Electronic Format for Addition of New Branches / Changes (Updation orDeletion) of Existing Branches in CPAO's Bank Code Directory

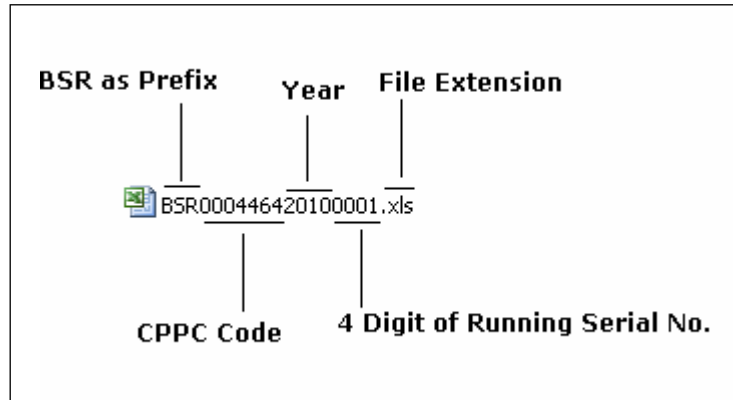| #	Field Name	Width	Type	Mandatory(M) /Optional(O)	Remarks
1.	Pay Branch Code	7 Char	C	M	Pay Branch Code
2.	Pay Branch Address 1	40 Char	C	M	Pay Address 1st Line
3.	Pay Branch Address 2	40 Char	C	O	Pay Address 2nd Line
4.	Pay Branch City	20 Char	C	M	Pay City
5.	Pay Branch District	20 Char	C	M	Pay District Name
6.	Pay Branch State Code	3 Char	C	M	State Code, List Attached (Page 3)
7.	Pay Branch Pin Code	6 Char	N	M	Pay Pin Code
8.	Link/CPPC Branch Code	7 Char	N	M	
9.	Link Branch Address 1	40 Char	C	M	Link Address 1st Line
10.	Link Branch Address 2	40 Char	C	O	Link Address 2nd Line
11.	Link Branch City	20 Char	C	M	Link City
12.	Link Branch District	20 Char	C	M	Link District Name
13.	Link Branch State Code	3 Char	C	M	State Code, List Attached (Page 3)
14.	Link Branch Pin Code	6 Char	N	M	Link Pin Code
15.	Addition (A) or Deletion (D) or Change (C)	1 Char	C	M	Genesis of Change A – Addition D – Deletion C - Change
16.	Authority of RBI	50 char	C	M	Letter No.
17.	Letter Date	11 char	D	M	Letter Date (Date format in 'DD-MON-YYYY')
18.	IFSC CODE	11 char	C	M	IFSC CODE

Total Number of columns: 17

Data will be in MS Excel (i.e with **.xls** file extension) file format. The List of State Codes is given in page 3.

Note :-
1. CPPC/Link Branch Code and Pay Branch Code all should be part-I of BSR Code issued byRBI.
2. State Code would be 3 digit as per list given on the nextpage
3. Changes of Nodal Branches are not allowed atpresent.

♦ **File NameNomenclature**

Files containing the required data in MS Excel file format should be sent to CPAO with following file nomenclature example given below.

Example:

File sent by SBI CPPC Mumbai for 2010 should be like this: **BSR 000446420100001.xls**

Explanation: Here "**BSR**" stands for BSR Data from Bank, "**0004464**" Is the CPPC code for SBI (State Bank of India), "**2010**" is the file year i.e. in which year the file is being sent, "**0001**" is running serial number i.e. should change with every file sent.

Note: Running Serial No should be restarted from 0001 every new calendar year.

State Code List

Sl.No.	State Code	State Description
1.	AND	ANDAMAN & NICOBAR & ISLANDS
2.	ANP	ANDHRA PRADESH
3.	ARP	ARUNACHAL PRADESH
4.	ASS	ASSAM
5.	BIH	BIHAR
6.	CHA	CHANDIGARH
7.	CHG	CHATTISGARH
8.	DAD	DADRA & NAGAR HAVELI
9.	DAM	DAMAN & DIU
10.	DEL	DELHI
11.	GOA	GOA
12.	GUJ	GUJRAJ
13.	HAR	HARYANA
14.	HIM	HIMACHAL PRADESH
15.	JAK	JAMMU & KASHMIR
16.	JHA	JHARKHAND
17.	KAR	KARNATAKA
18.	KER	KERALA
19.	LAK	LAKSHADWEEP
20.	MAP	MADHYA PRADESH
21.	MAH	MAHARASHTRA
22.	MAN	MANIPUR
23.	MEG	MEGHALAYA
24.	MIZ	MIZORAM
25.	NAG	NAGALAND
26.	NEP	NEPAL
27.	ORI	ORISSA
28.	PON	PONDICHERRY
29.	PUN	PUNJAB
30.	RAJ	RAJASTHAN
31.	SIK	SIKKIM
32.	TAN	TAMIL NADU
33.	TRI	TRIPURA
34.	UTT	UTTAR PRADESH
35.	UTL	UTTRANCHAL
36.	WEB	WEST BENGAL