

**THE KRISHNA DISTRICT CO.OPERATIVE CENTRAL BANK Ltd.,
MACHILIPATNAM
HEAD OFFICE**

CLEAN NOTE POLICY

1. Bank should do away with stapling of any note packet and instead secure note packets with paper bands.
2. Bank should sort notes into re-issuables and non-issuables, and issue only clean notes to public. Soiled notes in unstapled condition may be tendered at Reserve Bank in inward remittances through Currency Chests.
3. Bank should forthwith stop writing of any kind on watermark window of bank notes as it disfigures the watermark impression and recognition becomes difficult
4. Customers are requested to tender currency notes at bank's counter in unstapled condition only.
5. Bank will issue clean notes to customer in unstapled condition only.
6. Customer are advised to count & verify the notes before leaving the counter and no claim will be entertained thereafter.
7. Customers are also requested not to write or scribble anything on the currency notes.