



**दि विश्वेश्वर सहकारी बँक लि., पुणे**

(मल्टीस्टेट बँक)

**मुख्य कार्यालय**

**जाहीर सूचना**

**Time - Norms for Banking Transactions**

<b>No.</b>	<b>Business Transaction</b>	<b>Time Norm</b>
1.	For Cash Payment :	
a)	Through Teller	3 to 8 minutes
b)	Through Cashier	8 to 15 minutes
2.	Receipt of Cash (Depending on the Denomination of Notes)	10 to 20 minutes
3.	For Issuance of Demand Draft & Pay Order	15 to 25 minutes
4.	Payment of Demand Drafts	10 to 20 minutes
5.	Payment of Fixed Deposit Receipts	15 to 20 minutes
6.	Opening of an Account & Issuance of Fixed Deposit Receipt*	20 to 25 minutes
7.	Retirement of Bills	20 to 30 minutes
8.	Updation of Pass Books(for few Entries)	5 to 15 minutes
9.	Statement of Accounts	Within 7 days
10.	Collection of Cheques :	
a)	Local	2 to 4 days
b)	Outstation	10 to 14 days

\*Centralised Process – Subject to KYC/AML Verification

**सरव्यवस्थापक**