General Instructions for Data Input :

➢ All banks/ DFIs are required to submit quarterly frauds/ forgeries/ dacoities data by using only attached excel files named as Form-I, Form-II, Form-III, Form-IV & Form-V. Care must be taken that the aforesaid file names not be altered.

➢ To ensure uniformity and compatibility of data received from banks/DFIs, above mentioned files must be saved as type: **CSV (Comma delimited)** e.g. Form-I.csv

*Note : On completion of data entry, excel file must be saved by selecting **CSV (Comma delimited)** from **Save as type** drop down list. In case of any message while saving the file in CSV (Comma delimited) select **Yes** option. Furthermore, name of CSV file saved must be the same as per excel file attached e.g. Form-I.csv*

➢ Data must be entered in fields in desired format only i.e.
  - Date must be entered in **MM/DD/YY** format, in case date is not available field must be left **BLANK**.
  - Fields involving codes must be filled by using appropriate codes as per revised Exhibit-1 codelist attached. Under Nature/ Event Type category of fraud, only level 3 codes must be used e.g. For transactions not reported (intentional), code ET010101 must be used. Whereas, under Business Lines/Area of Operations, only level 2 code must be used e.g. For Treasury code BL0204 must be used.
  - Only figures are allowed in fields involving amount & number. In case of "nil" amount, '0' digit be entered in the field.
  - In case of non-numeric field, if there is no data to report the field must be left **BLANK**.
  - Amount must be entered in million Rupees only.
  - To represent negative value, minus sign be used instead of using brackets.

➢ All Banks/DFIs are required to fill in the data without altering the contents and structure of the attached forms. e.g. It must be ensured that no additional fields (columns) be inserted in any of the attached forms. Moreover no additional rows be inserted above "Form Heading" as well as between "Field Heading" and "Form Heading".

➢ Only one row must be used for filling each record and no row be left blank in between two records.

➢ Data must be entered in respective fields only without any footnote or asterisk.

➢ Fields involving description, such as modus operandi of case, must be brief and concise.

➢ All Banks/DFIs are advised to strictly follow the instructions otherwise their data may not be properly uploaded in the database.

Instructions for Form-I :

➢ Form-I represents summary position of cases of frauds as follows :

1) Cases Detected prior to the quarter under report which are still Outstanding at the beginning of this quarter (including those closed during the quarter).
2) All Cases Detected during the quarter under report (whether detected and closed in the same quarter).
3) All Cases Closed during quarter under report.
4) Cases Outstanding at the end of quarter under report.

➤ In Form-I, since all fields represent figures therefore data must be entered in figures only.
➤ In case of "nil" amount, '0' digit be entered in the field.
➤ No progress cases are those for which there has not been any recovery during the quarter.
➤ Figures in fields (4a), (4b), (4c) & (4e) should be carried forward to the next quarter return's row in section (1a), (1b), (1d) & (1h) respectively.

Instructions for Form-II :

➤ Form-II represents details of all actual/attempted frauds cases outstanding (including serious frauds (Rs. 10 million & above), medium severity (Rs. 1-10 million) & low severity cases (below Rs. 1 million)) during quarter under report.
➤ Outstanding cases during quarter under report includes :-
   • All cases Detected prior to the quarter under report which are still Outstanding at the beginning of this quarter (including those closed during the quarter).
   • All Cases Detected during the quarter under report (whether detected and closed in the same quarter).
   • All Cases Closed during quarter under report.
➤ Cases closed in the previous quarters are not required to be mentioned.
➤ Fields such as Fraud Identification No., Nature, Business Line, Individual Involved & Amount Involved must be filled by using appropriate codes as per revised Exhibit 1 codelist attached.
➤ Close ended fields must be filled by choosing only one of the available options e.g. In "Case Type" field either "Old" or "New" must be entered.
➤ In "Case Type" field, "Old" represent all Cases Detected prior to the quarter under report which are still Outstanding at the beginning of this quarter (including those closed during the quarter). Whereas, "New" represents all Cases Detected during the quarter under report (whether detected and closed in the same quarter).
➤ In "Case Status" field, "Open" represents all Cases which are still outstanding at the end of quarter under report. Whereas, "Closed" represents all Cases closed during quarter under report.
➤ In field No. 10, Date of accounting is the date when GL is first hit by the bank after fraud either for creating provision or making payment to the affected party.

Instructions for Form-III :

➤ Form-III represents progress/status of all the serious frauds (Rs. 10 million & above) & medium severity (Rs. 1-10 million) cases outstanding during quarter under report (i.e old cases still

outstanding at the beginning of the quarter under report, cases detected during quarter under report & cases closed during the quarter under report).

➢ Cases closed in the previous quarters are not required to be mentioned.
➢ Fraud Identification No. must be filled by using appropriate codes as per revised Exhibit-1 codelist attached.
➢ In case of non-numeric field, if there is no data to report the field must be left **BLANK.**

Instructions for Form-IV :

➢ Form-IV represents Staff Data of banks/ DFIs who are convicted/ acquitted during the quarter under report.
➢ Fields involving description such as Modus Operandi of case, Actions taken along with date to take effect from, must be brief & concise.

Instructions for Form-V :

➢ Form-V represents details of all actual/ attempted dacoities/ robberies/ theft/ burglaries cases outstanding (including serious (Rs. 10 million & above), medium severity (Rs. 1-10 million) & low severity cases (below Rs. 1 million)) during quarter under report.
➢ Form-V covers incidents of dacoities/ robberies/ theft/ burglaries only whereas Form (I-IV) covers incidents of frauds in banks/DFIs.
➢ All other instructions/details are same as Form-II.

Exhibit 1 Codelist :

➢ Fields involving codes must be filled by using appropriate codes as per revised Exhibit 1 codelist attached. Under Nature/Event Type category of fraud, only level 3 codes must be used e.g. For transactions not reported (intentional), code ET010101 must be used. Whereas, under Business Lines/Area of Operations, only level 2 code must be used e.g. For Treasury code BL0204 must be used.
➢ In Fraud Identification Number, Bank code must be in accordance with the revised codelist for Scheduled banks/DFIs.