



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

F.No. AAI/CHQ/Pre-Check/BG/2021

Dated: 10.01.2022

The Regional Executive Director,  
Airports Authority of India  
NR/WR/ER/SR/NER  
Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director  
RCDU/FIU

The Airport Director  
Kolkata/Chennai Airport

The Director  
Indian Aviation Academy  
New Delhi

The Principal CATC,  
Prayagraj

The General Manager  
CRSD/E&M Workshop  
New Delhi

**Subject: Revised SOP for Handling Bank Guarantees – reg.**

Reference is made to the Circular No. AAI/CHQ/Fin./BG/2018/1751 dated 22.11.2018 regarding SOP for handling Bank Guarantees (BGs) and User Manual for monitoring of BGs through SAP system.

2. During concurrent audit for FY 2020-21, the Auditors have made some observations regarding handling of BGs with reference to the above SOP and SAP User Manual dated 22.11.2018 and suggested some corrective actions on the same.

3. Accordingly, SOP for handling BGs has been revised and enclosed at **Annexure-I**. It may be ensured that the action be taken as per SOP and BGs may be monitored and updated in SAP immediately.

(Dharmendra Bhojwani)  
Executive Director (Finance)

**Copy for necessary action to:**

- All HoDs at CHQ
- All GM(Fin.) at CHQ
- GM(Fin.)-NR/SR/ER/WR/NER/Chennai Airport/Kolkata Airport
- DGM(Fin.)-SAP

**Copy for information to:**

- OSD to Chairman
- ES to Member (Planning)/ Member (Ops)/ Member (Fin.)/Member (HR)/ Member(ANS)

**AIRPORTS AUTHORITY OF INDIA**

**DEPARTMENT OF FINANCE & ACCOUNTS**

**SOP FOR HANDLING BANK GUARANTEES: BG 02/2021**

SOP for handling BGs was circulated vide this Office Order No. AAI/CHQ/Fin./BG/2018/1751 dated 22.11.2018. The SOP has been revised in light of the observations given by Audit Committee in its recent meeting held on 04.10.2021.

**1.0 Objectives:** Primary objective of the SOP is to track and monitor bank guarantees issued by banks on behalf of various vendors and customers that are in force at any point of time, wherein AAI is the beneficiary, and to ensure that BGs are used as effective instrument to secure AAI's interest under the respective contracts.

**2.0 Key aspects to be noted by User Departments:**

2.1 BG should be unconditional and claims should be payable against simple written demand from authorized official.

2.2 It should be ensured that Date of validity of BG and Claim Period are as per Contract terms and claims are lodged within the validity period of BG.

2.3 Address/Location of BG issuing Bank/Branch where claim is to be made shall be noted well in advance to enable invocation, if required within the validity period of BG.

2.4 Officer authorized to sign the agreement, before acceptance of the BG shall ensure that BG submitted by the agency, is in conformity with format provided in Tender document and is in order.

2.5 User Department should ensure that the correct Unique Identifier Code of the respective Airport/Region provided by ICICI Bank is reflecting in the SFMS message of the BG issuing bank.

2.6 At the time of issuance of BG, the agency should provide complete details of AAI Bank (ICICI Bank) account where proceeds of the BG are required to be credited, if required.

2.7 BG should be routed by Applicant's BG issuing Bank to AAI Nodal/Beneficiary Bank through Structured Financial Messaging System (SFMS) who in turn will advise AAI of the same to ensure authenticity of BG.

2.8 Details of SFMS (in case of BGs issued from within India) or SWIFT (in case of BGs issued from outside India) sent by contractor/concessionaire/supplier's bank to AAI's beneficiary bank.

2.9 Detailed SOP on SFMS has already been issued by CHQ on 29.6.2021 (copy enclosed for reference). It may be ensured that the provision is incorporated in tender documents by User Directorates.

**3.0 Process:**

**3.1 Receipt of BG**

3.1.1 User Department inviting tenders at the time of receipt of physical BG shall check that the amount, tenor and the text are as per agreed contract terms in line with tender documents/ RFQ/RFP. It shall also properly scrutinize to ensure that the original BG with all relevant pages on the stamp paper as applicable are available.

3.1.2 BG submitted by the bidders should be valid for the period stipulated in the contract agreement.

3.1.3 User Department shall enter/update records of original BGs with particulars of underlying contract in SAP and will also upload scanned copy of BG in SAP. Thereafter submit original BG to Pre-check/Bank/Cash section at CHQ/RHQ/SAUs for safe custody in safe locker against proper written acknowledgement with a copy to concerned bill processing section in

*Handwritten signature and date 10/11*

Finance (in case of vendors/suppliers). BGs pertaining to non-SAUs shall be in the custody of concerned RAUs

3.1.4 Before accepting the physical BG documents for safe custody, concerned finance official should ensure that SAP details match with the BG document submitted by the concerned User departments. If any discrepancy is observed, the same to be returned immediately for correcting the SAP details.

### **3.2 Confirmation of BG**

3.2.1 AAI has made arrangement for verification of BGs through SFMS on PAN India basis. Concerned User Departments shall ensure that relevant clauses are incorporated in Tender documents to enable operation of SFMS as advised in the SOP issued by CHQ on 29.6.2021. The concerned HODs at CHQ/REDS/APDs shall ensure that action as per SOP is taken and auto confirmation is received in the dedicated email IDs allocated to all the paying units. In respect of BGs pertaining to contracts prior to implementation of SFMS, the custodian of BG may do needful for manual confirmation of BG document directly from issuing/ controlling bank branch.

### **3.3 Discharge of BG**

3.3.1 For release of BG as per terms of contract agreement, User departments to submit request for release of BG with approval of competent authority to concerned Finance section who will review the request and submit to the custodian (Pre-check/cash/bank) section

3.3.2 The custodian will release the original BG to User department and will confirm the release to the concerned section in Finance.

3.3.3 User department shall obtain written acknowledgement w.r.t. BG returned from vendors/ customers and update/upload the same in SAP for future reference.

### **3.4 Tracking of BG**

3.4.1 Finance department shall maintain/update the data of BG in SAP and track the database and intimate the User department regarding BGs maturing over the next three months on a rolling basis -

3.4.2 User Department shall intimate concerned section in Finance regarding renewal, enhancement or invocation of BG as the case may be, at least one month in advance before expiry of the validity of the BG for needful action on the same

3.4.3 Concerned section in Finance shall review the BGs every month and follow up on the SAP triggered mails on those BGs which are slated to expire within a period of next two months for timely action by User departments. However, the responsibility for timely renewal/updation action lies with the User Department.

### **3.5 Disposal of BG**

3.5.1 In case of expiry of contract, User Department shall review and confirm whether any claim is to be made against the BG or whether BG is to be released. Note for release of BG with approval of competent authority shall be submitted by User Department to Finance Department to release the original BG duly discharged and handed over to User Department against written acknowledgement

3.5.2 In case of invocation, the decision either to invoke in full or in part shall be taken by User department well in advance before the expiry date and submitted to Finance at least one month in advance so as to allow sufficient time for submission of invocation claim to issuing bank. On getting the intimation, Finance shall issue invocation letter duly signed by authorized signatories and ensure that the same reaches BG issuing bank under acknowledgement before claim expiry date. Finance section will also follow up for settlement of claim expeditiously and on receipt of BG amount, shall inform User department and take action for accounting of proceeds in consultation with User department. In case of default by vendors/customers to comply with contractual terms and it is intended that BG be invoked, the User Department shall inform the agency to

that effect in writing well in advance linking with the agreement clauses and ensuring that action for invoking the BG is taken well in time before expiry of its validity period.

3.5.3 Draft template for invocation of BG is as per Annexure II.

### 3.6 Renewal/Extension of BG

3.6.1 In case of renewal of contract, vendor/customer may either submit an amendment to the BG for extension of validity period, amount, etc. or may submit a fresh BG for the required amount. All precautions and steps applicable to receipt of new BG shall be taken with regard to amendment too so as to protect AAI's interest

### 3.7 Expired BG

3.7.1 As far as possible instructions for disposal of BGs should be made available by User department to Finance well in advance of the expiry date of BGs. However, the custodian of BGs shall periodically review BGs and follow up on the mails triggered by SAP on expiry of BG documents in the next 60 days with the User department on a monthly rolling basis. In case of no response from User department and BG gets expired, original BG document should be returned to the User department for disposal/further necessary action as per the terms of the contract. Custodian of the BGs also shall follow up with User Department for ensuring updating of SAP records accordingly

## 4.0 RESPONSIBILITY

### 4.1 Responsibility matrix

Sl. No.	Description of activity	Responsibility
1	Ensuring the format of BG is as per Tender Document/RFQ/RFP requirement	User department
2	Collection of BG from vendor/Customer within the agreed timeline and submission to Pre-Check/Treasury/Cash/Bank section	User department
3	Updating of BG Database	User department
4	Confirmation of BG from Bank	Finance Department/SFMS
5	Safe Custody	Finance
6	MIS on BG	Finance
7	Follow-up with Vendor/Customer before expiry date	User department

## 5.0. SAP SOP for Handling Bank Guarantees

5.1 In order to have a systematic control over keeping record of receipt, confirmation & custody of BGs in SAP-ERP, BG module has been implemented which has the following salient features:

- Process for capturing details of each BG with complete Audit trail.
- Roles & Responsibilities of each department involved shall be predefined.
- Alerts for monitoring by management are configured.
- Extensions of BG cross referenced to original BG & complete extension history is available.
- Notification is being triggered in advance to various departments for Expiring BG's.
- Inbuilt checks for tracking confirmations for BG authentications.
- Facility to upload scanned copy of original BG with subsequent extensions.
- Register of all BG's received from Vendors/Customers for incorporation of all details shall be available.
- Details of BG's invoked, expired & closed during a defined period shall also be available.

5.1.1 Though User Departments would update the BG details in SAP before forwarding the same to Finance, verification/editing authorizations shall also be given to Finance in Charges at SAU level, Officer authorized by GM(F) at Region (DGM(F) at RAU SAP) and GM(F) Pre-check/Revenue at CHQ level so that any discrepancy in physical and SAP data can be rectified immediately in coordination with User Departments .

5.1.2 Certain authorizations like changing status of BG which is being managed centrally by CHQ SAP Core Team would be delegated to the officers mentioned in the para 5.1.1 above to expedite rectification actions without any delay in updating the records.

**5.2 An alert for expiring BG's highlighted in Red color is being initiated by FI team at least 60 days in advance with fortnightly reminders (Till Disposed/Renewed) which is being emailed to concerned directorate Head. SAP triggers are enabled to mail reminders to concerned units' mail IDs instead of personal mail IDs. However, if any personal mail ID is mapped, concerned HODs at CHQ/ RED/ APDs/ may take action for updating the same and ensure that updated mail IDs are mapped for receiving the alerts.**

**6.0. This Standard Operating Procedure will supersede all the earlier guidelines on the issue. The same shall be applicable with effect from the date of issue in respect of all the departments and all Airports/Regions on PAN India basis.**



भारतीय विमानपत्तन प्राधिकरण  
AIRPORTS AUTHORITY OF INDIA

F.No.AAI/CHQ/Pre-check/BG Verification/2020-21

Dated: 29.06.2021

To

The Regional Executive Director  
Airports Authority of India  
Northern/Western/Eastern/Southern/NE Region  
New Delhi/Mumbai/Kolkata/Chennai/Guwahati

The Executive Director,  
Airports Authority of India,  
RCDU/FIU/CRSD/E&M  
Workshop  
New Delhi.

Airport Director,  
Airports Authority of India  
Kolkata/Chennai Airport

The Principal,  
Civil Aviation Training College  
Bamrauli,  
Allahabad

Sub: SOP for BG Verification through SFMS of ICICI Bank.

AAI has made arrangement for Verification of Bank Guarantees received by AAI from Vendors/Customers/Concessionaires through Structured Financial Messaging System(SFMS) of ICICI bank. The system will operate on pan India basis. For making the verification system operational at AAI Regions/Metro Airports and SAUs under respective regions the following procedure is to be implemented with **immediate effect**.

1. The following bank details need to be incorporated in the tender document so that the prospective successful bidder may submit BG(PBG/BG-SD/FBG) in accordance with the bank details.

CORPORATE NAME : AIRPORTS AUTHORITY OF INDIA  
BANK NAME : ICICI BANK  
IFSC CODE : ICIC0000007  
BG ADVISING MESSAGE : IFN 760COV (BG ISSUE)  
IFN 767COV (BG AMENDMENT)  
\*UNIQUE IDENTIFIER CODE : Specific code for each unit as per Annexure-I  
to be mentioned in field 7037 of the BG  
advising message code.

\* Please note that only unique identifier code will change depending on the AAI unit calling the tender.

2. While submitting the documents to BG issuing bank, the vendor/customer/concessionaire will also submit letter to the issuing bank as per

the format mentioned in the **Annexure-II**. Annexure-II will also form part of the tender document.

- 3 Based on the above inputs from the vendor/customer/concessionaire, the BG confirmation message through SFMS will be triggered to the beneficiary bank i.e ICICI bank and on the basis of unique identifier code, the BG confirmation mail will be received in the designated email ids issued to the respective units (Refer **Annexure-I**). The designated email ids will be managed by the finance department at respective units. The one-time login pw is **Authority@123**. The same may please be changed after first login.
4. While accepting the Original BG document from the vendor/customer/concessionaire, the respective department should ensure that the vendor attaches copy of the SFMS BG confirmation message sent by the BG issuing bank to ICICI bank.

This issues with the approval of Member (Finance).

  
(S. Radhakrishnan)  
General Manager (Finance)

Copy Enclosed

Distribution:

- DGM (ES) to Chairman
- DGMS (ES) to Member (Planning)/Member(ANS)/Member(Finance)/ Member (HR)/ Member (Ops)
- ED (Fin) -II
- All HODs at CHQ/Operational Office/AAI Office Complex-*with a request to include details/documents mentioned in para 1 & 2 in Tender documents.*

## ANNEXURE - I

### Advisory: For Applicant and its BG Issuing Bank Branch.

It is to be noted that along with physical BG; we have also activated an online facility to view the issued BG cover message transmitted to ICICI Bank through SFMS platform.

- For availability of BG in this platform, it is necessary that BG issuing/amending bank send the BG advice in the form of message format IFN 760COV (BG Issuance) / IFN 767COV (BG Amendment) via SFMS (Structured Financial Messaging System) as provided by RBI.
- In the event of BG issuing/amending bank not sending the message IFN 760COV/ IFN 767COV or committing any error while capturing the details at least in the below field, BG confirmation through online portal would not be updated.

Request you to notify your bank (BG issuing bank) to update below details at time of submission of BG issuance/amendment request to their respective banks:

BG advising message – IFN 760COV/ IFN 767COV via SFMS

IFSC CODE: ICIC0000007

Corporate Name- Airport Authority of India

Field Number

Particulars (to be mentioned in Row 1)

7037

<unique identifier> (LIST ATTACHED)

Please note that the issuing bank while issuing/amending the BG, should ensure that the above information is correctly captured in the message i.e. IFN 760COV/ IFN 767COV.

Please find below indicative request letter format to be sent to issuing bank for ensuring transmission of BGs through SFMS.

S No.	Name of the AAI Unit	Email ID	UNIQUE IDENTIFIER CODE (7037)
1	Corporate Headquarters	<a href="mailto:precheckbgv@aa1.aero">precheckbgv@aa1.aero</a>	AAICORHQ
2	RHQ-NR	<a href="mailto:bgv.rhqnr@aa1.aero">bgv.rhqnr@aa1.aero</a>	AAIRHQNR
3	JAMMU	<a href="mailto:bgv.jammu@aa1.aero">bgv.jammu@aa1.aero</a>	AAIJAMMU
4	SRINAGAR	<a href="mailto:bgv.srinagar@aa1.aero">bgv.srinagar@aa1.aero</a>	AAISRINAGAR
5	AMRITSAR	<a href="mailto:bgv.amritsar@aa1.aero">bgv.amritsar@aa1.aero</a>	AAIAMRITSAR
6	CHANDIGARH	<a href="mailto:bgv.chandigarh@aa1.aero">bgv.chandigarh@aa1.aero</a>	AAICHANDIGARH
7	JAIPUR	<a href="mailto:bgv.jaipur@aa1.aero">bgv.jaipur@aa1.aero</a>	AAIJAIPUR
8	JODHPUR	<a href="mailto:bgv.jodhpur@aa1.aero">bgv.jodhpur@aa1.aero</a>	AAIJODHPUR
9	UDAIPUR	<a href="mailto:bgv.udaipur@aa1.aero">bgv.udaipur@aa1.aero</a>	AAIUDAIPUR
10	KHAJURAHO	<a href="mailto:bgv.khajurao@aa1.aero">bgv.khajurao@aa1.aero</a>	AAIKHAJURAO
11	CATC ALLAHABAD	<a href="mailto:bgv.catc@aa1.aero">bgv.catc@aa1.aero</a>	AAICATC

12	SAFDARJUNG AIRPORT	<a href="mailto:bqv.safdarjung@aaia.aero">bqv.safdarjung@aaia.aero</a>	AAISAFDARJUNG
13	VARANASI	<a href="mailto:bqv.varanasi@aaia.aero">bqv.varanasi@aaia.aero</a>	AAIVARANASI
14	DEHRADUN	<a href="mailto:bqv.dehradun@aaia.aero">bqv.dehradun@aaia.aero</a>	AAIDEHRADUN
15	RHQ-WR	<a href="mailto:bqv.rhqwr@aaia.aero">bqv.rhqwr@aaia.aero</a>	AAIRHQWR
16	INDORE	<a href="mailto:bqv.indore@aaia.aero">bqv.indore@aaia.aero</a>	AAIINDORE
17	BHOPAL	<a href="mailto:bqv.bhopal@aaia.aero">bqv.bhopal@aaia.aero</a>	AAIBHOPAL
18	RAJKOT	<a href="mailto:bqv.rajkot@aaia.aero">bqv.rajkot@aaia.aero</a>	AAIRAJKOT
19	VADODRA	<a href="mailto:bqv.vadodra@aaia.aero">bqv.vadodra@aaia.aero</a>	AAIVADODRA
20	SURAT	<a href="mailto:bqv.surat@aaia.aero">bqv.surat@aaia.aero</a>	AAISURAT
21	AURANGABAD	<a href="mailto:bqv.aurangabad@aaia.aero">bqv.aurangabad@aaia.aero</a>	AAIAURANGABAD
22	JUHU	<a href="mailto:bqv.juhu@aaia.aero">bqv.juhu@aaia.aero</a>	AAIJUHU
23	NAGPUR	<a href="mailto:bqv.nagpur@aaia.aero">bqv.nagpur@aaia.aero</a>	AAINAGPUR
24	PUNE	<a href="mailto:bqv.pune@aaia.aero">bqv.pune@aaia.aero</a>	AAIPUNE
25	GOA	<a href="mailto:bqv.goa@aaia.aero">bqv.goa@aaia.aero</a>	AAIGOA
26	AHMEDABAD	<a href="mailto:bqv.ahmedabad@aaia.aero">bqv.ahmedabad@aaia.aero</a>	AAIAHMEDABAD
27	RHQ-ER	<a href="mailto:bqv.rhqer@aaia.aero">bqv.rhqer@aaia.aero</a>	AAIRHQER
28	GAYA	<a href="mailto:bqv.gaya@aaia.aero">bqv.gaya@aaia.aero</a>	AAIGAYA
29	PATNA	<a href="mailto:bqv.patna@aaia.aero">bqv.patna@aaia.aero</a>	AAIPATNA
30	RANCHI	<a href="mailto:bqv.ranchi@aaia.aero">bqv.ranchi@aaia.aero</a>	AAIRANCHI
31	BHUBNESHWAR	<a href="mailto:bqv.bhubneshwar@aaia.aero">bqv.bhubneshwar@aaia.aero</a>	AAIBHUBNESHWAR
32	RAIPUR	<a href="mailto:bqv.raipur@aaia.aero">bqv.raipur@aaia.aero</a>	AAIRAIPUR
33	PORTBLAIR	<a href="mailto:bqv.portblair@aaia.aero">bqv.portblair@aaia.aero</a>	AAIPOINTBLAIR
34	BAGDOGRA	<a href="mailto:bqv.bagdogra@aaia.aero">bqv.bagdogra@aaia.aero</a>	AAIBAGDOGRA
35	PAKYONG-SIKKIM	<a href="mailto:bqv.pakyong@aaia.aero">bqv.pakyong@aaia.aero</a>	AAIPAKYONG
36	RHQ-SR	<a href="mailto:bqv.rhqsr@aaia.aero">bqv.rhqsr@aaia.aero</a>	AAIRHQ-SR
37	CALICUT	<a href="mailto:bqv.calicut@aaia.aero">bqv.calicut@aaia.aero</a>	AAICALICUT
38	TRIVANDRUM	<a href="mailto:bqv.trivandrum@aaia.aero">bqv.trivandrum@aaia.aero</a>	AAITRIVANDRUM
39	COCHIN-CIAL	<a href="mailto:bqv.cochin@aaia.aero">bqv.cochin@aaia.aero</a>	AAICOCHIN
40	COIMBATORE	<a href="mailto:bqv.coimbatore@aaia.aero">bqv.coimbatore@aaia.aero</a>	AAICOIMBATORE
41	MADURAI	<a href="mailto:bqv.madurai@aaia.aero">bqv.madurai@aaia.aero</a>	AAIMADURAI
42	TIRUCHIRAPALLI	<a href="mailto:bqv.tiruchirapalli@aaia.aero">bqv.tiruchirapalli@aaia.aero</a>	AAITIRUCHIRAPALLI
43	HYDERABAD	<a href="mailto:bqv.hyderabad@aaia.aero">bqv.hyderabad@aaia.aero</a>	AAIHYDERABAD
44	TRIPUTI	<a href="mailto:bqv.triputi@aaia.aero">bqv.triputi@aaia.aero</a>	AAITRIPATI
45	VIJYAVADA	<a href="mailto:bqv.vijayavada@aaia.aero">bqv.vijayavada@aaia.aero</a>	AAIVIJYAVADA
46	VISAKHAPATNAM	<a href="mailto:bqv.visakhapatnam@aaia.aero">bqv.visakhapatnam@aaia.aero</a>	AAIVISAKHAPATNAM
47	BANGALORE	<a href="mailto:bqv.bangalore@aaia.aero">bqv.bangalore@aaia.aero</a>	AAIBANGALORE
48	MANGALURU	<a href="mailto:bqv.mangaluru@aaia.aero">bqv.mangaluru@aaia.aero</a>	AAIMANGALURU
49	RHQ-NER	<a href="mailto:bqv.rhqner@aaia.aero">bqv.rhqner@aaia.aero</a>	AAIRHONER
50	AGARTALA	<a href="mailto:bqv.agartala@aaia.aero">bqv.agartala@aaia.aero</a>	AAIAGARTALA
51	DIMAPUR	<a href="mailto:bqv.dimapur@aaia.aero">bqv.dimapur@aaia.aero</a>	AAIDIMAPUR
52	DIBRUGARH	<a href="mailto:bqv.dibrugarh@aaia.aero">bqv.dibrugarh@aaia.aero</a>	AAIDIBRUGARH

53	SILCHAR	<a href="mailto:bqv.silchar@aii.aero">bqv.silchar@aii.aero</a>	AAISILCHAR
54	IMPHAL	<a href="mailto:bqv.imphal@aii.aero">bqv.imphal@aii.aero</a>	AAIIMPHAL
55	GUWAHATI	<a href="mailto:bqv.guwahati@aii.aero">bqv.guwahati@aii.aero</a>	AAIGUWAHATI
56	KOLKATA AIRPORT	<a href="mailto:bqv.kolkata@aii.aero">bqv.kolkata@aii.aero</a>	AAIKOLKATA
57	CHENNAI AIRPORT	<a href="mailto:bqv.chennai@aii.aero">bqv.chennai@aii.aero</a>	AAICHENNAI
58	CHENNAI PROJECT	<a href="mailto:bqv.chennaiproj@aii.aero">bqv.chennaiproj@aii.aero</a>	AAICHENNAI PROJECT
59	RAU-SAP	<a href="mailto:bqv.rausap@aii.aero">bqv.rausap@aii.aero</a>	AAIRAUSAP

2

Annexure II

Request Letter: Transmission of Bank Guarantee Cover Message <to be submitted  
by applicant to BG issuing bank>

Date: \_\_\_\_\_

The Manager,

(Bank),

(Branch)

Sub: Inclusion of unique identifier code of AAI while transmitting BG cover messages where beneficiary bank is ICICI Bank (IFSC-ICIC0000007).

Dear Sir/Ma'am,

I/We, \_\_\_\_\_, request you to include unique identifier \_\_\_\_\_ in field 7037 of the SFMS cover messages IFN COV 760 (for BG issuance) and IFN COV 767 (for BG amendment) while transmitting the same to the beneficiary bank (ICICI Bank-IFSC-ICIC0000007).

Thanking You,

\_\_\_\_\_

(Vendor/Customer/Concessionaire)



**PROFORMA FOR INVOCATION OF BANK GUARANTEE IN INR**

Date:

The Chief/ Branch Manager, \*

**Subject : Invocation of Bank Guarantee No.....dated.....for  
Rs..... Valid upto.....**

Dear Sir,

AAI hereby notify to immediately encash the following Bank Guarantee and its extension thereof issued by your bank in favour of Airports Authority of India (AAI) on account of M/s..... towards Contract No..... dated..... awarded by AAI.

Bank Guarantee No.	Bank Guarantee Date	Bank Guarantee Amount (INR)	Validity Period	Sl. No. of Letter

The Original Bank letter with Sl. No..... along with the Original Bank Guarantee and extension thereof areis enclosed for encashment.

The proceeds of Rs..... be credited to the AAI current account as per details given below :

Beneficiary Account Name : Airports Authority of India  
Bank Name :  
Branch :  
Branch Code :  
Bank Account No.  
IFSC Code  
SWIFT Code

Kindly acknowledge receipt of this letter.

Please treat this matter as Most Urgent.

Thanking You,

Yours faithfully,

For and on behalf of  
Airports Authority of India

\*To be addressed to Branch of Bank issuing B.G.  
CC: Bank's Head Office

PROFORMA FOR INVOCATION OF BANK GUARANTEE ( IN FOREIGN CURRENCY)

Date:

The Chief/ Branch Manager, \*

Subject : Invocation of Bank Guarantee No.....dated.....for  
..... Valid up to.....

Dear Sir,

AAI hereby notify to immediately encash the following Bank Guarantee and its extension thereof issued by your bank in favour of Airports Authority of India (AAI) on account of M/s..... towards Contract No..... dated..... awarded by AAI.

Bank Guarantee No.	Bank Guarantee Date	Bank Guarantee Amount (IN USD/SGD/CAD/EURO/GBP ETC.)	Validity Period	Sl. No. of Letter

The Original Bank letter with Sl. No..... along with the Original Bank Guarantee and extension thereof is enclosed for encashment.

The encashment proceeds of the bank guarantee may be credited in USD to the AAI EEFC BANK ACCOUNT as per details given below ;

Beneficiary Account Name : Airports Authority of India

Beneficiary Bank Name :

Branch :

Branch Code :

Bank Account No.

IFSC Code

Nostro bank details of the Beneficiary bank

SWIFT Code:

Correspondence Bank Name:

Correspondent Account Number:

Kindly acknowledge receipt of this letter.

Please treat this matter as Most Urgent.

Thanking You,

Yours faithfully,

For and on behalf of  
Airports Authority of India

\*To be addressed to Branch of Bank issuing B.G.

CC. Bank's Head Office