CDSL/OPS/DP/POLCY/4664 **August 27, 2014**

DELIVERY INSTRUCTION SLIP (DIS) ISSUANCE AND TRANSACTION PROCESSING

DPs are advised to refer and comply with the requirements stated in the below mentioned CDSL Communiqués and SEBI circulars regarding Delivery Instruction Slip (DIS) Issuance and Processing.

- **CDSL/OPS/DP/POLCY/4166** dated January 08, 2014
- **CDSL/OPS/DP/ POLCY/4488** dated June 09, 2014
- **CDSL/OPS/DP/POLCY/4527** dated June 25, 2014
- **CDSL/OPS/DP/POLCY/4558 dated July 04, 2014**
- **SEBI Circular** no**. CIR/MRD/DP/01/2014** dated January 07, 2014
- **SEBI Circular no.CIR/MRD/DP/ 22 /2014** dated July 04, 2014.

In view of the requests for clarifications received from DPs, we wish to reiterate and clarify as follows:-

1. DPs should ensure that details of DIS issued to BOs on or after October 01, 2014 are entered (online /upload) in CDSL system. All such DIS should comply with the standardization requirements as specified in CDSL circular **CDSL/OPS/DP/ POLCY/4488** dated June 09, 2014 (hereinafter referred as new DIS).

2. Usage of old DIS during transit period
    a. If new DIS is issued to any BO on or after October 01, 2014 then old DIS can be accepted by the DP till one month from the date of issuance of new DIS for that BO. During such transit period, the DP can enter transactions for such BO in CDSL system without entry of DIS serial number. Issuance of a loose DIS will not be considered as issuance of new DIS booklet for this purpose.
    b. While issuing new DIS, the DP shall intimate the BO that old DIS cannot be used by the BO after the new DIS is received.
    c. Usage of old DIS during transit period is allowed only when the new DIS booklet is being issued to the BO for the first time and the same will not be applicable for second issuance of new DIS booklet.
    d. The DP will not accept old DIS from the BO if DP has received any instruction from the BO using the new DIS (even if the period of one month from the issue of new DIS has not elapsed).
3. Entry of DIS serial no is applicable for transactions like BO obligation confirmation (BOC), On-Market (where source and/or target ID is clearing member [CM]), Early pay in, off-

market (BO to BO), and inter-depository transfers. It is not applicable for transactions like pledge, demat, remat and freeze.

4. If DP has issued a DIS booklet to a POA ID and transaction is entered based on a DIS issued to the POA ID then, while entering the transaction (online/Upload) DP has to enter the Master POA ID of the POA Holder. The instruction will be processed by CDSL system based on POA ID only if all the holders of the BO account being debited are linked to that particular POA ID. In case POA ID is not mentioned then DIS serial no will be validated based on DIS issued to BOID.
5. DPs should ensure that the issuance details of new DIS are captured in the CDSL System before entering transactions (online) received using such DIS issued on or after October 01, 2014 in the CDSL System.
6. A new feature has been introduced in Common upload wherein if DIS issuance details and transactions (where DIS serial number is applicable) exist in the same file, CDAS will first process the DIS issuance records and then consider other transactions for processing.
7. SEBI has specified that same DIS shall not be used for giving market related instructions (i.e.on market, BOC, early pay-in) and off-market related instructions. All inter-depository transactions for this purpose will be treated as off market transactions and should not be clubbed with on market transactions in same DIS.
8. The alpha characters forming part of the DIS serial number field in CDSL system are not case sensitive.
9. Modification of transactions entered /uploaded based on new DIS :

   a) In case of transaction received using new DIS issued to BOs, BO ID and DIS serial no. of the transaction will not be modifiable. There is no change with respect to modifications of other fields.

   b) In case of transactions received using new DIS issued to a POA ID, POA ID and DIS serial no of the transaction will not be modifiable. BO ID can be modified only if such POA ID is linked to such modified BO ID.

   c) In case of modification of execution date, the DP should ensure that the same is modified for all transactions having the same DIS serial number. If any one of the transactions having same DIS serial number is already executed then modification of execution date for any other transaction will not be allowed in CDSL system.
10. If any instruction is uploaded with “transaction electronic flag” (electronic DIS flag) as ‘Y’ and DIS serial number field is also having value, such transaction will be rejected at the time of upload. If an instruction is uploaded for a BO who has not been issued the new DIS booklet with electronic DIS flag as ‘N’ and DIS serial number field having value, such transaction will be accepted for processing, provided the said DIS serial number has not been issued to any other BO ID.

11. If any instruction is entered/uploaded based on court or statutory order where no delivery instruction slip is available, the DP should enter the DIS no. as 'STOR999999999999' and execute the instruction.
12. If any instruction is entered/uploaded based on CDSL's instruction towards reversal of the erroneous transfer where no delivery instruction slip is available, the DP should enter the DIS no. as 'RVET999999999999' and execute the instruction.
13. It is not mandatory to print Physical DIS with serial no of 12 digits. The same is mandatory only while it is entered/uploaded in CDSL system. In case of a serial number with less than 12 numeric characters, the same should be left padded with zeroes to make it of 12 numeric characters before uploading the details on CDSL system.
14. After 2 years from the date of SEBI circular i.e. with effect from January 07, 2016, all transfer instructions will mandatorily require entry of DIS serial number which will be validated with issuance details captured in CDSL system.
15. Details of DIS issued after January 07, 2014 can be entered in the CDSL system (if desired by the DP) provided DIS is as per standardized format. All validations pertaining to DIS will be applied thereafter.
16. This facility regarding entry of DIS issuance and transaction processing in the CDSL system is scheduled for release on **Friday, September 26, 2014**.

DPs are advised to note that after the release, transactions will be validated against DIS serial number only if DIS issuance details are entered in CDAS (subject to validations mentioned in above mentioned points).

DPs may further note that the file formats for common upload (refer CDSL Communiqué no. **CDSL/OPS/DP/POLCY/4527** dated June 25, 2014) will be applicable after the release on September 26, 2014. Hence, DPs will have to mandatorily include "Transaction electronic flag" in the upload file.

DPU3 Report.

The DPU3 Report will provide information about DIS Issued / Lost-Misplaced /Cancelled /Used DIS for the business date. This report will be available online as well as at EOD and SOD. Please find enclosed the updated format of DPU3 report as **Annexure-A.**

New field i.e. "**DIS Activation Date**". has been introduced to denote the date from which the DIS validation will be initiated in CDAS **E.g.** If new DIS (first time issuance in the CDSL system) is issued to a BO with Issuance Date as October 03, 2014, then the DIS Activation Date will be November 3, 2014 and old DIS can be accepted by the DP till November 2, 2014 i.e. before DIS Activation Date. If any transaction has been setup with a new DIS for the said BO on October 14,

2014, then the DIS Activation Date will change immediately to October 14, 2014 and will be available in Online as well as EOD report.

Error codes for DIS Issuance and Processing

The list of new error codes with description is enclosed as **Annexure-B**.

DPs are advised to incorporate necessary changes in their backoffice.

Queries regarding this communiqué may be addressed to:

CDSL – Settlement Desk on (022) 2272-8611, 2272-8573, 22728635, 2272-8612, 2272-8421, 2272-2008, or 2272-1262. Emails may be sent to: operations@cdslindia.com.

CDSL – Helpdesk on (022) 2272-8642, 2272-8427, 2272-8624, 2272-8693, 2272-8639, 2272-1261, or 2272-2075. Emails may be sent to: helpdesk@cdslindia.com.

Nayana Mandar Ovalekar

Digitally signed by Nayana Mandar Ovalekar
DN: c=IN, o=Central Depository Services India Limited, postalCode=400001, st=Maharashtra, serialNumber=96cedf504232ae5ff7ccb1f5909a3c0d90f0808b855796d8e9875cba284ced6d, cn=Nayana Mandar Ovalekar
Date: 2014.08.27 17:37:49 +05'30'

Nayana Ovalekar
Senior Vice President – Operations

Report Documentation

Report ID : DPU3

Report Description : EOD & SOD/Online report for BO-DIS Details Combination in CDAS

Module : SETTLEMENT

Naming convention :

SERIAL NO	REPORT	REPORT NAME
1	ONLINE DPU3	38DPU3**UO.**<EVENT NO>.DDMMYYYYHHMMSS
2	DPU3 GENERATED IN EOD	38DPU3**UE.**DDMMYYYYHHMMSS
3	***DPU3 GENERATED IN SOD***	***38DPU3US.DDMMYYYYHHMMSS***

Report Format : Tilde Separated

DATA FIELD	DATA TYPE	LENGTH	REMARKS
DP ID	NUMBER	6	
DELIVERY INSTRUCTION SLIP STATUS	CHAR	1	See Table below
BO ID / POA ID	CHAR	16	
DIS ISSUED TO ENTITY	CHAR	1	B FOR BO P FOR POA
DIS NUMBER	CHAR	16	
DIS ISSUE DATE	CHAR	8	
DIS ISSUE TYPE	CHAR	1	N = NORMAL L = LOOSE O = OTHERS #
ISSUED FLAG	CHAR	1	Y = ISSUED N = NOT ISSUED
DIS SETUP FINANCIAL YEAR	CHAR	9	
DIS BOOKLET NUMBER	CHAR	16	
TRANSACTION INITIATION FLAG	NUMBER	2	1 = DP INITIATED 2 = BO INITIATED
DIS SETUP DATE	CHAR	8	BUSINESS DATE
DIS SETUP SYSTEM DATE	CHAR	14	SYSTEM DATE
DIS CANCEL DATE	CHAR	8	BUSINESS DATE
DIS CANCEL TYPE	NUMBER	2	
DIS CANCEL SYSTEM DATE	CHAR	14	SYSTEM DATE
DIS ACTIVATION DATE	**CHAR**	**8**	
MAKER OPERATOR ID	CHAR	12	
CHECKER OPERATOR ID	CHAR	12	
VERIFIER OPERATOR ID	CHAR	12	
ONMARKET / OFFMARKET FLAG	NUMBER	2	DIS USED FOR TRANSACTION TYPE 1 = OFFMARKET 2 = ONMARKET

DIS CLOSE DATE	CHAR	8	
ERROR CODE	CHAR	9	
REMARKS	CHAR	100	

Footer : Tilde separated (One empty Line between Detail record and footer)

DATA FIELD	DATA TYPE	LENGTH
TOTAL NUMBER OF LINES WITHIN REPORT	NUMBER	12
BUSINESS DATE	CHAR	11
SYSTEM DATE AND TIME	CHAR	24

List of Delivery Instruction Slip Status

STATUS	DESCRIPTION
A	DIS Used in a Transaction (On-market/Off-market)
C	DIS Closed in EOD
D	Deleted By Maker (Setup/Cancel/Revoke)
I	Inactive DIS Due TO BO Closure in EOD
J	Revoke DIS Issuance Cancellation By Checker
K	DIS Cancellation By Maker-Lost, Misplace etc
L	DIS Cancellation Approved By Checker
M	DIS Issuance Setup by Maker
P	DIS Pending For Activation
R	Rejected by Checker/Verifier(Setup/Cancel/Revoke)
S	DIS Issuance Setup Approved by Checker **
V	Revoke DIS Issuance Cancellation By Maker

** If revoke DIS Issuance cancellation is approved by verifier then the status of DIS will be updated to “setup’ i.e. ‘S’.

If DP enters DIS serial number in transaction where DIS issuance details are not present in CDSL system for that BO ID / POA ID. Such DIS serial numbers will be stored in Issuance table with Issuance type as “O” (i.e. others).

SR. NO.	ERROR CODES	ERROR CODE DESCRIPTION
1	CMN6109-F	DIS Details Is Not Required For This Transaction As Electronic Flag is Y
2	CMN6110-F	Maker And Checker Operator Id Is Mandatory For This Transaction
3	CMN6111-F	Maker ,Checker And Verifier Operator Id Should be Different From Each Other
4	CMN6112-F	DIS Issuance Details Already Present For This BO Id In CDAS, So Please Enter DIS Details For This Transaction
5	CMN6113-F	DIS Issuance Details Already Present For This POA Id In CDAS, So Please Enter DIS Details For This Transaction
6	CMN6114-F	Specified DIS-DPID Combination Has Been Already Issued To Other BO Id Or POA Id In CDAS
7	CMN6115-F	DIS Not In Pending, Active Or Setup Status
8	CMN6116-F	This DIS Can Be Used Only For Offmarket Transaction
9	CMN6117-F	This DIS Can Be Used Only For Onmarket Transaction
10	CMN6118-F	The DIS-Transaction Execution Date Combination Is Not Matching With The Execution Date Of This Transaction
11	CMN6119-F	The DIS-Transaction Setup Date Combination Is Not Matching With The Setup Date Of This Transaction
12	CMN6120-F	DIS Used In This Transaction Is Not Valid
13	CMN6121-F	Active BO And POA Master Link Does Not Exist In CDAS
14	CMN6122-F	BO POA Link Is Not Proper With Joint Holders
15	CMN6123-F	POA Id And DIS Exact Match Not Found
16	CMN6124-F	BO Id and DIS Exact Match Not Found
17	CMN6125-F	DIS Is Either Cancelled Or Inactive Or Closed
18	DIS0001-F	DIS Transaction Type Is Not Valid
19	DIS0002-F	DIS Operator Id Is Not Valid
20	DIS0003-F	DIS BO Id Is Not Valid
21	DIS0004-F	DIS Alpha Part Is Not Valid
22	DIS0005-F	DIS Issue Entity Is Not Valid
23	DIS0006-F	DIS Issue Flag Is Not Valid
24	DIS0007-F	DIS Issue Type Is Not Valid
25	DIS0008-F	DIS BO Id Is Not Active

SR. NO.	ERROR CODES	ERROR CODE DESCRIPTION
26	DIS0009-F	DIS BO Id Is Not Active
27	SEM9382-F	DIS Transaction Type Is Not Valid
28	SEM9383-F	DIS Depository Id Is Not Valid
29	SEM9384-F	DIS BO Id Is Not Valid
30	SEM9385-F	DIS Alpha Part Is Not Valid
31	SEM9386-F	DIS Issue Entity Is Not Valid
32	SEM9387-F	DIS Issue Flag Is Not Valid
33	SEM9388-F	DIS Issue Type Is Not Valid
34	SEM9389-F	DIS BO Id Is Not Active
35	SEM9390-F	DIS From Range Is Not Valid
36	SEM9391-F	DIS To Range Is Not Valid
37	SEM9392-F	DIS No Of Leaves Are Not Valid
38	SEM9393-F	DIS Issue/Cancellation Date Is Not Valid
39	SEM9394-F	DIS Issue Type Is Not Valid
40	SEM9395-F	DIS Cancel Type Is Not Valid
41	SEM9396-F	DIS Transaction Initiation Flag Is Not Valid
42	SEM9397-F	For Issue Entity P, POA Id Should Be Given
43	SEM9398-F	Serial Number From Should Not Be Greater Than Serial Number To
44	SEM9399-F	DIS No Of Leaves Are Not Valid
45	SEM9400-F	DIS POA Id Is Not Active
46	SEM9401-F	DIS Issuance Flag Should Be Y
47	SEM9402-F	DIS Issuance/Cancel Date Cannot Be Future Date
48	SEM9403-F	DIS Issuance Type Is Mandatory For DIS Issuance
49	SEM9404-F	DIS BO Initiaion Is Not Valid
50	SEM9405-F	DIS DP Initiaion Is Not Valid

SR. NO.	ERROR CODES	ERROR CODE DESCRIPTION
51	SEM9406-F	DIS Range Is Already Setup
52	SEM9407-F	DIS Range Is Not Present As Setup / All or Some Of DIS Range Is Already Cancelled Or Deleted
53	SEM9408-F	BO DP Id Is Not Active
54	SEM9409-F	BO Not Permited For This Operation
55	SEM9410-F	Limit Of Loose Slip Allowed For BO In Financial Year Is Over
56	SEM9411-F	For Issue Type Loose, From And To Should Be Same
57	SEM9412-F	DIS Status Is Not Valid
58	SEM9413-F	Invalid DIS Setup By Maker
59	SEM9414-F	Invalid DIS Cancellation By Maker
60	SEM9415-F	Invalid DIS Cancellation By Checker
61	SEM9416-F	Invalid Revoke Cancellation By Maker
62	SEM9417-F	Invalid Revoke Cancellation By Checker
63	SEM9418-F	Invalid Revoke Cancellation By Verifier
64	SEM9419-F	Invalid DIS Status For Delete Setup By Maker
65	SEM9420-F	Invalid DIS Status For Delete Lost\Misplaced Setup By Maker
66	SEM9421-F	Invalid DIS Status For Delete Cancellation Of Lost \Misplaced Setup By Maker
67	SEM9422-F	Cancellation of Lost/Misplaced DIS Initiated By BO Is Not Allowed
68	SEM9423-F	Lost/Misplaced Cancellation Maker Already Exists For Given Criteria
69	SEM9424-F	DIS Number Or Range Already Issued
70	SEM9425-F	Lost/Misplaced DIS Does Not Exist For Given Criteria
71	SEM9426-F	DIS Number/Range Does Not Exist
72	SEM9427-F	DIS Number/Range Not Present In Checker Stage
73	SEM9428-F	Lost/Misplaced Cancellation Checker Already Exists For Given Criteria
74	SEM9429-F	Verifier Operator Id should Not Be Same As Maker/Checker Operator Id
75	SEM9430-F	One Or All Of The DIS Has Crossed Cancellation Of Lost/Misplaced Time Limit

SR. NO.	ERROR CODES	ERROR CODE DESCRIPTION
76	SEM9434-F	For Issuance Flag N ,BO ID Should Not be Present in Record
77	SEM9434-I	Please Ensure To Modify Execution Date Of Other Transaction Under Same DIS, If Any
78	SEM9435-F	For Issuance Flag N ,DIS Issue Entity Should Not be Present in Record
79	SEM9436-F	For Issuance Flag N ,Transaction Should be BO Initiated
80	SEM9437-F	DIS Cannot Be Setup As Lost/Misplaced With Issuance Flag N As Similar DIS Is Already Present
81	UPL9251-F	Transaction Electronic Flag Value Is Greater Than 1 Character
82	UPL9253-F	Maker Operator Id Value Should Be Less Than Or Equal To 12 Characters
83	UPL9254-F	Checker Operator Id Value Should Be Less Than Or Equal To 12 Characters
84	UPL9255-F	Verifier Operator Id Value Should Be Less Than Or Equal To 12 Characters
85	UPL9256-F	Transaction Electronic Flag Not Present In Record
86	UPL9257-F	DIS Not Present In Record
87	UPL9258-F	Maker Operator Id Not Present In Record
88	UPL9259-F	Checker Operator Id Not Present In Record
89	UPL9260-F	DIS Number Less Than 12 digits
90	UPL9261-F	Invalid DIS Alpha Part
91	UPL9262-F	Invalid DIS Numeric Part
92	UPL9263-F	Invalid Maker Operator Id
93	UPL9264-F	Invalid Checker Operator Id
94	UPL9265-F	Invalid Verifier Operator Id
95	UPL9266-F	Invalid Transaction Electronic Flag
96	UPL9267-F	DIS Not Found For Given BO Id
97	UPL9268-F	DIS Cannot Be Used
98	UPL9269-F	For Issue Entity B, BO Id Should Be Given
99	UPL9271-F	DIS Already Present In Cancellation Maker Stage
100	UPL9272-F	DIS Not Present In Cancellation Checker Accept Stage

SR. NO.	ERROR CODES	ERROR CODE DESCRIPTION
101	UPL9273-F	DIS Not Present In Cancellation Checker Reject Stage
102	UPL9274-F	Transaction Identifier Flag Is Not Valid
103	UPL9275-F	Transaction Code Is Not Valid
104	UPL9276-F	Issue Date Should Be Business Date If Issue Type Is Loose
105	UPL9277-F	DIS Transaction Type Cannot Be Blank
106	UPL9278-F	Depo Id Cannot Be Blank
107	UPL9279-F	DIS From Range Cannot Be Blank
108	UPL9280-F	DIS To Range Cannot Be Blank
109	UPL9281-F	DIS No Of Leaves Cannot Be Blank
110	UPL9282-F	Issued Flag Cannot Be Blank
111	UPL9283-F	DIS Date Of Issuance/Cancellation Cannot Be Blank
112	UPL9284-F	DIS Issuance Transaction Initiation Flag Cannot Be Blank
113	UPL9285-F	DIS Transaction Type Is Not Numeric
114	UPL9286-F	DIS Transaction Type Greater Than 2 Digits
115	UPL9287-F	DIS Issue Entity Greater Than 1 Character
116	UPL9288-F	DIS Alpha Part Greater Than 4 Characters
117	UPL9289-F	DIS From Range Is Not Numeric
118	UPL9290-F	DIS From Range Greater Than 12 Digits
119	UPL9291-F	DIS To Range Is Not Numeric
120	UPL9292-F	DIS To Range Length Greater Than 12 Digits
121	UPL9293-F	DIS Issue Type Greater Than 1 Character
122	UPL9294-F	DIS Issuance Flag Greater Than1 Character
123	UPL9295-F	DIS No Of Leaves Greater Than 3 character
124	UPL9296-F	DIS Number Is Greater Than 16 Characters
125	UPL9297-F	DIS No Of Leaves Exceeds The Maximum Limit

SR. NO.	ERROR CODES	ERROR CODE DESCRIPTION
126	UPL9298-F	For Accept/Reject DIS Status Should Be DIS Issuance Setup by Maker
127	UPL9299-F	Mismatch In Issue Type For Cancellation Criteria for Given Range
128	UPL9300-F	DIS Transaction Type Cannot Be Blank
129	UPL9301-F	Depository Value Greater Than 2 Digits
130	UPL9302-F	Issued Entity Is Blank
131	UPL9303-F	BO ID Is Not Mandatory If Issued Flag Is N
132	UPL9304-F	DIS Issue Type Cannot Be Blank
133	UPL9305-F	For Issuance Flag "N" Issue Entity Should Be Blank
134	UPL9306-F	POA Id Is Greater Than 16 Character
135	UPL9311-F	Invalid POA Id
136	UPL9312-F	For Transaction Electronic Flag Y DIS Should Not Be Present
137	UPL9313-F	Maker And Checker Operator Id Are Same
138	UPL9314-F	Maker And Verifier Operator Id are same
139	UPL9315-F	DIS Cannot Be Blank If Transaction Electronic Flag Is N
140	UPL9316-F	POA Id and DIS Exact match not found
141	UPL9317-F	BO Id and DIS Exact match not found
142	UPL9342-F	DIS Issuance Cannot be Allowed for This Date