



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

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**By Courier**

FE.CO.APRD/ 8754 /18.07.01 (Policy) /2016-17

February 28, 2017

The Secretary,  
Election Commission of India  
Nirvachan Sadan  
Ashoka Road  
New Delhi-110001

Dear Sir,

**Transportation of clean and genuine cash by Banks and Private Sector Financial Services etc. during elections**

Please refer to your letter No.76/Instructions/2015/EEPS/Vo.X /391 dated August 11, 2016, on the above subject.

2. In this connection, we inform that as advised, Foreign Exchange Department (FED) of Reserve Bank of India has formulated and issued the Standard Operating Procedure (SOP) for movement of cash by non-bank money changers during elections.

3. The SOP has been incorporated in the following documents:

- (i) FED Master Direction No.1/2016-17 on Money Transfer Service Scheme dated February 22, 2017
- (ii) FED Master Direction No.3/2015-16 on Money Changing Activities dated January 01, 2016 (as updated on February 22, 2017).

4. A copy of the SOP is attached herewith for your information.

Yours faithfully,

*Jain*  
(S.K. Jain)  
Manager  
Encl. As above

विदेशी मुद्रा विभाग, केन्द्रीय कार्यालय, केन्द्रीय कार्यालय भवन, शहीद भगतसिंह मार्ग, फोर्ट, मुंबई-400 001 भारत  
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हिंदी में काम करना आसान है, इसका प्रयोग बढ़ाइए।

चेतावनी: रिज़र्व बैंक द्वारा ई-मेल, एसएमएस, कॉल के जरिए किसी की व्यक्तिगत जानकारी, बैंक के खाते का ब्याँरा, पासवर्ड, आदि नहीं मांगी जाती है। यह धन रखने या देने के प्रस्ताव भी नहीं करता है। ऐसे प्रस्तावों को किसी भी तरीके से जवाब मत दीजिए।

Caution: RBI never sends mails, SMSs or makes calls asking for personal information like bank account details, Passwords, etc. It never keeps or offers funds to anyone. Please do not respond in any manner to such offers.

(85)

Annex

**Standard Operating Procedure (SOP) for non-bank money changers during elections**

The movement of foreign exchange can take place between Authorised Dealer Category I (AD Cat. I), Authorised Dealer Category II (AD Cat. II), Full Fledged Money Changers (FFMC), their offices/branches, their customers and their franchisees.

On a request received from the Election Commission of India the following Standard Operating Practice (SOP) for movement of cash (foreign exchange), during elections is being notified:

**A . Physical Movement-**

1. All movement of Indian currency or foreign exchange should be effected by the person(s) authorised who should carry the supporting documents while moving the cash. The movement should be on the basis of requisition made by the receiver and to the address of the destination.
2. If the cash is being moved from the office/branch of the Authorised Person (AP), it should leave the place only after it has been recorded in the books of accounts of the AP.
3. Similarly, if the destination point of movement of the currency is the office/branch of the AP, it should be recorded in the books of accounts of the AP, on the same day or on the date of receipt.
4. Transfer of foreign currency between branches of the same AP should be accounted as stock transfer and not as sale so that double counting is avoided.

**B.** In the case of, the doorstep forex service by FFMCs / Authorised Dealers Category II to their regular customers, interalia, the processing and accounting of the transaction should take place in the office of the AP and the transaction should be supported by necessary documents for value received. The delivery of the forex should be done by authorised officials of the AP only.

**C.** As far as possible movement of Indian Currency should be made through banking channels (viz. cheque, demand draft, NEFT, RTGS, IMPS etc.) only. The transactions between authorized dealers and FFMCs should be settled by way of account payee crossed cheques / demand drafts/ and in no circumstances should settlement of Indian Currency should be made in cash. The cash (INR) collected by the Authorised Person or its franchisee should be deposited to a bank branch on the same day or next day.

**D.** The cancellation of any move for transportation of cash should be properly documented.

**E.** The movement of cash should be in sync with the documents.

86)

F. The upper limit for movement of cash in INR would be Rs.10,00,000/- and in FCy equivalent of US\$1,00,000 except the transactions where the imported foreign currency is being transported to the offices/branch of the AP.