December 2		Ove	Amount eligible for waiver		
				Principal	Interest	Total	Principal	Interest	Total	Total
1	2	3	4	5a	5b	5c	6a	6b	6c	7

Form I B: One Time Settlement Scheme for Other Farmers - Borrowers-wise details in respect of Crop Loans

Name of the Bank:

Name of the Branch:

A/c. No.	Name of the Borrower	Land holding (ha.)	Date of Loan disbursed		verdues as o December 2		Over 29	Amount of Debt Relief		
				Principal	Interest	Total	Principal	Interest	Total	Total
1	2	3	4	5a	5b	5c	6a	6b	6c	7

## Form II A: Debt Waiver covering Small / Marginal Farmers - Investment Credit

Name of the Bank:

Name of the Branch:

A/c. No.	Name of the Borrower	Land holding (ha.)	Purpose of loan	Date of Loan disbursed	Overdues as on 31 December 2007			Over 29	Amount eligible for waiver		
					Principal	Interest	Total	Principal	Interest	Total	Total
1	2	3	4	5	6a	6b	6c	7a	7b	7c	8

Form II B: One Time Settlement Scheme for **Other Farmers** 
<u>Borrowers-wise details in respect of overdue instalments of direct investment loans for agriculture</u>

Name of the Bank:

Name of the Branch:

A/c. No.	Name of the Borrower	Land holding (ha.)	Purpose of loan	Date of Loan disbursed	Overdues	s as on 31 E 2007	December		rdues unpa February 20		Amount of Debt Relief
					Principal	Interest	Total	Principal	Interest	Total	Total
1	2	3	4	5	6a	6b	6c	7a	7b	7c	8

Form III A: Debt Waiver covering Small / Marginal Farmers -

Borrower-wise details in respect of overdue instalment of investment loans for activities allied to agriculture

Name of the Bank:

Name of the Branch:

A/c. No.	Name of the Borrower	Principal Loan amount	Purpose of loan	Date of Loan disbursed	Overdues as on 31 December 2007			Over 29	Amount eligible for waiver		
					Principal	Interest	Total	Principal	Interest	Total	Total
1	2	3	4	5	6a	6b	6c	7a	7b	7c	8

Form III B: One Time Settlement Scheme for Other Farmers -

Borrowers-wise details in respect of overdue instalmment loans for activities allied to agriculture

Name of the Bank:

Name of the Branch:

A/c. No.	Name of the Borrower	Principal Loan amount	Purpose of loan	Date of Loan disbursed	Overdues	s as on 31 E 2007	December	Over 29	rdues unpai February 20	d till 008	Amount of Debt Relief
					Principal	Interest	Total	Principal	Interest	Total	Total
1	2	3	4	5	6a	6b	6с	7a	7b	7c	8

(SF/MF - Restructured 2004)

## Agricultural Debt Waiver and Debt Waiver Scheme, 2008

Form IV A: Agricultural loans **restructured in the year 2004** under Gol Package for Doubling of Agricultural Credit Debt waiver covering "Small / Marginal Farmers" – Borrower-wise details

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Nama	<b>∩t</b>	tha	Rank	-
Name	VI.	เมเต	Dalik	

Name of the Branch:

A/c No.	Name of the Borrower	Purpose of loan	Amount disbursed upto 31 March 2007 and outstanding as on 29 February 2008	Overdue as on 31 December 2007	Overdue unpaid till 29 February 2008	Amount eligible for Waiver
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(OF - Restructured 2004)

## Agricultural Debt Waiver and Debt Waiver Scheme, 2008

Form IV B: Agricultural loans **restructured in the year 2004** under Gol Package for Doubling of Agricultural Credit Debt waiver covering "Other Farmers" – Borrower-wise details

Name of the Bank:	
Name of the Branch :	
	(Amount in Rupees)

A/c No.	Name of the Borrower	Purpose of loan	Amount disbursed upto 31 March 2007 and outstanding as on 29 February 2008	Overdue as on 31 December 2007	Overdue unpaid till 29 February 2008	Amount eligible for Relief

(SF/MF - Restructured 2006)

## Agricultural Debt Waiver and Debt Waiver Scheme, 2008

Form V A: Agricultural loans **restructured in the year 2006** under Prime Minister's Package for rehabilitation of debt stressed farmers in 31 districts (applicable to the banks in the debt stressed districts in the States of Maharashtra, Karnataka, Andhra Pradesh and Kerala) - Waiver in respect of "Small / Marginal Farmers" – Borrower-wise details

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Name of the Branch:

A/c No.	Name of the Borrower	Purpose of loan	Amount disbursed upto 31 March 2007 and outstanding as on 29 February 2008	Overdue as on 31 December 2007	Overdue unpaid till 29 February 2008	Amount eligible for Waiver

(SF/MF - Restructured 2006)

#### Agricultural Debt Waiver and Debt Waiver Scheme, 2008

Form V B: Agricultural loans **restructured in the year 2006** under Prime Minister's Package for rehabilitation of debt stressed farmers in 31 districts (applicable to the banks in the debt stressed districts in the States of Maharashtra, Karnataka, Andhra Pradesh and Kerala) - One Time settlement in respect of "Other Farmers" – Borrower-wise details

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Name of the Branch:

A/c No.	Name of the Borrower	Purpose of loan	Amount disbursed upto 31 March 2007 and outstanding as on 29 February 2008	Overdue as on 31 December 2007	Overdue unpaid till 29 February 2008	Amount eligible for Relief

(SF/MF - Restructured - RBI guidelines)

## Agricultural Debt Waiver and Debt Waiver Scheme, 2008

Form VI A: Agricultural loans restructured / converted under extant **guidelines of RBI** (natural calamities)

<u>Waiver in respect of "Small / Marginal farmers" – Borrower-wise details</u>

Name of the Bank:

Name of the Branch:

A/c No.	Name of the Borrower	Purpose of loan	Amount disbursed upto 31 March 2007 and outstanding as on 29 February 2008	Overdue as on 31 December 2007	Overdue unpaid till 29 February 2008	Amount eligible for Waiver

(SF/MF - Restructured - RBI guidelines)

## Agricultural Debt Waiver and Debt Waiver Scheme, 2008

Form VI B: Agricultural loans restructured / converted under extant **guidelines of RBI** (natural calamities) - One Time Settlement in respect of "Other Farmers" – Borrower-wise details

Name of the Bank:

Name of the Branch:

A/c No.	Name of the Borrower	Purpose of loan	Amount disbursed upto 31 March 2007 and outstanding as on 29 February 2008	Overdue as on 31 December 2007	Overdue unpaid till 29 February 2008	Amount eligible for Waiver