Dear All

Kindly cover the following imp points in your reports for November 2014 :

1. revenue checking & leakage reporting - atleast Rs. 50000 – manual items – wrong entry of roi in master, fd od limit interest on loan to be changed manually, inspection charges, penal int on stock statement, penal int on quarterly st not + CA certified, penal int on sanction conditions not satisfied, processing charges, renewal charges, duplicate atm card charges, others as per list of allhabad bank. If concessional roi period has expired, it shall have to be changed manually after exipiry of such period. Generate report on NIL roi.

2. reporting on pendencies in fresh advances as per list of BOB – proper security papers and income papers & disbursement docs.

3. reporting on  npa checking and attach list of potential NPA + exising NPA – SARFAESI Procedure pending

4.  ekyc in new accounts opened under Jan Dhan Scheme not done + disposal of rupay card.

[E kyc means thumb impression of the account opener should be tallied with aadhar data] - This process is not done by most of the branches. Normal KYC pending in other accounts – from list received from RO.

5. Following registers not prepared -  renewal register + security register + CTS cheque register + insurance register + stock audit register, LAD, DP

6. Master check for all existing advances for rate of interest & feeding of full details for purpose of KYC.

7. In all existing advances, check compliance of sanction terms and receipt of annual financials on review / renewal. If sanction conditions not satisfied or financials not taken, charge penal interest

8. All CC and term loan accts – annual review / renewal not done and if done, latest financials not taken. If review/renewal pending, show reasons and processing fees to be debited on due date.

9. In new sanctions, promoters contribution as per sanction terms not brought in or CA certificate for the same not taken on record

10. For asset purchases, direct disbursement to vendor not done, charge creation not done, CERSAI pending and lawyers vetting report for proper charge pending

11. Report on pending compliances in latest RBIA and previous concurrent audit reports

12. Monthly meeting with customers not done

13. In CC limits, stock statements not coming, or coming late or coming with incomplete details of stock, debtors and creditors, and quarterly stock statements not CA certified – charge penal interest + date of receiving missing on stock statement. Book debt statement should not have balance o/s from associate concerns. Compare value of stock and book debt on 31/03/14 with audited BS. If fraud found in value of stock and book debts, send flash report immediately.

14. All serious irregularities pending from last reports to be shown under persisting irregularities

15 Compulsory unit visit – atleast 3 units a month + REPORT NAMES IN MONTHLY REPORT

16 Report on mistakes in valuation report and legal report

17. Exceptional reports and sensitive transactions report and GL, PL & supplementary reports not verified by BM on daily basis

18. Flash report to be given immediately of frauds. However, no flash report required if action already taken by branch

19. Surprise cash verification not done

20. For all BG expired, proper entry to be passed in books

21 In all CC accounts, healthy business transaction should appear

22. Very detailed monitoring of top 5 large advances of the branch – pending sanction conditions, poor turnover, operation of a/c, stock statement, other problems etc.

23.. NPA properly marked on not – CC limit – overdrawn or no credit or credit below interest amount for over 90 days, term loan – interest or instalment pending for over 90 days, L/C or BG – invoked and pending for over 90 days, other advances – out of order for over 90 days. & NPA recovery

24. Report on monthly meeting of customers, its outcome and statisfaction / compliant of customers from visitor book

25. Compliance of latest RBIA

26 . V imp – strict restrictions on debit in income accounts and credit in expense accounts – no reversals should be done without approval of RO, especially interest earned, interest paid, repairs and maintenance and sundry charges.

27. LAD renewal pending, CC limit renewal pending, TL review pending, ROC search once a year, valuation report once in 3 yrs.

28 . Mismatch in data in ascrom v/s finacle.

29. All stock audit report and valuation reports to be studied- cases of overvaluation

30. Proper TDS deduction

31. Proper working of ATM

32. Verificaiton of staff account – check credits in staff acct for frauds.

33. All KYC to be CA certified

34. No signed blank cheques to be kept as pdcs

34. All concessions in roi are valid only for 1 year, hence revenue leakage.

35. All restructured accounts to be marked NPA from F Y 15-16 after specific guidelines are released by rbi.

36.All points from HO Inspection report to be reported

37. statutory compliances like E tds returns, tds certificate download and send to party, 15G filing etc

38. Very extreme reporting in persisting irregularities in old advances

39. Inform RO if report shall get delayed due to any reason

40. Generate all useful reports from finacle as per commands list available and take support from RO or mapped internal auditor wherever needed

41. Strong reporting on Zero Tolerance areas – 12 points

42 All security forms to be compulsorily entered in finacle – fdr receipts, dd books etc.

43 All adhoc limits must have proper approval and to be reported to ro

44. No account should turn into technical npa – non renewal, non submission of stock statement,etc

45. LAD due date, insurance renewal due date and a/c renewal due date to be updated in system

46. All insurance policies to be carefully studied – validity, bank clause, all types of risk to be covered like fire, earthquake, burglary.

47. Inspection charges to be recovered in all accts every six months

KINDLY MAKE SURE ALL THE ABOVE POINTS ARE COVERED IN MONTHLY REPORT. EVERY REPORT TO BE COMPLETED AND SUBMITTED BEFORE 5TH OF NEXT MONTH