



THE DISTRICT CO-OPERATIVE CENTRAL BANK LTD  
Door.No.46-1-C, Budhawarpeta, Opp: Govt. Regional Eye Hospital  
KURNOOL - 518 002  
E.Mail : dccbknl@yahoo.com. Fax No.08518-255510  
Telephone No.( STD CODE No:08518) 255342,255730,649414  
RBI License No. RPCD.Co-op(II). 18/05.08.01/2011-12

Date: 22.05.2023

**IMPORTANT CIRCULAR**

Sub: DCC Bank Ltd. - Kurnool- Transfer of inoperative accounts from Head Office to Branch - Reg.


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With reference to the subject cited above, all the Branch Heads are instructed to take the below necessary steps for operating any inoperative account when a customer visits bank branch.

1. Take fresh KYC of account holder (Aadhar, PAN, VID, Passport etc.)
2. Update the KYC in TCS.
3. Update mobile no., address in TCS.
4. Send a letter duly signed by Branch Head (as enclosed) along with scanned KYC documents duly certified by Branch Head/Passing officer through mail to [recon@kurnooldccb.com](mailto:recon@kurnooldccb.com) requesting to transfer the inoperative account from Head Office to Branch.
5. After verifying at Head Office level, the account will be transferred to concerned branch.

Encl: Letter from Branch Head

//t.c.b.o//

  
Deputy General Manager (Bkg)

Sd/-P. Ramanjaneyulu  
Chief Executive Officer

To

1. All the Branch Heads in Kurnool and Nandyal districts and the same to be informed to passing officers and staff of branch.
2. All Nodal Officers
3. Copy to Smt. K. Sivalcela, General Manager, Regional Office, Nandyal.



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Date: \_\_\_\_\_

To  
The Chief Executive Officer,  
District Co-operative Central Bank Ltd.,  
Kurnool.  
Sir,

Sub: Transfer of Inoperative account from Head Office-Req-Reg.

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With reference to the subject cited above, the account No. \_\_\_\_\_ which belongs to Sri. /Smt. \_\_\_\_\_ in our branch \_\_\_\_\_ has been classified under inoperative status and we have transferred the account to Head Office. Now, the account holder has approached the bank for activating / closing the account after duly submitting fresh KYC. So, please transfer the account from Head Office and all the KYC documents have been verified by me with originals and found to be correct.

Yours faithfully,

Branch Manager/ Passing Officer,

Branch: \_\_\_\_\_