

All India Indian Bank Officers' Association

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Internal Circulation

April 2023

AIIBOA Presidents and General Secretaries Meet held at Guwahati on 07.04.2023



AIIBOA conducted its Presidents and General Secretaries Meeting on 07.04.2023 at Guwahati. President Com. Ram Nath Shukla presided over the meeting.

Com. R Sekaran, Secretary General, has been felicitated for being coopted as Working President of AIBOC in the AIBOC EC Meeting at Kolkata.

The House observed a two-minute silence for the comrades who left us during this period. Com R Sekaran informed the House on the Industry level issues related

to Five day work week, Mandate for wage Revision, Update of Pension, Stagnation increments, Removal of anomaly in LFC, Medical Aid-2017, Grid Holidays and Tax on NPS of 4% contributed by the Management. He also narrated the issues related to our Bank, namely, the present Promotion Process, PMS, Transfer Process, the ensuing recruitment of officers, Mandatory leave, Career Path updation, Correspondences with the Management on not to call officers on holidays, remote monitoring of branches and need to review



Com R Sekaran, Secretary General, AIIBOA has been coopted as Working President of AIBOC by the Executive Committee, AIBOC at Kolkata on 06.04.2023



of Suspensions etc. He also touched upon the activities carried out by our Federal Units.

The Presidents & General Secretaries deliberated on the following points. Initially, the House appreciated the IBOA Eastern Zone unit for

grandly conducting this meeting and their touching hospitality.

- ❖ Current Transfer Process. Uniformity in observing the number of years for eligibility while issuing the orders.
- ❖ Long pending issues of enhancement in the leased accommodation, prepaid mobile reimbursement, Fuel reimbursement etc
- ❖ 15 days halting allowance should be sanctioned for Officers on Transfer.
- ❖ Discontinuance of Closed User Groups SIM cards to enable the Branch Manager to claim eligible mobile recharge reimbursement.
- ❖ Some Field Vigilance Unit Officers prepare the report in a fault-finding way, which will hamper the Bank's business.
- ❖ Discontinuance of CCTV remote monitoring
- ❖ Immediate review of long pending suspension and change in approach while invoking the suspensions.



- ❖ In line with central govt employees, those officers whose recruitment process started before 01 04 2010 should be brought under Old Pension Scheme.
- ❖ Increment sanction for many officers is pending.
- ❖ Issues in PMS
- ❖ Incentives like holiday trips and meetings at party halls by Insurance companies should be discouraged by Bank.



- ❖ Conducting Interviews on Holidays should have been avoided.
- ❖ Even officers the age of 55 years were designated as DBCs.
- ❖ Calling Officers on Holidays should be avoided to ensure work-life balance.
- ❖ Bank not sanctioning the flight fare for a child up to 5 years of age in LFC.
- ❖ Even for SHL disbursement credit, OSM alerts are being generated.
- ❖ Bank removed branch guards from some of the Branches in the Bhopal Zone.
- ❖ Due to more campaigns and pressure, it was 12 campaigns some days, and officers were forced to manipulate the daily targets. Absolutely no coordination exists among the Departments at the Corporate office to regulate or avoid overlapping campaigns. Some of the Top performers have



been achieving the target by compromising the laid down systems and procedures.

❖ This year too, CO HRM should send SOP on Transfers to all FGMOs.

❖ Ever-increasing work pressure for the officers leads to the dilution of Bank guidelines.

❖ Training centres should not conduct Training programmes through VCs for compliance. The purpose of training itself is defeated by conducting training through VCs.

❖ Officers could not claim the furniture reimbursement for a month since HR Connect was not activated for claiming the reimbursement.

Com. R Sekaran, Secretary-General, appreciated the deliberations and welcomed the feedback/suggestions on various issues confronting the Bank and the Officers. He assured the House that Association would take up the matters with the respective Department. He also explained the background of the discussed issues and steps taken by the Association and assured to take up the matters referred to in the deliberations for resolution.

Com B K Keshava proposed a vote of thanks.

After transacting the listed items, the meeting was concluded with the President thanking members for their cooperation.



Preventive Vigilance

ADVANCES GENERAL PROCESSING :

Do's :

- ❖ Keep a check list of required forms / documents / particulars to be obtained from the prospective borrowers and give them a copy of the same to enable them to produce all the required data at the time of submission of the loan application.
- ❖ On receipt of the same, acknowledge and enter in the loan applications received & disposed register. Also enter all applications in LAPS (Loan Automation Process System).
- ❖ Give them a definite date and time when they should approach you again to enquire about the fate of the application. Stick to the time schedule for disposal of applications – i.e. 2 weeks for advance up to Rs. 5 lacs (for MSE) and so on. Refer to guidelines/BCSBI code.

- ❖ Scrutinize the papers along with the application and in case you need any clarification / further documents, note down all of them and inform the applicant to submit them in one lot.

Don'ts

- ❖ Don't make the applicant run around number of times.
- ❖ Don't depend on the consultants to furnish the required data. Instead, keep in touch with the applicants to elicit the required information.
- ❖ Do not depend on CAs/ Intermediaries for credit proposals.
- ❖ Do not sanction loans with third party collaterals / open plots / mortgage by GPA Holder – without ZO approval.
- ❖ Do not hand over original documents to Panel Advocate or Engineer through the borrower himself.

It should be sent to them and received from them through branch officials only. Verification of LSR should be done and confirm no encumbrances over the property.

DOCUMENTS

Do's :

- ❖ Ensure that the KYC Formalities are completed.
- ❖ CIBIL Reports of borrowers/guarantors/firms are to be obtained and scrutinized. Wherever delinquencies found in the CIBIL reports, get clarification from the borrower/guarantor/firm and same were to be recorded in the Appraisal Note.
- ❖ If the applicant is a Company, obtain a copy of certificate of incorporation, the Memorandum and Articles of Association, Copy of Resolution passed by the Board of Directors, Certificate of Commencement of Business (in case of public limited companies) and verify them thoroughly to know about the objectives of the company, place of Registered office, borrowing powers of the company, authorized persons to sign the documents, affixation of common seal of the company, etc.
- ❖ Conduct a thorough search in the office of the Registrar of companies to know about the previous borrowings of the company, and subsisting charges. The details can be verified at www.mca.gov.in. (Company Master Data under MCA Services menu).
- ❖ If the applicant is partnership firms obtain a copy of the Partnership Deed and partnership letter. Partnership Deed to be registered with the registrar of firms before sanction of loans.
- ❖ If the applicant is a trust, obtain a copy of the Trust Deed and also a copy of the Resolution passed by the Trustees, and bye-laws of the trust.
- ❖ If the applicant is a Society, obtain a copy of the Bye-laws of the Society and a copy of the Resolution passed by the Board of Directors and authorized signatories are to be properly updated in CBS.
- ❖ Do follow the KYC (Know Your Customer) norms in respect of all the above cases. Utilize the services of Due Diligence Agencies wherever possible to obtain Due diligence report on borrower's / firm's KYC, Financials, ITR Returns etc obtained.
- ❖ If any property is offered as security, obtain all the original documents and submit the same to the Bank's approved legal advisor for Legal Scrutiny Report (LSR), to know about the genuineness of the documents, ownership, transferability and marketability of the properties in the question. Legal Scrutiny Report to be obtained in Bank's latest format only. Carefully see the list of documents mentioned in LSR for creation of valid EM/Extension EM/MOD/Supplementary MOD.
- ❖ After obtention of LSR, obtain Valuation Report from the Bank's approved Engineer/ Valuer and critically examine the same. Before doing valuation please provide FMB map or DTCP approved layout of the property from the borrower or from concerned authorities. Verify the valuation of property given in EVR from prevailing rates and do not accept inflated/artificially bloated figure. Try to locate the property by visiting the same without anyone help and made discreet inquiries with the neighbours and ascertain the owner/value of the properties. Prepare the property inspection report by recording the discreet enquiries made with the people with photographs. The property should be easily identifiable with proper demarcation. Boundaries reported LSR and EVR should be identical and the same should be confirmed during inspection of the property. Geo tagging of the property to be done and location of the property details to be filed with loan documents.

- ❖ Obtain Search Reports from Bank's approved Company Secretaries and carefully verify them for existing charges, if any.

Don'ts :

- ❖ Do not proceed with processing of the loan application unless you have verified the above documents and are satisfied about the genuineness of the applicant, guarantors, and the securities offered.
- ❖ Do not read only the last para of the Legal Scrutiny Report and create the equitable mortgage, instead read thoroughly the entire legal opinion and if there are any flaws / conditions mentioned in the opinion, arrange for abstention and rectification of the flaws and then only accept the property as security and consider for sanction of loan.

PRE-SANCTION INSPECTION

- ❖ Visit the Business Premises of the company / firm, Registered Office if situated elsewhere other than the factory premises, the Promoter's / Director's residencies, guarantor's residencies, and also the properties offered as security and make enquiries about the genuineness of the ownership and prepare a rough sketch indicating the nearest landmark and file same along with the application for future reference. Description and boundaries of the property is a must.
- ❖ Make a note in the Original Application - the date, time and your observations of the presanction inspection, which is very important.
- ❖ Prepare a visit / inspection report and submit the same to your immediate senior and after his verification file the same along with the original application.
- ❖ Due diligence of the documents submitted by the borrower on KYC, Financials, etc to be done

through agencies approved by our Bank and ensure the positive report of the KYC, Financials etc of borrower/guarantor/firm before sanction of the loan. Branches can conduct the due diligence of the borrower/guarantor/firm on their own by following the extent guidelines wherever Due Diligence agencies are not available. Carefully verify the title deeds of properties, along with the legal opinion and approved valuer's report.

- ❖ Enquire in the neighbourhood about the applicant, guarantors, etc and record the particulars.
- ❖ Verify whether all the licenses required for doing the business are obtained by the applicant (viz, MSME/Udyog Aadhar Registration Certificate, Trade License, GST Registration Certificates, Electricity / Power sanction, Water and Sewage Board approvals, NOC from Pollution Control Board, etc.) – as applicable.
- ❖ If existing unit, verify all the records to know about the performance and financials of the unit, orders on hand, suppliers/buyers particulars, discretely enquire with employees about the performance of the unit, existing borrowings if any with other banks, salary/wage or any other statutory dues if any.
- ❖ If term loan is involved, opinion report about the suppliers to be obtained from their bankers.

Ensure the margin money is collected in the account, ascertain the source of margin money (Margin money should not come from the Supplier account). If borrower paid advance amount, obtain the receipt for payment of the advance from the supplier.

Due Diligence of the supplier/contractor to be obtained and need to be ensure the GST number of the supplier and they filed GST returns in previous quarters.

(To be continued)

IMPORTANT CIRCULARS DURING THE MONTH OF MARCH 2023

Date of Issue	Circular No.	Subject
01/MAR/2023	ADV-312	LAUNCH OF MSME DIGITAL PRODUCT – “MSME AUTO - RENEWAL”
02/MAR/2023	ADV-315	Launch of “Ind Digi Agri Jewel Loan (New)”
02/MAR/2023	ADV-318	ISSUE OF ‘NO DUES CERTIFICATE’ - REITERATION OF EXISTING GUIDELINES
03/MAR/2023	HRMD-132	Performance Management System Policy
03/MAR/2023	DEP-71	“IND Sahakari” Current Account for Cooperative Banks with Five variants
03/MAR/2023	FX-43	Foreign Contribution (Regulation) Act 2010 – process flow for crediting back maturity amount of FCRA term deposits to FCRA SB account
04/MAR/2023	DEP-72	Go Digital - Go Paperless Introduction of Paperless Banking for Digital Assisted Account opening of Branches
04/MAR/2023	DEP-73	IND SUPER 400 DAYS
07/MAR/2023	ADMIN-104	Fire Incident in ATMs - Root Causes and Safety Precautions
07/MAR/2023	ADV-322	MSME Jewel Loan- Rationalization of ROI and Increase in Loan Quantum (Bullet)
08/MAR/2023	ADV-323	POLICY ON EMPANELMENT OF THIRD PARTY SERVICES 2022-25
09/MAR/2023	HRMD-135	Compassionate Appointment Scheme in Public Sector Banks
09/MAR/2023	ADV-325	Modifications to Credit Policy 2022-23
10/MAR/2023	HRMD-136	Revision in the rate of reimbursement of expenses towards transport of personal effects of an officer on transfer from one place to another & Revision in Reimbursement of Traveling Expenses to Officers for using their own Vehicle for Office Duty
10/MAR/2023	ADV-326	Modifications in IND-SME Secure Scheme
10/MAR/2023	HRMD-138	INTEREST FREE SALARY ADVANCE/ FESTIVAL ADVANCE TO THE STAFF MEMBERS FOR THE FINANCIAL YEAR 2023-24
10/MAR/2023	DEP-79	Launching of New Salary SB Account "IND GURUDEV"
13/MAR/2023	ADV-327	Introduction of Nomination facility for redemption of jewels pledged in Jewel Loan
13/MAR/2023	ADV-328	New claims portal for lodgment of PMJJBY claims with LIC of India
18/MAR/2023	GEN-18	OTP BASED CARDLESS CASH WITHDRAWAL USING STATIC PIN FROM ATM/BNAs FOR BASIC FEATURE PHONE USERS
18/MAR/2023	GEN-19	Awarding punishment commensurate with the gravity of the misconduct
21/MAR/2023	HRMD-140	Promotion Policy for Officers
21/MAR/2023	ADMIN-107	ONSET OF SUMMERS- FIRE SAFETY PRECAUTIONS
24/MAR/2023	ADV-337	Income Recognition, Asset Classification (IRAC) and provisioning pertaining to Advances- Quarterly Closing of Accounts as on 31.03.2023.
28/MAR/2023	HRMD-142	Relaxation of eligibility norms for Scale II Officers of erstwhile Allahabad Bank promoted in June 2018 to enable them to participate in the promotion process under both channels viz Merit / Fast Track and Seniority / Normal channels
29/MAR/2023	ADMIN-109	ANNUAL CLOSING OF ACCOUNTS AND STATUTORY BRANCH AUDIT FOR THE FINANCIAL YEAR 2022-23
30/MAR/2023	DEP-84	TENETS OF COURTEOUS CUSTOMER SERVICE
31/MAR/2023	ADMIN-111	Banks Policy on ‘Outsourcing’ for the year 2023-24
31/MAR/2023	ADV-342	Introduction of New Agri Jewel Loan Product linked to 1 year MCLR
31/MAR/2023	ADMIN-112	Bank’s Policy on ‘Business Continuity Planning & Disaster Recovery Management’ for the Year 2023-24
31/MAR/2023	ADMIN-113	Bank’s Policy on ‘Banking Products and Services’ for the year 2023-25
31/MAR/2023	ADMIN-114	Bank’s ‘Policy on Government Business’ for the year 2023-24
31/MAR/2023	ADMIN-115	Bank’s Policy on “Internal Office Accounts” for the year 2023-24
31/MAR/2023	ADV-344	Relending to Individual Crop Loan Borrowers who have settled their farm loan dues (KCC) under Compromise / OTS Scheme for FY 2022-23
31/MAR/2023	ADV-345	Introduction of new NRLM three-tiered ROI products for SHGs
31/MAR/2023	DEP-86	“Go Digital – Go Paperless” Introduction of Paperless Banking for Assisted Digital Account opening at Branches

Non-inclusion of a circular does not reflect on its importance

Retirement

S.No.	NAME	Designation	BRANCH
1	COM. VENKATESA PERUMAL P	GENERAL MANAGER	CORPORATE OFFICE
2	COM. AMARENDRA KUMAR SHAHI	FIELD GENERAL MANAGER	FGMO PATNA
3	COM. JAYARAMAN V S	DEPUTY GENERAL MANAGER	CO: HRM
4	COM. SAVITA RANI GUPTA	HEAD OF VERTICALS (BM)	IC MEERUT
5	COM. SUGGU RAVIKUMAR	CHIEF MANAGER	ZO:VISAKHAPATNAM
6	COM. CHANDRAN G	HR OFFICER	CO: ESTATE
7	COM. PRADYUMNA KUMAR PATNAIK	ASST. BRANCH MANAGER	PURI
8	COM. KASTHURI J	SENIOR MANAGER	CO: FINANCIAL INCLUSION
9	COM. S RAJENDRA BABU	ASST. BRANCH MANAGER	MICROSATE (HYDERABAD)
10	COM. RAGHURAMAN B	SENIOR MANAGER	ZO:BENGALURU
11	COM. J USHA VENKATARAMANAN	ASST. BRANCH MANAGER	VILLIVAKKAM
12	COM. LAXMAN SINGH PAL	ASST. BRANCH MANAGER	ISBT
13	COM. GURU BHAGAT	ASST. BRANCH MANAGER	SASNAGAR MOHALI
14	COM. KHANT DEVJIBHAI UDE SINH	ASST. BRANCH MANAGER	GANDHI NAGAR (AHMEDABAD)
15	COM. P VENKATESWARLU	BRANCH MANAGER	AMARAVATHI
16	COM. SATISH KUMAR ARYA	ASST. BRANCH MANAGER	ALIPUR VILLAGE
17	COM. PRATAP VASANT PRABHUNE	MANAGER	KHAR
18	COM. BIDYUT KUMAR NATH	ASST. BRANCH MANAGER	CHANDANNAGAR
19	COM. VINOD KUMAR BHASKAR	MANAGER	DAMC NEW DELHI
20	COM. PRABHAT CHANDRA MOHANTY	MANAGER	ZO: CUTTACK
21	COM. SUBHASH CHANDRA	MANAGER	MODINAGAR
22	COM. PUSHPA RANI	MANAGER	ST. FRANCIS DE SALES SCHOOL
23	COM. SHEKHAR GHANATHAY	MANAGER	ZO:HYDERABAD
24	COM. GANESH PRASAD DHYANI	ASST. BRANCH MANAGER	RAJPUR ROAD
25	COM. RAM LAL	ASST. BRANCH MANAGER	SAHA
26	COM. DINABANDHU ROY	ASST. MANAGER	GALSI
27	COM. SAMPITA BAIDYA	ASST. MANAGER	CAPC KOLKATA
28	COM. BISWANATH KAYAL	Officer - Currency Chest	A J C BOSE ROAD
29	COM. PAWAN PRADIP TOPPO	ASST. MANAGER	KOKAR
30	COM. GAUTAM MUKHERJEE	ASST. BRANCH MANAGER	JUMAI NASKARHAT
31	COM. SHIVLAL PUSHPAD	ASST. MANAGER	BHEL TOWNSHIP
32	COM. BALAN S	ASST. BRANCH MANAGER	MUTTOM HARBOUR
33	NARESH KUMAR KAPOOR	ASST. MANAGER	RAPC DEHRADUN



**AIIOA Wishes the above Comrades
a Very Happy, Healthy and Peaceful
Retired Life.**



Photo Gallery



Our Association has greeted our Executive Director Shri. Ashwani Kumar for being recommended for the position of MD & CEO of UCO Bank

MEMBERS MEET



Bengaluru on 20.03.2023



Bhubaneswar on 17.03.2023



Ranchi on 15.03.2023



Patna on 14.03.2023



Puducherry on 28.03.2023

