

**STANDARD TURN AROUND TIME (TAT) FOR COMMON TRANSACTIONS**

<b>S.N.</b>	<b>Type of Query/ Request</b>	<b>Standard TAT (in Working days)</b>
1	Demand for copy of Agreement	10
2	Demand for copy of Property Papers	10
3	Demand for copy of any other Document	10
4	Demand for copy of List of Documents	10
5	Demand for Amortization Schedule	1
6	Demand for Statement of Accounts (SOA)	2
7	Demand for Principal and Interest Statement	3
8	Demand for Foreclosure Letter	15
9	Foreclosure Updation	3
10	Demand for NOC	10 (Post loan closure)
11	Original Property Papers Retrieval	15 (Post loan closure)
12	EMI/Tenor change	15
13	Part Payment Updation	7 (Effective from subsequent EMI Cycle Date)
14	PDC Swapping	10
15	Replenishment Cheque Updation	10
16	EMI Refund Banked after Foreclosure	5
17	Refund of Excess EMI Collected	5
18	Excess F/C amount Collected Refund	5
19	Contact Detail Modification	7
20	TDS Refund Post Submission of Valid TDS Certificate	15