eCircular

Department: NBG-SYSTEMS AND PROCEDURES
Sl.No.: 1624/2018 - 19
Circular No.: NBG/S^P-MISC/7/2018 - 19
Date: Sat 2 Mar 2019

The Chief General Manager,
State Bank of India,
All Circles/CAG/CCG/SARG

Madam / Dear Sir,

UNIVERSAL PASSBOOK (UPB)
REVIEW / MODIFICATION OF DESIGN AND CONTENTS

The existing Universal Passbook (UPB) was introduced vide e-Circular no. NBG/S&P-MISC/4/2007-08 dated 31.03.2008 and can be used for Savings Bank Account, Kisan Credit Card Account, Recurring Deposit Account, Agriculture Term Loan Account, Kisan Gold Card Account, etc. The format / design of the Universal Passbook has not been revised since its introduction.

2. Based on guidelines issued by RBI/ IBA and recommendations of various departments for modification of content and design of the Universal Passbook, modification of contents, design and increase in number of pages from 24 to 28 (i.e. 12 leaves to 14 leaves) in the Universal Passbook has been approved by the appropriate authority, as detailed below:

(i) **Customer Details Page**:

The following particulars have been incorporated in the Customer Details Page as **(a)** MICR Code **(b)** Business Hours **(c)** PAN No. **(d)** Date of Account Opening **(e)** Pension Payment Order (PPO) No. **(f)** Details of Nominee, in addition to the existing particulars. Passbook Printer will print the additional particulars incorporated in revised UPB as furnished in Annexure – A, after necessary development in the system (CBS) by IT Department.

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(ii) **Generally Used Abbreviations**

The following abbreviations have been modified/ added/ deleted:

(a) **New Addition**: Customer Information File

(b) **Modification**: Postage & Telegram has been modified to Postal Charges,

(c) **Deletion**: Telegraphic Transfer,

(iii) Apart from above mentioned para 3 (i) & (ii), the content has been modified in the revised Universal Passbook i.e. Page- 6 (Particulars of Nomination), Page-7 (Useful Tips), Page-8 (General Guidelines). The revised UPB format is annexed as Annexure 1 and the specifications of the Universal Passbook are mentioned in Annexure-2.

(iv) The number of inner pages of the UPB has been increased from 24 to 28 (i.e. 12 leaves to 14 leaves) and there are 04 Cover Pages thus making a total of 32 pages in revised UPB.

(v) All other instructions detailed below relating to Universal Passbook, viz., size, paper quality and placement of BAR Code, etc. will remain the same as per existing instructions.

Size, paper quality of UPB	
Open Size of UPB in cm	18 x 20.5 cm
Close Size of UPB in cm	9 x 20.5 cm
Finished size of UPB in cm	9 x 20.5 cm
Paper Type for Cover	Art Card, 210 gsm

Paper Type for Inner Pages	Maplitho, 70 gsm
Binding Side	Long

3. The existing stationery / stock of UPB available in the Branch and existing UPB with customer shall continue to be used till exhausted. RSDs shall supply all existing stocks of UPB available with them to branches before supplying the new (revised) Universal Passbook.

4. All Regional Stationery Departments (RSDs) shall adhere to the aforesaid instructions / guidelines / specifications for printing of revised Universal Passbook.

5. Further, blank Universal Passbooks available with branches shall be kept under lock and key and proper custody / safety thereof to be ensured.

6. Please bring the contents of this circular to the knowledge of all operating staff.

Yours faithfully,

(Prashant Kumar)
Deputy Managing Director (HR) &
Corporate Development Officer

Revised template of Customer Details

SBI Savings Bank Account	
CIF No. : 00000000000	Branch Name 0000000000
Account No. : 11111111111	0000000
Customer Name: XXXXXXXXXXX YYYYYYYY ZZZZZZ	
& DDDDDDDDDDD	Branch Code: 00000
S/D/W/H/o: AAAAAAAAA BBBBBBBBBBB CCCCCCCCCCC	IFSC Code :
Address: …………………………………………………………………….	MICR Code :
…………………………………………………………………….	Business Hours:
……………………………………………………………………	Phone No. : 00000000
Phone No. / Mobile No.: 0000000000	Email : sbi.00000@sbi.co.in
Email :	Date of A/c Opening:
D.O.B. : (if Minor):	Date of PB Issue:
MOP :	Customer's PAN No.:
Nomination Reg. No.	PPO No.

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शाखा प्रबंधक
Branch Manager

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(The following details will be printed on the Passbook by Passbook Printer)