

**No. 27-10/2023-PO**  
Government of India  
Ministry of Communications  
Department of Posts  
(PO Division)

Dak Bhawan, Sansad Marg  
New Delhi-110001

Dated: 13.10.2023

**OFFICE MEMORANDUM**

**Subject: Rs. 2000 Denomination Banknotes - Withdrawal from Circulation  
-SOP to facilitate booking at post office Counters.**

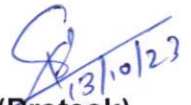
In continuation to this Divisions OM of even number. Dated 4<sup>th</sup> October, 2023 on the aforementioned, kindly find enclosed herewith General Instructions to facilitate transmission of Rs 2000 banknotes through the post office counters along with annexures.

2. Apart from this the existing norms for Booking, Transmission and Delivery of insured articles containing bank/currency notes, shall mandatorily be followed. Such exchange or credit shall be subject to relevant RBI / Government regulations, submission of valid identity documents and due diligence as deemed fit by RBI. In the event of repugnancy, directions/ instructions/ policy issued by RBI shall prevail over these instructions.

3. In this context, it is requested to circulate the same to all field units under jurisdiction of your Circle and ensure its strict adherence by the field units.

4. This issues with approval of competent authority.

Encl. As above.

  
(Prateek)  
Assistant Director General (PO)  
Email: [adgpo@indiapost.gov.in](mailto:adgpo@indiapost.gov.in)

To,  
All Chief Postmasters General

## **General Instructions in respect of transmission of Rs 2000 banknotes:**

### **A. Guiding the Customer-**

- (i) Whenever the customer visits a post office and desires to send the ₹2000 banknotes through India Post, he/she may be guided promptly about the facility of sending the same through postal article by insured speed post or insured registered article service.
- (ii) He/ she shall be informed that the maximum amount of bank notes that can be dispatched by post office shall not exceed Rs. 20,000/- at a time.
- (iii) He/ she shall be informed about the packaging policy/ rulings of the Department for sending the bank notes as insured article.
- (iv) He/she shall also be informed that the said articles must be addressed to any of the 19 RBI Issue Offices for credit to their bank accounts in India, the address of the same are available in the RBI website and articles for transmission of ₹2000, addressed to any other addressee shall not be entertained. List of RBI issue Offices is enclosed herewith. (Annexure-A)
- (v) He / she shall also be informed about the insurance fees, postage rates as well as mode of payment of the same.
- (vi) He/ she shall also be informed about the requirement of filling up the form on the basic information about the sender. The said form shall be written in three copies- one to be enclosed in the envelope, second to be retain with the post office and third for customer.
- (vii) He/ she shall also be informed that the prepayment of all charges on insured articles, namely, postage, registration fees and insurance fees, shall be compulsory.
- (viii) He/she shall be informed that the sender should declare on the article the value of the contents at the time of dispatch.
- (ix) He/ she shall be informed that the sender should bring the envelope containing ₹2000 bank notes in open condition and the same must be pasted/packed in front of the post office official, who in turn shall satisfy himself/herself about the amount, number of bank notes with the information written in the form by the customer.
- (x) He/ she will also write the serial number of the bank notes, which are to be transmitted, in the form.
- (xi) DoP will not be liable for incorrect Bank account or name of account holder or incorrect IFSC code or sanctity of the Bank notes.
- (xii) DoP will not be liable for delay or declination of credit of amount in Bank account.
- (xiii) Liability of the DoP restricts only upto delivery of the articles.
- (xiv) Subsequent grievance of delay or not receipt of amount or approximate time of crediting the amount against ₹2000 bank notes lies with RBI only. Grievance channel or authority for handling grievance of

the senders in respect of grievances other than delivery of article will be handled by RBI only.

**B. Facility at Head Offices/ Sub Offices-**

The article (speed post/ registered) containing ₹2000 bank notes, shall be posted at any head post Office or sub post office across the country against filing up of a request slip/ form as prescribed in Annexure-B. The said facility is not available at branch post offices.

**C. Restriction on maximum amount-**

₹2000 banknotes can be transmitted through post office by individuals / entities at the 19 RBI Issue Offices up to a limit of ₹20,000/- at a time.

**D. Postal Articles must be insured-**

The facility of sending the ₹2000 bank notes to any of the 19 RBI Issue Offices through postal article is available through insured speed post or insured registered article service Further the said articles shall be insured for the actual value of the contents and in no case shall such value exceed the real value.

**Note 1:** Apart from this the existing norms for Booking, Transmission and Delivery of insured articles containing bank/currency notes, shall mandatorily be followed.

**Note 2:** In the event of repugnancy, directions/ instructions/ policy issued by RBI shall prevail over these instructions.

**Note 3:** Such exchange or credit shall be subject to relevant RBI / Government regulations, submission of valid identity documents and due diligence as deemed fit by RBI.

**List of 19 RBI regional office address where you can exchange, deposit Rs 2000**

**1. Ahmedabad**

The General Manager Reserve Bank of India, Issue Department 2nd Floor, Near Gandhi Bridge  
Ahmedabad 380 014.

**2. Bengaluru**

The Officer In-Charge, Consumer Education and Protection Cell, Reserve Bank of India  
10/3/8, Nrupthunga Road, Bengaluru-560 001, Telephone: 080- 22180397

**3. Belapur**

The Deputy General Manager Reserve Bank of India, Issue Department Plot No. 3, Sector 10, H.H.  
Nirmala Devi Marg, CBD, Belapur, Navi Mumbai – 400 614.

**4. Bhopal**

The Deputy General Manager Reserve Bank of India, Issue Department, Hoshangabad Road, Post  
Box No. 32, Bhopal 462 011.

**5. Bhubaneswar**

The Deputy General Manager Reserve Bank of India, Issue Department Pt. Jawahar Lal Nehru Marg,  
Post Box No. 16, Bhubaneswar – 751 001

**6. Chandigarh**

The Deputy General Manager Reserve Bank of India, Issue Department Central Vista, Opposite  
Telephone Bhavan, Sector 17, Chandigarh – 160 017.

**7. Chennai**

The General Manager Reserve Bank of India, Issue Department Fort Glacis No. 16, Rajaji Salai, Post  
Box No. 40, Chennai – 600 001.

**8. Guwahati**

The General Manager Reserve Bank of India, Issue Department Station Road, Panbazar, Post Box  
No. 120, Guwahati – 781 001.

**9. Hyderabad**

The General Manager Issue Department Reserve Bank of India 6-1-65, Secretariat Road, Saifabad,  
Hyderabad – 500 004

**10. Jaipur**

The General Manager, Issue Department Reserve Bank of India Rambaug Circle, Tonk Road, Post  
Box No.12, Jaipur – 302 004

**11. Jammu**

The Deputy General Manager Reserve Bank of India, Issue Department Rail Head Complex, Jammu  
– 180 012.

**12. Kanpur**

The General Manager Issue Department Reserve Bank of India M.G. Marg, Post Box No. 82/142

Kanpur – 208001.

**13. Kolkata**

The General Manager Issue Department Reserve Bank of India Post Bag No. 49 Kolkata – 700 001

**14. Lucknow**

Reserve Bank of India, 8-9 Vipin Khand, Gomtinagar, Lucknow-226010.

**15. Mumbai**

The General Manager Reserve Bank of India, Issue Department Main Building, Shahid Bhagat Singh Marg, Fort, Mumbai – 400 001.

**16. Nagpur**

The General Manager Reserve Bank of India, Issue Department Main Office Building, Dr. Raghvendra Rao Road, Post Box No. 15, Civil Lines, Nagpur – 440 001.

**17. New Delhi**

The General Manager Reserve Bank of India, Issue Department 6, Sansad Marg, New Delhi – 110 001.

**18. Patna**

The Deputy General Manager Reserve Bank of India, Issue Department, South Gandhi Maidan Post Box No. 162 Patna – 800 001.

**19. Thiruvananthapuram**

The Deputy General Manager Reserve Bank of India, Issue Department, Bakery Junction, Post Box No. – 6507, Thiruvananthapuram – 695 033



Proforma for sending Rs. 2000 banknotes	
Name .....	Account No. ....
PAN Number .....	Name of Bank .....
Amount (in figures): .....	.....
Amount (in words) .....	Branch Name .....
.....	.....
Count of Rs. 2000 bank notes .....	IFSC Code .....
<b>Sender's Address:</b>	<b>Addressee's Name and Address:</b>
Address: .....	Name & Address: .....
.....	.....
State..... City .....	State..... City .....
Pincode.....	Pincode.....
Contact No. ....	Contact No. ....

**B. Details regarding Bank notes to be transmitted through Post Office –**

Sl. No.	Serial Number of ₹2000 Bank Note	Sl. No	Serial Number of ₹2000 Bank Note
1		6	
2		7	
3		8	
4		9	
5		10	
Total No. of Notes			
Total Value of Notes			

**C.**

1. DoP will not be liable for incorrect Bank account or name of account holder Or incorrect IFSC code or sanctity of the Bank notes.
2. DoP will not be liable for delay or declination of credit of amount in Bank account.
3. Liability of the DoP restricts only upto delivery of the articles.
4. Subsequent grievance of delay or not receipt of amount or approximate time of crediting the amount against ₹2000 bank notes lies with RBI only. Grievance channel or authority for handling grievance of the senders in respect of grievances other than delivery of article will be handled by RBI only.

(Signature of customer)

(Signature of Postal Assistant)

Along with stamp of post office