Cheque Truncation System
Standard Operating Procedure for Western Grid
Multi Session
For Processing CTS 2010 non CTS 2010 instruments

1. Introduction

I.   This standard operating procedure is issued in terms of paragraph 2(a) of RBI circular number DPSS.CO.CHD. No. /133/04.07.05/2013-14 dated July 16, 2013 detailing the procedure for processing CTS 2010 and Non-CTS 2010 instruments in the three CTS grid locations (Chennai, Mumbai and New Delhi). The following is the gist of the circular

II. Different sessions will be run for CTS 2010 and Non-CTS 2010 instruments.

III. Sessions for Non-CTS 2010 instruments will be run at the following frequency

   a. From 1st Jan to 30th Apr., 2014
      i. Thrice a Week on Monday, Wednesday & Friday

   b. From 1st May to 31st Oct., 2014
      i. Twice a Week on Monday & Friday

   c. From 1st Nov. 2014 onwards
      i. Once a Week on every Monday

IV. Segregation of instruments will be handled by the presenting bank.

V.   If Non-CTS 2010 instruments are presented in incorrect session then the drawee bank can return all such instruments as detailed in paragraph 3(vi)/4(ii).

VI. Since government cheques are cleared under P2F, non-CTS 2010 government cheques can continue to be presented in CTS clearing every day w.e.f. January 2014 till further notice

Based on the circular sited above the following changes need to be done at CH's end and participating bank's end for implementation.

2. Clearing House (CH)

I.   New clearing type(11) will be defined for specific days on which Non-CTS 2010 instruments in addition to the existing clearing(type no.01).

II. Clearing for Non-CTS 2010 instruments (clearing type no.11) will be run on the following days with value dating on the next working day.
   a. Monday
   b. Wednesday
   c. Friday

III. Corresponding returns sessions will be conducted on the following days(value dates)

   a. Tuesday
   b. Thursday
   c. Saturday

IV. ** In case of holiday falling on any of the above scheduled session days the presentation session will be preponed to the previous working day and return session will be conducted next available working day to the holiday. The tentative list of days on which the special session will be conducted are indicated in Annex I

V. For session timings & dates for each clearing type refer Annexure I

VI. Session differentiation will be handled through clearing type in the file formats (for technical details refer Annexure II)

VII. When the instruments are presented by the banks with relevant clearing type, the CHI based on the clearing type provided in the CXF file attaches the files to relevant session.

VIII. Blockage will be applicable to all sessions.

IX. Extension will be applicable to a specific session.

X. Inward files, session reports settlement will be generated separately for each clearing type.

XI. Daily reports pertaining to system log will continue to be common for all sessions.

XII. The holiday calendar will be common to all sessions.

XIII. There will be single P2F session (combined) for both the presentation session.

3. Procedure At Presenting Bank

I. The onus of segregating CTS 2010 & Non-CTS 2010 instruments is on the presenting bank.

II. Banks should ensure that they have the internal process to segregate CTS 2010 and Non-CTS 2010 instruments.

III. Based on the technical details provided in the Annexure II, banks should do suitable changes in the capture system to allow the user to choose relevant clearing type for each set of instruments and handle acknowledgement, inward and return files received from CHI.

IV. It should be ensured that the presentation files are generated separately for each of the clearing types.

V. While scanning the instruments care should be taken to ensure the instruments are presented with relevant clearing type. Banks should ensure that they use the relevant clearing type for Non-CTS 2010 instruments (clearing type no.11) as per the schedule provided above to ensure no inconvenience is caused to the customers/other participating banks.

VI. Upon the commencement of special session for non-CTS-2010 instruments, drawee banks will return the Non-CTS 2010 instruments, if any, presented in the regular CTS clearing, under the reason code '37-Present in proper zone'. Such returned instruments will have to be re-presented by the collecting bank in the immediate next special clearing session for Non-CTS 2010 instruments in accordance with the instructions contained in RBI circular no. DPSS.CO.CHD.No.2030/03.06.01/2012-2013 dated May 7, 2013.

VII. Separate settlement reports/data will be supplied to member banks pertaining to Non-CTS 2010 instruments drawn on them.

VIII. Ensure that reconciliation process is in place to handle multiple sessions and settlements accordingly.

IX. Segregate the P2F instruments of both the sessions and present the same in the P2F session. There will be a combined P2F session per day.

4. Procedure at the drawee bank

I. Should have the facility in the capture system to identify the data pertaining to different clearing type and sessions and process them separately/independently.

II. In terms of the instructions contained in paragraph 2(b) of RBI circular DPSS.CO.CHD.No. /133 / 04.07.05 / 2013-14 dated July 16, 2013, if the presenting bank presents an instrument in an improper zone, then the drawee bank can return all such cheques with reason code '37-Present in proper zone'

III. Banks should use appropriate return reason code provided for all such returns. Due care should be taken to ensure returns are made in the appropriate clearing type as the return sessions for Non-CTS 2010 instruments will be run only on specific days.

IV. It should be ensured that the return files are generated separately for each of the clearing types.

V. Extension for returns continues to work on the basis of clearing session number. Therefore banks need to take care while approaching President of the Grid Centre (RBI) for extension by quoting the relevant session number as well as the clearing type, for which, extension is required.

VI. Ensure that reconciliation process is in place to handle multiple sessions in different clearing types and settlements accordingly.

5. Returns handling

I. Separate returns sessions will be opened for both the types of instruments as is followed for presentation clearing.

II. Extension will work on session number for relevant clearing type.

III. While requesting for extension to the President of the Grid, banks should take adequate caution to ensure that they mention the relevant presentation session numbers along with clearing type for which extension is sought

    a. For example the following are the indicative clearing type numbers

        i. CTS 2010 instrument – 01

        ii. Non CTS 2010 instrument – 11

In the above example if the bank want to request for extension for CTS 2010 instruments then they should quote the relevant session number of clearing type. If extension is required for Non-CTS 2010 instruments, then should quote session number associated with the clearing type i.e. 11. If the extension is required for all the instruments received then they should quote both the session numbers of relevant clearing type.

IV.   Request for extensions for returns under clearing type number 11(Non-CTS 2010) will be considered only on exceptional circumstances. Such requests can be made only by an officer in charge of clearing operations in the controlling office.

V.   In case extension is granted for non-CTS 2010 , such instruments should be returned only in the next available return for Non-CTS 2010 instruments and not with the next return session for CTS-2010.

VI.   Banks should put in place reconciliation process to ensure the debits/credits received for the returns of CTS 2010 and Non-CTS 2010 instruments.

Annexure I – Indicative Session timings

(Exact timings to be notified by the President of the concerned Grid)

Western Grid(Mumbai)		
Session Type	**Monday - Friday**	**Saturday**
Presentation		
CTS 2010 instrument	04:30 PM to 07:30 PM	02:30 PM to 04:30 PM
Non-CTS 2010 instruments	10:00 AM to 12:00 Noon	-
Returns(on the next working day/value date)		
CTS 2010 instrument	04:30 PM to 05:30 PM	03:30 PM to 04:30 PM
Non-CTS 2010 instruments	10:45 AM to 12:00 Noon	10:45 AM to 12:00 Noon
P2F session timings: 08:00 PM to 09:00 PM(across all grid locations) on weekdays P2F session timings: 06:30 PM to 07:00 PM(across all grid locations) on Saturdays		

Tentative Calendar for Non-CTS 2010 standard instruments (clearing type-11) for the year 2014 (President of the grid centre will finalise the days)

Phase 1				Phase 2			Phase 3		
Clearing Days		Monday, Wednesday, Friday		Clearing Days	Monday & Friday		Clearing Days	Monday	
S.No	Week	Date	Day	S.No	Date	Day	S.No	Date	Day
January				May			November		
1	Week 1	01,03	Wed, Fri	1	2	Fri	1	03	Mon
2	Week 2	06,08,10	Mon,Wed,Fri	2	05,09	Mon,Fri	2	10	Mon
3	Week 3	13,15,17	Mon,Wed,Fri	3	12,16	Mon,Fri	3	17	Mon
4	Week 4	27,29,31	Mon,Wed,Fri	4	19,23	Mon,Fri	4	24	Mon
February				5	26,30	Mon,Fri	December		
1	Week 1	03,05,07	Mon,Wed,Fri	June			1	01	Mon
2	Week 2	10,12,14	Mon,Wed,Fri	1	02,06	Mon,Fri	2	08	Mon
3	Week 3	17,19,21	Mon,Wed,Fri	2	09,13	Mon,Fri	3	15	Mon
4	Week 4	24,26,28	Mon,Wed,Fri	3	16,20	Mon,Fri	4	22	Mon
March				4	23,27	Mon,Fri	5	29	Mon
1	Week 1	03,05,07	Mon,Wed,Fri	5	30	Mon			
2	Week 2	10,12,14	Mon,Wed,Fri	July					
3	Week 3	17,19,21	Mon,Wed,Fri	1	04	Fri			
4	Week 4	24,26,28	Mon,Wed,Fri	2	07,11	Mon,Fri			
April				3	14,18	Mon,Fri			
1	Week 1	07,09,11	Mon,Wed,Fri	4	21,25	Mon,Fri			
2	Week 2	14,16,18	Mon,Wed,Fri	5	28	Mon			
3	Week 3	21,23,25	Mon,Wed,Fri	August					
4	Week 4	28,30	Mon,Wed	1	01	Fri			
				2	04,08	Mon,Fri			
				3	11,15	Mon,Fri			
				4	18,22	Mon,Fri			
				5	25,29	Mon,Fri			
				September					
				1	01,05	Mon,Fri			
				2	08,12	Mon,Fri			
				3	15,19	Mon,Fri			
				4	22,26	Mon,Fri			
				5	29	Mon			
				October					
				1	03	Fri			
				2	06,10	Mon,Fri			
				3	13,17	Mon,Fri			
				4	20,24	Mon,Fri			
				5	27,31	Mon,Fri			

**If any days falls under Uniform Holidays then the Session will be conducted on the previous working day

*** Return session for Non-CTS instruments will be run on the next available working day of conducting presentation session.

Annexure II - Technical details

CHI Specification:

1. No change in interface definition.

Clearing House Table:

1. In addition to current published clearing type new value(s) will be introduced in masters at CH as and when required. (e.g.: classification of CTS 2010 & Non-CTS 2010).

2. Complete list of Clearing Type codes supported is currently sent to capture as a part of Clearing House Masters (CHM). Hence, any new Clearing Type to be introduced will be included in the CHM automatically. It is expected that the Capture system is equipped to load and support the Clearing Types listed in CHM (Refer CHI IFS Appx 4.3.12.2 for details).

3. The inward files for capture will be generated in the same folder at CHI however, the files will contain session number in it.

Folder structure

1. The folder structure remain the same.
   a. The inward files for different sessions continue to be placed in the same folders, however the files can be differentiated based on the session number in the file name.
   b. No changes for outward file folder structure.

Capture System

1. No changes in the file naming convention of CXF/RRF, except for including the relevant clearing type in the file name of CXF (presentation file). (Example: Annexure III)

   CXF file gets attached to presentation session based on the clearing type in the file name and in the records.

   RRF file gets processed and attached to a session based on the clearing type in the records.

2. All the items in the CXF/RRF file should have the same clearing type.
3. No impact on the naming of Response files, PXF, RF, EF, OACK files generated by CHI.
4. Provision should be made in the capture to enable the user to select relevant clearing type at the time of capture.
5. Below are the corresponding sections in CHI Specifications:
   a. Appendix CC
   b. CXF/RRF file name (Refer CHI IFS Appx 4.1.1)
   c. "Clearing type" attribute of "item" tag (Refer CHI IFS Appx 4.1.3.3 and Appx 4.3.4.1.6)
   d. Inward file name convention (Refer Appx 4.3.1)
   e. Appx 5

Annexure III

- **CXF File Name Format:**
  CXF_nnnnnnnnn_ddmmyyyy_hhmmss_xx_bbbbbbbbbb.XML

  Syntax :

  Where:
  nnnnnnnnn -Capturing bank/branch Routing Number
  ddmmyyyy -Creation Date (same as in File Header)
  hhmmss   -Creation Time (same as in File Header)
  xx   -Clearing Type
  bbbbbbbbbb -File ID
  .XML Is a mandatory file type suffix

  Example: CXF_682452002_19082013_163006_01_0000000001.XML

- **Content Of CXF will be having bellow Structure of Tags,**

```
<FileHeader ... >
<Item ... >
<AddendA ... />
<MICRDS ... />
<ImageViewDetail ... >
<ImageViewData ... />
<ImageDS ... />
<ImageViewAnalysis ... />
</ImageViewDetail>
:
</item>
    <FileSummary ... />
</FileHeader>
```

  Example:

```
<?xml version="1.0" encoding="utf-8" ?>
- <FileHeader    xmlns="urn:schemas-ncr-com:ECPIX:CXF:FileStructure:010003"    VersionNumber="010003"
    TestFileIndicator="P" CreationDate="19082013"
    CreationTime="163006" FileID="0000000001">

        - <Item   ItemSeqNo="16829101001002"  PayorBankRoutNo="682019005"  Amount="71200"
    SerialNo="189692" TransCode="11" PresentingBankRoutNo="682452000"
                        PresentmentDate="19082013"      CycleNo="01"      NumOfImageViews="3"
    ClearingType="01" DocType="B" MICRRepairFlags="000000" SpecialHandling="0" UserField="HO MASK
            A/C FOR CLGXXXX" IQAIgnoreInd="0" CurrencyInd="INR">

                <AddendA          BOFDRoutNo="682452001"          BOFDBusDate="19082013"
    DepositorAcct="046262040005" IFSC="UBIN0DCBEDC" />

                <MICRDS Source ....... />
```

```
<ImageViewDetail … >
<ImageViewData … />
<ImageDS … />
<ImageViewAnalysis … />
</ImageViewDetail>
</item>

<FileSummary TotalItemCount="1" TotalAmount="71200" />
</FileHeader>
```

- **RRF File Name Format:**
  RRF_ nnnnnnnnn _ddmmyyyy_hhmmss_xxxxxxxxxx.XML

Syntax :

Where:

RRF	Return Request File
nnnnnnnnn	CHI / Payor Bank / Payor Branch Routing Number
ddmmyyyy	File Creation Date
hhmmss	File Creation Time
xxxxxxxxxx	FileID
.XML	is a mandatory file type suffix

- **Content Of RRF will be having bellow Structure of Tags**

C1	The Return Request file structure shall be:

	<***FileHeader … >***
	<***Item … >***
	<*AddendA … />*
	 <*MICRDS … />*
	 </*item>*
	  <*FileSummary … />*
	   </*FileHeader>*

```
<?xml version="1.0" encoding="UTF-8"?>
<FileHeader  xmlns="urn:schemas-ncr-com:ECPIX:RRF:FileStructure:010001"
        VersionNumber="010001" TestFileIndicator="P" CreationDate="01042006"
        CreationTime="180922" FileID="234" >
   <Item ItemSeqNo="00000101123456" PayorBankRoutNo="110229001" Amount="10000"
        AccountNo="123456" SerialNo="123456" TransCode="10"
        PresentingBankRoutNo="110002000" PresentmentDate="01042006" CycleNo="1"
        ClearingType="02" ReturnReason="01" ReturnReasonComment="A/c not under
        operation">
   <AddendA BOFDRoutNo="110002001" BOFDBusDate="01042006" DepositorAcct="987654321"
        IFSC="xxxxxxxxxxx"/>
<MICRDS Source="Drawee" DigitalSignatureMethod="RSA_with_SHA1" SecurityKeySize="9999"
        MICRFingerPrint="PresentmentDate;PresentingBankRoutNo;CycleNo;ItemSeqNo;Amount;
```

```
            SerialNo;Transcode"  DigitalSignatureLength="161"
            SignatureData="shdgskhfidsfidfifdsshgsgdklsksdfihydshvkjhvdkjdshkjdshkfdhkdshffdhydh
            dsfhkduyhushgjguluklyuklliuy" SecurityOriginatorName="DraweeCert1"
            SecurityAuthenticatorName="DraweeCert1" SecurityKeyName="127f" />
    </Item>
<FileSummary TotalItemCount="1" TotalAmount="10000"/>
</FileHeader>
```