

MANUAL OF INSTRUCTIONS

Volume-II



REPCO BANK LTD.,

(Govt. of India Enterprise)

H.O. Repco Tower

33 North Usman Road

T. Nagar, Chennai-600 017.

August 1999.

MANUAL OF INSTRUCTIONS

(updated upto 30-6-1999)

Volume - II

**DEPOSITS - MEMBERSHIP - BRANCH MANAGEMENT -
ACCOUNTING - COMPUTER.**

Strictly for the Authorized use of Repco Bank Staff only.



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Foreword

Subsequent to the publication of instruction manual in 1994 several new schemes have been introduced, modifications to instructions effected. Incorporating all these changes, the Policy Formulation Development Division (PFDD) took up revision of the instruction manual and has brought out the revised edition. The manual is an updated compendium of all rules, regulations and instructions in vogue. Obsolete instructions have been deleted. This compendium can be referred to in the place of Circulars in force on various subjects. Staff members are advised to make best use of the manual for improving their efficiency in day to day operations. Instruction manual should be available for easy reference by the staff members. Newcomers should find time to get themselves abreast of the contents of the manual. Suggestions and discrepancies, if any, may please be brought to our notice.

I wish to place on record my appreciation for the impressive work done by Head Office personnel in bringing out this valuable instruction manual.

Managing Director

02.08.99.

**REPCO Tower,
Chennai - 17.**

INSTRUCTION MANUAL

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DEPOSITS

DEPOSIT SCHEMES (General)

2.1.1. Introduction:-

Deposit is one of the sources of fund apart from share capital and other borrowings, which occupies major portion of the inflow of funds.

Deposits can be classified under two major heads:

- (i) Demand deposit
- (ii) Time deposit

2.1.2. Demand deposit:

- (a) Demand deposits are payable on demand or withdrawn without any notice. It includes SB a/c, Matured deposit, Credit balance in OD/Cash Credit account.
- (b) Demand deposits are low cost/interest free deposits.
- (c) As it is payable on demand, constitute demand liability of the bank.

2.1.3. Time deposit

- (a) These deposits are kept for a specified term or period and/or repayable by advance notice, which includes DD, FD, CC, RD, RD (VMC), RSJB, RWC, Ooruni, VCD. As they are placed for fixed period, they constitute time liability of the bank.
- (b) Time deposit normally attracts higher interest except Daily deposit account. Daily deposit is a term deposit but attracts lower rate of interest.

2.1.4. Eligibility

All the deposits are acceptable only from members of the bank. If the deposit is placed in the name of minor, Guardian shall be a member of the bank and operate the account. In case of Deposit made on minor under the direction of a court or otherwise, care should be taken to watch the age of minor everytime the withdrawal is made and also necessary affidavit in the format is taken from the guardian when he withdraws the minor's deposit. The membership may be either A-class or B-class subject to their eligibility. Member No of the depositor shall be incorporated in all individual deposit receipts and ledgers/computer without fail

2.1.5. Introduction:

Introduction is absolutely essential for opening of all deposit accounts especially SB a/c and current a/c, for not being negligent and to get protection under section 131 of Negotiable Instrument Act 1881. The introducer may be an account holder or respectable person acceptable to the bank. Though physical presence of the introducer may not be necessary, the signature of the introducer shall be got verified.

2.1.6. Secrecy of customer's account

It is an implied term of contract between the banker and the customer that the banker will not disclose the condition of the customer account to a third person or third party without the express or implied consent of the customer, except on reasonable grounds and proper occasions.

2.1.7. Nature of deposit:

Deposit accounts can be opened by

- (1) A person in his own name
- (2) Two or more persons (not exceeding three) in their joint names payable to
 - (a) jointly to the depositors (or)
 - (b) either jointly or individually among the joint holders or survivors (E or S). Under E or S account both the depositors shall be members and sign in the application and operable by any of them. The matured deposits may be paid as above without reference to the co-depositor. However, in the case of pre-matured closure or availing loan on deposit, all the account holders shall jointly execute necessary papers and withdraw amount.
 - (c) Under Former or Survivor (F or S) only the former is eligible to operate the account during his life time. Survivor will be automatically entitled to operate the account after the life time of the former. Both former and survivor shall be the members and sign the application. For premature and loan on deposit only the former can sign.
 - d) Under No.1 or in order of survivors, the account shall be operated only by first person of the deposit during his life time. Survivor will operate in order of preference. There can be a maximum of three members in a joint account. The individual account may be converted as joint account / E or S / F or S / No.1 or Survivor in order and vice-versa under a written consent and prior permission of the Bank.

2.1.8. Minor's deposit

Deposits may be operated in the name of minors by their natural guardian. The father is the natural guardian of a minor. However mother may also be a guardian during the life time of the father. But there should not be any overwithdrawal in the account. Mother will be the natural guardian after the demise of the father. For Mohammedan's, father is the natural guardian and father's father will be the natural guardian after the demise of the father.

In case of minor the date of birth shall be entered in the application and the evidence of the same to be obtained. Minor attains majority when he/she completes 18 years of age in normal course and 21 years under guardian appointed by court. On attaining majority the minor will automatically be entitled to operate the account in lieu of guardian and the guardian shall not be permitted to operate the account. He/she shall be registered as member before allowing operation in the account.

2.1.9. Trust account:

Deposit account can be opened in the name of the trust known to the bank with proper introduction. The following documents should be obtained for opening the account.

- 1) Copy of registered trust deed
- 2) All the authorised trustees as per the deed should sign in the opening form.
- 3) The operation shall be as per the operating clause of trust deed.

The manager shall carefully go through the operating clause of the trust deed. Generally lien created on trust deposit will not hold good. Hence even the loan on deposit to the trust shall be sanctioned only for the purpose which do not contrary to the trust as mentioned in the trust deed

The interest from the trust deposit shall be credited only to the trust account or paid by a/c payee cheque in favour of the trust. The interest or portion off the deposit shall not be diverted or transferred to the personal account of other persons/trustees.

2.1.10. Illiterate member

For opening of accounts by illiterate members, his/her left hand thumb impression taken should be attested by any person known to the bank.

2.1.11. Stop payment:

The account holder / all the joint account holders / any one of the E or S account holders may give instruction for stop payment from the account. In F or S / No.1 of Survivors in order account, only the first person is eligible to give the stop payment of operations.

2.1.12. Stop operations

A prohibitory order / attachment order / garnishee order / orders for stoppage of operations obtained from Court / IT authorities / Commercial tax authorities can stop the operation of the account.

2.1.13. Addition / deletion:

Whenever requests are received from depositors for addition or deletion of names in term deposits, branches should observe the following guidelines:

- (1) When the sole depositor makes such request, the addition may be made at the written request of the sole depositor.
- (2) If the deposit is already standing in the joint names of two or more persons, for adding or deleting the name of any person in the deposit receipt, written consent of all the depositors must be obtained. Splitting up of joint deposits in the name of each joint account holders is also permitted.
- (3) If the request for addition/deletion of a name is received from the survivor(s), after the demise of one of the joint depositors, branches may accede to the request provided the legal heirs of the deceased and the survivor(s) give a consent letter.

Provided that in no case the amount or duration of the original deposit shall undergo change in any manner.

Branch should obtain the specimen signature of the newly added depositor (after admitting him/her as member) and make suitable endorsements in the term deposit receipt and register and individual file indicating the date on which the addition had been made, duly authenticated by the branch official.

In the deposits payable to Former or Survivor, the name of the 'Former' cannot be deleted. Also, deletion or substitution of all names in a deposit should not be permitted as it would amount to termination of the original contract.

2.1.14. Transfer

The branches may transfer the deposit accounts on free of cost with the ledger sheet and opening form to another branch. The written request for transfer of account shall be made by the depositor. The purpose for which it is transferred shall be acceptable to the bank.

2.1.15. Pre-matured withdrawal:

The depositor has no right to claim refund of his deposit before the due date as a matter of routine. However, it may be necessary to accede the request for refund before maturity. The interest payable on prematured withdrawal of a deposit shall be 1% less than the rate of interest applicable to the deposit for which the deposit has remained with the bank, as prevailing on date of opening of the account.

2.1.16 Pre-matured withdrawal by heir(s) or legal representative(s) or nominee of a deceased depositor:

If the heir(s) or legal representative(s) or nominee of the deceased depositor so desire, they may be permitted to withdraw the deposit before maturity, after fulfilling all the legal formalities connected with the settlement of the claim. In such cases, interest shall be at the rate applicable to the period for which the deposit actually remained with the Bank as prevailing on date of opening of the account. In other words, the penal rate of 1% shall not be deducted in such cases.

If term deposit is claimed by the legal heir(s)/representative(s)/nominee after the date of maturity, simple interest at appropriate rate may be paid as permissible interest rates on deposits operative on the date of maturity, from the date of maturity to the date of settlement of claim without treating the deposit as having been renewed. The proceeds thus arrived at on the date of settlement can however be renewed/placed as a single deposit under any scheme/plan by the legal heir--turned--depositor.

Also a deposit standing in the name of the deceased on a request from the legal heir(s)/representative(s)/nominee, the deposit can be split up and receipts can be issued in the individual name, provided the period and the aggregate deposit do not undergo any change, thus the splitting up of deposit will not be construed as premature closure. Also, the splitting up of deposit by the depositor for the purpose of nomination will not be construed as premature closure and different receipts can be issued.

2.1.17. Matured deposit:

If a deposit is not paid or renewed on the due date, the principal together with the accrued interest should be credited to matured deposit account. Interest shall be ceased from the date of maturity. Payment thereafter shall be made to the debit of matured deposit account. Matured deposit account shall be serially numbered along with respective deposit applications consecutive months in Recurring Deposit the deposit amount with up to date accrued interest amount may be taken to the matured deposit account.

2.1.18. Prematured renewal:

Whenever there is an upward revision of deposit interest rates, branches usually receive requests from customers for closure of the existing deposits before maturity and opening of fresh deposits so as to get the benefit of the higher interest rates.

The renewal of a deposit before the date of its maturity shall not be regarded as premature repayment of the deposit, provided it is renewed for a period longer than the remaining period of the original contract. Interest for the period from the date of deposit till the date of such renewal shall be payable at the rate applicable to that period, as prevailing on the original date of deposit. If prematured renewed at 46th day the rate applicable to 46 days deposit as on date of opening of deposit shall be paid. However, the penal rate of 1% will not be deducted in such cases. Enhanced rate will be given from the date of renewal.

2.1.19. Issue of duplicate receipt:

Duplicate Pass book/Deposit receipt may be issued only on receipt of written request from the depositor(s). A sum of Rs.10/- has to be collected under Miscellaneous Income A/c. Issue of duplicate pass book / deposit receipt shall be entered in the ledger. An Indemnity Bond may also be obtained if necessary.

2.1.20. Repayment above Rs. 20,000/-:

Repayment of term deposit with or without interest exceeding Rs.20,000/- shall be repaid by following the instructions given below:

- 1) Repayment of deposit, alongwith interest or without interest or interest alone exceeding Rs.20,000/- at a time should be paid only by means of A/c Payee Cheque, or A/c payee demand draft or by crediting the respective members S.B.A/c. Under no circumstances amount exceeding Rs.20,000/- should be paid in cash.

Premature refund of deposit exceeding Rs.20,000/- (with or without interest) should also be paid in the above manner.

- 2) Periodical interest already paid on particular deposit Account need not be reckoned for arriving the ceiling limit of Rs. 20,000/- while paying current interest dues and refund of deposit.
- 3) This section does not apply for cash transactions exceeding Rs. 20,000/- under the following cases:-
 - a) For making payments through S.B. A/c to members.
 - b) For granting loans against deposits/loans.

2.1.21. Deceased depositor:

The term deposit standing in the name of deceased individual depositor shall be paid to the nominee, legal heir, legal representative of the depositor with interest on maturity. Interest on such deposits may be paid from maturity date to date of withdrawal at contract rate. If it is premature renewal payment may be made without reduction of interest.

2.1.22. Settlement of claims:

The deposit proceeds of the deceased member may be made to the nominee in the application on receipt of death certificate without any further reference. As the signature of the nominee will not be available with the bank, the signature of the nominee shall be verified carefully. The deposit proceeds may be paid by a/c payee cheque if possible. In the absence of nomination, the payment to the successors of the depositors on verifying the original succession certificate/Legal heir certificate.

If the deposit amount is huge the legal heirs may be advised to get the succession certificate indicating the purpose of issuance with an entry about the bank and account number. If the proceeds are claimed by the will, the will has to be probated or letter of administration shall be obtained from the court.

The jewels pledged by the deceased borrower may also be settled by following the above instructions.

An Indemnity Bond on Rs.5/- non-judicial stamp paper should be obtained which should have been sworn before a magistrate/Notary public.

Indemnity Bond should be obtained on Rs-30/- non-judicial stamp paper for the claims exceeding Rs.10,000/-.

2.1.23. Nomination:

The scheme for acceptance of nomination by banks in respect of deposit accounts is introduced in banking industry during 1985. The advantages that accrue to the banks as well as to the customers by obtaining/availing nominations are:-

- (1) Settlement of claims will be faster.
- (2) Lengthy and cumbersome processes of obtaining succession certificate, probating the will of the deceased account holders will be avoided.
- (3) During the life time of the account holder the nomination may be cancelled or changed.

2.1.24. Guidelines:

- (1) Nominations can be made only for deposits placed under personal names. Deposits placed in the name of firm, company, etc. cannot have nomination.
- (2) A separate nomination will have to be submitted for each deposit/account.
- (3) In the case of joint account the parties must join to make a nomination.
- (4) Nominee shall be an individual. The nomination cannot be made in the name of more than one person for each case.
- (5) In the E (or) S, F (or) S, No.1 in order of survivor, the survivor can cancel or change the nomination on the death of co-depositor.

Wherever the nominee is a minor, a guardian to be appointed to receive the proceeds on behalf of the nominee during the nominee's minority. Such guardian need not be a natural guardian.

2.1.25. Registering nomination:

The nomination appointment, cancellation, or variation shall be entered in a register for respective accounts and will continue to be valid even after renewal of account. Acknowledgement for nomination may be given but the name of the nominee need not be entered in the deposit receipt/pass book/deposit ledger for the purpose of secrecy.

2.1.26. Rounding off interest:

The interest payable on deposits and receivable on loan, other receipts and payments shall be rounded off to the nearest rupee i.e. 50 APIs and above shall be rounded off to the next higher rupee and less than 50 paise shall be ignored.

2.1.27. Deposits matured on holiday:

The term deposits matured on holiday cannot be repaid on that day. The interest for holiday(s) falling on the maturity day may also be paid to the depositor even if the deposit is closed on the succeeding day to the holiday.

2.1.28. Deceased depositor - payment of interest:

In the case of a term deposit standing in the name/s of (1) a deceased individual depositor or, (2) two or more joint depositors, where one of the depositors has died, interest shall be paid in the following manner:

- (1) at the contracted rate on the maturity of the deposit.
- (2) in the event of the payment of deposit being claimed before the maturity date, the bank may, at its discretion, pay interest as applicable.
- (3) if the amount of the term deposit is claimed after the date of maturity, the bank shall pay interest at the contracted rate till the date of maturity. From the date of maturity till the date of payment, the bank will pay interest as permissible under the directive on interest rates on deposits operative on the date of maturity.

2.1.29. Transfer/splitting up of deposits:

The bank, at its discretion, and at the request of all the joint account holders of a deposit receipt, may

- (1) allow the addition or deletion of name(s) of joint account holder(s);
- (2) allow splitting up of the joint deposit in the name of each of the joint account holder(s) only;
- (3) allow an individual depositor to add the name of another person, as a joint account holder, provided that in no case shall the amount or duration of the original deposit undergo change in any manner in case the deposit is a term deposit.

On the death of the depositor, the Bank may allow the deposit to be held in the name/s of one or more legal heirs or legal representatives or nominees of the depositor, either jointly in their names or alongwith other persons or separately in their names by splitting up the deposits without charging the penalty, provided however, in the case of term deposit, the duration of the original deposit and the total amount of deposit does not undergo any change.

2.1.30. Interest free term deposits

Normally deposits are made by members for earning interest. Interest is the consideration for the contract of deposit except current a/c.

Some of the members will have term deposit but request not to pay interest on the deposit. This kind of request may come from members of Muslim community. Such deposit (interest free deposits) shall not be accepted.

Deposit(s) - General instructions, terms, conditions of deposit schemes have been narrated in the foregoing pages. These instructions shall be made applicable to all deposit schemes. Special instructions specifically required for different schemes are given under respective heads.

FIXED DEPOSIT

2.2.0. Introduction

Fixed Deposit is deposit of a fixed amount of money for a fixed period of time. No fixed deposit shall be received for a sum less than Rs.100/- and for a period less than 46 days. The deposit will be accepted from the Members of the Bank.

2.2.1. Application

No fixed deposit account will be opened unless the form of application for making the deposit supplied for the purpose is also duly filled in and presented. (RCB-41)

2.2.2. Signature

Signatures affixed in or appended to the application will serve as specimen for purposes of the Bank. In the case of deposits received from sources other than individual members, any change of officials authorised to operate the accounts shall be intimated to the Bank and the specimen signatures sent will serve as specimen.

2.2.3. Authorised signatory

Receipts for fixed deposits shall be signed jointly by any two authorised officers. In case of single officer branch, senior clerk will be joint signatory.

2.2.4. Deposit certificate

Fixed Deposit Receipts issued by the Bank are not transferable and the Bank will not recognise any pledge of such deposits except to this Bank for purpose of loan.

2.2.5. Rate of interest

The following table shows the interest rates payable for Fixed Deposits as on 1.4.99.

S.No.	Period of Deposit	Rate of Interest per annum (in %) *
1.	46 days - 90 days	8.00
2.	91 days - 1 year	10.00
3.	Above 1 year - 3 years	11.00
4.	Above 3 years	12.00

* The rate shall vary from time to time.

2.2.6. Payment of interest

Interest on Fixed Deposits shall be calculated on principal sums. The Production of Original Fixed Deposit Receipt is necessary for repayments / renewal. The Bank may issue notices to depositors on the dates of maturity of deposits but the Bank is not bound to give such notices. Interest will however cease from the date of maturity even if such notices are not issued.

F.D. - Monthly Interest at discounted rate:

If monthly interest is requested by the depositors, the same may be allowed at a discounted rate. The following formula shall be applied for arriving at the monthly discounted interest payable to the depositor:-

$$\text{Monthly Interest} = \frac{\text{Principal} \times \text{Rate of Interest}}{1200 + \text{Rate of Interest}}$$

Example:

Fixed Deposit - 1,00,000/-
Rate of Interest - 14%

$$\begin{aligned} \text{Therefore, Monthly Interest} &= \frac{1,00,000 \times 14}{1200 + 14} = \frac{14,00,000}{1214} \\ &= \text{Rs.1153 (say)} \end{aligned}$$

The depositors shall give instruction in the application form (RCB 41) about the mode of interest payment, and they shall be informed about payment of interest at discounted rate if they prefer monthly payment of interest.

2.2.7. Maturity & premature closure:

Deposits will cease to bear interest after the expiry of the term of deposit unless they are renewed.

Premature closure may be permitted at the sole discretion of Manager. Deposits if permitted to be drawn before the date of maturity shall bear interest at one per cent less than the rate prevailing at the time of acceptance of the deposits for the period for which the deposits are actually held with the Bank.

2.2.8. Loss of deposit receipt

Repayment of deposits shall be made only on presentation of the deposit receipt duly discharged. In the event of the original receipt being lost, a duplicate thereof may be issued after obtaining from the depositor an Indemnity Bond indemnifying the Bank against any loss or damage which the Bank may sustain as a result of issuing duplicate receipt.

Issue of duplicate receipt:

The procedure to be followed by the branches while issuing Duplicate Deposit receipts in respect of existing deposits and matured deposits are given below:

Existing deposits:

- i) Written intimation of the loss of Deposit receipts/Cash Certificates should be obtained from the depositors. If the deposit is in the joint names the written intimation should be signed by all of them.
- ii) A note of the loss of the receipt or certificate shall be made against the account in the respective ledger books/individual account in computer.
- iii) The duplicate receipt, when issued, shall be, of the same tenor and date with the date of issue noted below the original date of issue as under with an endorsement at the top in red ink as exemplified below:

12-12-97
29.12.98.

"Duplicate issued on..... in lieu of original lost."

- iv) A note of the issue of the duplicate with the number and date of the duplicate shall be made.
- v) Indemnity: The form of the Indemnity is given in Annexure-3 (RCB-158). It should be obtained on a non-judicial stamp paper of Rs.10/- value before the issue of duplicate receipt.

Matured deposits:

- i) While making the payment or renewing the deposit lying under matured deposits, duplicate deposits receipt need not be issued.
- ii) Branches should obtain an Indemnity Bond (Annexure-4 RCB-159) on a non-judicial stamp paper of Rs.5/- value while renewing / making payment of such deposits.
- iii) Branches should get the discharge of all the deposit holders in the debit slip and stamped receipt.
- iv) On the basis of debit slip and stamped receipt branches should make the payment/renew the deposit lying under 'Matured deposits' and issuing of separate duplicate receipt for the purpose is not necessary.

Cost for issuing duplicate receipt:

- i) A charge of Rs.10/- should be collected per receipt.
- ii) The cost of the stamp paper to obtain indemnity should be borne by the depositors.

If the deposit is under lien to any loan account the lien should be marked in the duplicate receipt issued without fail.

Only after exhausting all the means of tracing out the original receipt, the depositor may be asked to produce Indemnity Bond and request for duplicate.

2.2.9. Multiple accounts

Any depositor holding more than one Fixed Deposit maturing at different dates may with the sanction of the authorized officers at branches club the Fixed Deposits into one fixed deposit maturing on the date on which the last of such deposits will mature. In all such cases, interest will be allowed on all deposits so clubbed at the rate allowed for each such deposit till the date of maturity of the last deposit.

2.2.10. Deceased depositor

In case of a deposit standing in the name of a deceased depositor, interest will be paid for the period from the date of maturity of the deposit to the date on which the deposit is actually repaid to legal heirs of the deceased depositor.

2.2.11. Renewal

If the depositor desires to renew for 46 days along with accrued interest, branches shall obtain a letter from the depositor.(Annexure-1). The letter should be duly filled in and signed by the depositor and kept attached to the original Deposit Application form.

An endorsement should be made on the back of the certificate as per the proforma given and the same shall be filled up each time to record the renewal under full signature of the authorised officer/Manager.

Particulars of endorsement:

Name:

Date of Deposit:

Address

Deposit Receipt No.

Amount: Rs.

Date of renewal	Amount renewed	Period renewed	Due Date	Int.payable for renewed period	Signature of authorised Officer
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On the date of maturity of the deposit an entry should be passed in the ledger to close the earlier deposit and to open new deposit. However there is no need to cancel the old deposit receipt and issue new receipt or to open a new page in the ledger. The original deposit number may continue till it is ultimately withdrawn or deposited for longer period.

Even if the depositor does not present the deposit receipt on the date of maturity the branch shall automatically renew the deposit on the strength of the standing instructions and make the endorsement on the deposit receipt whenever it is presented.

If the depositor requests for closure of the deposit, a written request revoking his standing instructions shall be obtained.

The branches shall diarise the maturity dates and take prompt action to renew these deposits in the ledgers on the date of maturity.

In the event of premature withdrawal of the deposit (before 46 days) interest shall not be paid.

SAVINGS BANK ACCOUNT

2.3.0. Application

Any Member willing to open an account should apply in the form supplied with particulars required therein duly filled up.

2.3.1. Minimum deposit

No person can have more than one account in the individual name and the initial deposit shall not be less than Rs.500/-. The minimum amount that can be deposited or withdrawn at any point of time is Rs.100/-. The maximum number of withdrawals by depositor shall be 60 times for six months. The minimum balance shall be Rs.2000/- to the cheque facility.

2.3.2. Interest

Interest will be allowed at the rate of 5% per annum. The calculation will be made for each calendar month on the lowest balance to the credit of an account between the close of 10th and last day of the month and credited on half yearly basis at the end of September and March.

2.3.3. Calculation of interest

Interest on Savings Bank and Non-Operative Savings Bank Accounts shall be calculated on a half-yearly basis at 5 % per annum with effect from 11.5.98. It should be calculated on the minimum balance held on any day between 10th and the last day of the month on monthly product basis. An illustration with hypothetical figures taking rate of interest applicable as 5% is given below:-

A/c No.	Date	Name	Credit Balance
	01.1.98		Rs.120/-
	02.1.98		Rs.150/-
	03.1.98		Rs.140/-
	05.1.98		Rs.160/-
	08.1.98		Rs.165/-
	10.1.98		Rs.100/-
	11.1.98		Rs.150/-
	12.1.98		Rs. 90/-
	16.1.98		Rs. 80/-
	19.1.98		Rs.100/-
	24.1.98		Rs.150/-
	26.1.98		Rs.120/-
	29.1.98		Rs.100/-
	31.1.98		Rs.100/-
	Feb 98		No transaction
	1.3.98		Rs.120/-

During the month of January 1998, the minimum balance between 10th and 31st was held on 16.1.98. (i.e.) Rs.80/-. It is to be taken that this amount was held on all the 31 days in the month. The monthly product is therefore $Rs.80 \times 31 = Rs.2,480/$ During the month of February, there was no transaction. (i.e.) the balance of Rs.100/- on 31.1.98. was held throughout the month. Hence, the product for February, 1998 has to be calculated at $Rs.100 \times 28 = Rs.2,800/-$. Similarly, it shall be calculated for March, April, May and June and the total product for the 6 months will be arrived at. Say, the total product is Rs. 19,920/- for 6 months. The interest will be calculated as follows:-

$$\text{Interest} = \frac{19920 \times 5}{365 \times 100} = 2.72 = 3 \text{ (approx.)}$$

This amount shall be credited to the relevant account by passing necessary Journal, debiting interest on Savings Bank Account and crediting Savings Bank Account every half year.

The minimum interest that would be credited to the account shall be Re.1/- only. In case of account opened or closed between 10-th and last day of the month, the balance in that month is taken as "Nil".

2.3.4. Transfer to other accounts

Any sum of not less than Rs.100/- can on any day be transferred into a Fixed Deposit with the Bank.

2.3.5. Minimum period

No account can be closed until the expiry of at least 3 calendar months after it has been opened. If the party insists for closure before 3 months a charge of Rs.25/ will be collected towards cost of stationary.

2.3.6. Joint account

"Either or Survivor" Accounts may also be opened in the Joint names of two persons with Either or Survivor being permitted to operate the accounts.

2.3.7. Pass book

All payments made into or by the bank will be entered in a pass book/statement of account which is supplied by the Bank free of charge. If the pass book/statement of account given is spoiled or lost, a duplicate will be supplied on payment of Rs.5/-. All entries in the Pass Book will be made by the Bank Officials and no entry should be made by a depositor or by anybody else.

2.3.8. Withdrawal

Withdrawals may be made by way of withdrawal slips/ cheques supplied by the Bank. No other forms will be recognised.

a) Withdrawal slips:

Whereas depositor exercises the option to use withdrawal slips, he must present his pass book personally at the Bank with an order for withdrawal signed by him and showing the amount which he wishes to withdraw. If he is unable to write, he should attend personally and affix his mark or seal to the order attested by a witness.

b) Withdrawal by third party:

To facilitate withdrawal through a third party, other than the account holder, on a selective basis, the bearer withdrawal slip facility is being introduced.

1. To facilitate easy withdrawal from Savings Bank Account, it has been decided to permit the depositor to draw cash through a third party other than the account holder in selected cases.

2. Withdrawal slip Book containing 10 leaves serially numbered can be issued to selected Savings Bank Account holders. The facility should be restricted to regular customers only operating not our Branch for a reasonable period satisfactorily. He should not have defaulted in repayments towards loans. He should maintain sizeable balance in the Savings Bank Account and operate it regularly.
3. The Branches are advised to issue at a time only one withdrawal Book containing 10 leaves.
4. Each time a request has to be made in writing by the depositor to obtain withdrawal Book
5. In order to avail the withdrawal Book facility the account holder should maintain a minimum of Rs.100/- in the Savings Bank Account. If the account holder is not maintaining minimum balance the facility should be immediately withdrawn.
6. By using a single withdrawal slip a sum not exceeding Rs. 1,000/- can be allowed to be withdrawn through bearer other than account holder.
7. The bearer of withdrawal slip must sign in the token issue register at the time of withdrawal.
8. Branches must take all precautionary steps to identify the holder of the instrument and payment is made to the genuine person.
9. If the Account holder himself appear in person by using the same withdrawal slip any amount can be withdrawn by him.
10. An undertaking has to be obtained from the customer while taking the withdrawal book to the effect that he will be wholly responsible for the safety of leaves and for any possible mis-use of leaves arising out of his negligence and thereby any financial loss to him.
11. The customer should be told in clear terms that the withdrawal slip is not negotiable and cannot be collected by depositing it in other Banks.

The Branch Manager should exercise utmost caution and care in this regard and even if he feels an iota of doubt, he need not honour the slip except after confirming with the account older in this regard. The Branch Manager shall be personally held responsible for wrong payments.

All other precautions and procedures are to be followed while making payment.

2.3.10. Closure

When an account is closed, interest will be calculated and allowed only upto the last day of the month preceding the amount in which the account is closed, and the final balance so struck shall be entered by the Bank Officials and the amount will be paid to the depositor through withdrawal slip signed and tendered by the depositor.

RECURRING DEPOSIT

2.4.0. Application

Any Member willing to open Recurring Deposit Account should apply in the form supplied by the Bank with particulars required therein duly filled up.

2.4.1. Minimum amount

Recurring Deposits are accepted at Rs.10/- or Multiple thereof.

2.4.2. Period

Minimum period shall be one year and the maximum being ten years. The deposit can be accepted for one year one day also towards enabling the depositor to avail higher rate of interest. In this, maturity value for one year at higher rate of interest may be given. Similarly, deposit for a period of 2 years one day can be accepted.

R.D. can also be accepted in even quarterly fractions i.e. 15 months, 27 months etc.

2.4.3. Maturity date

The maturity date will be the same date and months after the term of the deposit from the date of deposit or exactly one month after the receipt of the last instalment whichever is later. For example, in case of one year term deposit, Date of opening of the Deposit is: 17.2.97. Date of maturity for the deposit is: 17.2.98. In case, if the last instalment is received on 28.1.98. the maturity date will be 28.2.98.

2.4.4. Penalty

Every Recurring Deposit holder shall pay his monthly deposit before the end of the Calendar month to which it relates falling which he shall be charged a penal interest of 1 1/2 paise per rupee per month or a fraction thereof on every rupee overdue. The Penal interest will be collected along with arrears of subscription. If the penal interest is not paid along with arrears of subscription, the amount will be deducted from the proceeds at the time of closure of the account.

If a depositor is in arrears to the extent of a sum equivalent to or more than 6 monthly instalments, his deposit account will at once be closed and taken to matured deposit account along with interest at premature closure after deducting all the dues to the Bank.

Interest for premature closure of Recurring Deposit is paid as follows:-

Interest will be paid for completed quarters at compound interest and for the remaining period at simple interest on daily product basis upto date of closure. However interest shall be at 1% less than the rate prevailing at the time of acceptance of deposit for the period for which the deposit is actually held with the Bank subject to the minimum of one quarter.

Example:

Amount Rs.100 per month	
Date of opening	: 2.3.92.
Term and rate of interest	: 5 Years & 15%
Date of premature closure	: 15.6.94
Deposit held with Bank	: 9 quarters and 13 days
Prevailing rate at the time of acceptance of deposit	: 13%
Eligible Interest rate for premature closure	: 13% - 1 = 12%
Maturity value for Rs. 100 for 9 quarters	: 3108.4863
For remaining period of 13 days	: $\frac{3108.50 \times 12 \times 13}{100 \times 365}$
	: 13.30.

Therefore amount to be paid Rs.3121.80 (3108.50 + 13.30) Rs. 3122/- (rounded). (Principal Rs. 2700 (100 x 27 months) + Interest Rs.422).

2.4.6. Pass book

All payments made into the Bank will be entered in a pass Book which will be supplied by the Bank at free of cost. But if the pass Book so given is spoiled or lost a duplicate will be supplied on receipt of Rs.10/-. All entries in the pass Book will be made by the Bank Officials and no entry shall be made by a depositor or by anybody else in such pass Book. No account will be closed without the production of the pass Book. The depositor should see that the entries are correctly made and duly acknowledged in the pass Book before leaving the Bank.

CASH CERTIFICATE SCHEME

2.5.0. Application

Any Member of the Bank can apply for Cash Certificate in the prescribed application form.

2.5.1. Period

Cash Certificate will be issued for minimum amount of Rs.100/- The Deposit must be for a minimum period of 12 months and maximum period of 120 months.

2.5.2. Maturity value

Maturity value of the Cash Certificate will be paid on or after the date of maturity. However interest on the maturity value of the Certificate will cease from the date of maturity.

2.5.3. Premature closure

The Depositor may be permitted to withdraw the deposit before the date of maturity. In such cases, interest will be paid for the completed quarters only at simple interest at 1% less than the rate prevailing on the deposit at the time of acceptance of deposit for the period for which the deposit is actually held with the Bank.

The interest for prematurely closed Cash Certificate is paid as follows:-

Interest will be paid for completed quarters at compound interest and for the remaining period at simple interest on daily product basis) upto date of closure. However interest shall be at 1% less than the rate prevailing at the time of acceptance of deposit for the period for which the deposit is actually held with the Bank subject to the minimum of one quarter.

Example:

Amount of Deposit	: Rs.10,000/-
Date of opening	: 27.5.92.
Term and rate of interest	: 5 Years & 15%
Date of premature closure	: 25.2.95.
Deposit held with Bank	: 27.5.92 to 24.2.95. i.e. 10 quarters and 90 days.

Prevailing rate at the time of acceptance of deposit (33 months)	: 13.5%
Eligible Interest rate for premature closure	: 13.5% - 1 = 12.5%
Maturity value for Rs. 100 for 10 quarters	: 136.0315
For Rs. 10,000/-	: 13603.15

For remaining period of 90 days	: $\frac{13603.15 \times 12.5 \times 90}{365 \times 100} = 419.25$
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Therefore Maturity Value is Rs. 14022.40 (13603.15 + 419.25)
(Principal - Rs. 10,000 Interest - Rs.4022.40)

VIRUDHI CHILDREN DEPOSIT SCHEME

2.6.0. Introduction

This deposit scheme is drawn to inculcate Savings habit among children of the Members of the Bank. The deposit shall be known as "Virudhi Children Deposit" (VCD).

2.6.1. Eligibility

1. It is open to all children below 15 years of age. Minor's accounts shall be opened through guardians and the guardians only will be permitted to operate on their accounts. Guardians shall be members of the bank.
2. The children/ of all "A" and "B" Class members of the bank are eligible to participate in the scheme.

2.6.2. Period of deposit

The Deposit account shall be operated for atleast a minimum period of 24 months. It can also be accepted in days fraction (i.e.) 2 years 1 day for higher rate of interest. In this case, maturity amount at higher rate of interest for 2 years will be given.

2.6.3. Rate of interest

1. The rate of interest for Virudhi Children Deposit will be as applicable to Fixed Deposits for the two years period. Interest will be paid on maturity of the deposit.
2. In case of pre-mature closure of the accounts within one year, no interest will be paid on the deposit account. Cost of the Hundi-Box i.e. Rs.50/- will be collected in such cases.
3. Closure of the accounts after one year of opening will be permitted with interest at 1% per annum below the rate of interest applicable to the Fixed Deposit for the period of one year.

2.6.4. Terms and conditions:

1. Any member desirous of opening an account should apply in the prescribed form with the particulars required filled up therein.
2. No person can have more than one account in the individual name and the initial deposit shall not be less than Rs.10/-.
3. The Depositor will be provided with an attractive Hundi at the time of opening the account.
4. Hundi Box's key will be held by the Bank.
5. Remittances towards the deposit can be made at the Office of the Bank as and when the depositor wishes. The accumulated amount in the deposit account will be refunded after 24 months from the date of opening of the account along with interest.

6. Depositors willing to continue the account even after the specified period of 24 months, can continue the account from the date of refund by leaving a minimum balance of Rs.10/- in the Deposit account. The amount accumulated thereafter will be refunded to the depositor from the date of refund.
7. Accounts can even be discontinued and again continued and there is no forfeiture of the amount paid or interest on it.
8. Hundi will be opened and the amount will be collected and necessary entries will be posted in the pass book provided by the Bank.
9. A sum, minimum being Rs.5/- can be remitted at any time and whenever amount is remitted, it carries interest at uniform rate as applicable on the daily balances. The interest is calculated on half yearly basis at end of September and March.
10. Depositors wishing to have refund of their deposits will have to apply in the prescribed form.
11. The Depositor should examine the pass book carefully as soon as he/she receives the same and satisfy himself/herself that the entries therein are correct and have been signed by an authorised official of the Bank. Any error discovered should be pointed out at once.
12. The Depositor should produce proof for the age of the child at the time of opening of the account as required by the Bank.
13. Minimum Interest allowed for any account shall be Re.1/- per half year.
14. When an account is closed, interest will be calculated and allowed only upto the last day of the preceding month to the month to which the account is closed.
15. The Bank reserves to itself the right to alter or mend these regulations governing Virudhi Children Deposit Scheme without any intimation to the depositor in accordance with the directions of the Board of Directors of this bank from time to time.

'OORUNI' DEPOSIT SCHEME

2.7.0. Introduction

This Deposit Scheme is drawn to facilitate regular monthly income to senior persons so as to enable them to meet their monthly financial requirements.

2.7.1. Eligibility

1. All Senior persons, of 50 years and above can deposit their super-annuation benefits/surplus into the Repatriates Bank under the "Ooruni Deposit Scheme"
2. They should be a member.
3. They should produce proof of age.

2.7.2. Amount of deposit

The minimum deposit amount shall be Rs.10,000/-.

2.7.3. Period of deposit

'Ooruni' Deposits are accepted for a period of not less than two years. It can also be accepted in days fraction to enable the depositor to avail higher interest.

2.7.4. Rate of interest

1. The rate of interest will be as applicable to Fixed Deposits.
2. The Interest will be paid monthly on the deposit amount without discount.

2.7.5. General regulation

All the other regulations will be as applicable to fixed deposits.

2.7.6. Amendment to regulation

Bank reserves to itself the right to alter/amend these regulations governing "Ooruni Deposit Scheme" without any intimation to the depositor/s in accordance with the directives of the Board of Directors of the bank from time to time.

DAILY DEPOSIT SCHEMES

2.8.0. The scheme

The Daily Deposit (DD) Scheme is an ideal Scheme meant mainly for daily savers of small means. The main feature of the Scheme is that the collection of the deposit is done daily at the door steps of the depositor by the Daily Deposit Collector of the Bank.

2.8.1. Eligibility

1. All ('A' and 'B' Class) members of the bank are eligible to join in the Scheme.
2. Any Member willing to open a D.D. Account should apply in the prescribed opening card with the particulars required therein duly filled up.
3. Acceptance of Daily Deposits shall be at the discretion of the Bank.

2.8.2. Minimum deposit amount

The minimum amount payable daily into a DD account shall be Rs.10/-. Higher amounts shall be deposited in multiples of Rs.5/-.

2.8.3. Period of deposit

A DD Account can be opened for periods of 12 months, 36 months and 60 months.

2.8.4. Rate of interest

1. The following shall be the Rate of Interest:-

Period of Deposit	Rate of Interest
a. Upto 35 months	5.0% per annum
b. 36 to 59 months	6.5% per annum
c. 60 months	7.5% per annum

2. The Rate of Interest is subject to change by the Board of Directors of the bank from time to time.
3. The daily contributions will be taken to the deposit account on the last day of the month and interest on such deposit will accrue from the first day of the following month.

2.8.5. Issue and maintenance of collection cards

1. The Bank will maintain blank collection card under lock and key and issue (in duplicate not exceeding the number of cards likely to be operative during the month), to the Daily Deposit Collector (DDC) against his acknowledgement in the Card Issue Register, on any suitable day at the end of the month. The issued cards for the current month shall be serially numbered. The particulars

of the blank cards handed over to him and the cards returned by the DDC should be noted in the register. It should be checked whether the total number of cards where collection has been made and the blank cards returned tallies with the number of cards issued.

2. The DDC shall maintain one collection card with him and hand over the other to the depositor.
3. The DDC will note the amount collected everyday in both the cards and shall put his signature in the card with the depositor and he will also obtain the signature of the depositor in the collection card maintained by him. This is to have a check on the amount remitted by the depositor everyday.
4. The amount so collected by the DDC shall be remitted to the bank on the succeeding day positively.
5. The amount so collected by the DDC from the depositor shall also be recorded by him everyday in the daily collection register/chart.
6. The bank shall compare the accuracy of recording in the daily collection register with the entries in the daily collection cards maintained by the DDC.
7. At the end of the month, the bank will confirm the outstanding at the end of the month in the collection card maintained by the DDC and it will be handed over to the depositor for his records. The DDC should get the confirmation of the depositor in the monthly collection card with the depositor incorporating the outstanding amount as at the end of the month and should hand over the same to the bank.
8. At the end of the month, the DDC should total up each depositor's total monthly payment and tally this with the total of that month's collection disclosed in both the collection cards. The bank should compare and check the amount and particulars in the collection card with that of the daily collection register and should arrive at the total amount remitted by the depositor during that month. The total amount should be posted to the ledger account on the first day of the succeeding month.
9. Both DDC's card and customer's card shall be compared every month on or before 20th of the succeeding month, customer's card shall be returned by confirming the closing balance with Branch Manager / Assistant Manager's signature and seal.
10. The amount outstanding on the first day of the succeeding month will be opening balance for that month and this should be posted in the fresh/blank collection cards before issue.
11. The DDC shall obtain fresh/blank collection cards from the bank and continue his collection work.

2.8.6. Pass book

A Daily Deposit pass book can be issued to the depositor on request. The posting to the pass book will be made once in a month with the total amount collected from the depositor during the month.

2.8.7. Dormant accounts

1. An account becomes dormant if there is no payment for two consecutive months. Immediately the collection card of that account shall be withdrawn. Withdrawn cards are to be filed in Daily Deposit Dormant Cards File.
2. The DD Collector will have to furnish details of accounts that have become dormant in the preceding month on the first working day of the current month.
3. Enter the particulars in note book where all dormant accounts are given serial numbers.
4. Necessary entries are to be made in Dormant Account Register when the account is revived.

2.8.8. Absence of deposit collectors from work

When the DD Collector pleads his inability to make collection on any day due to indisposition or some other factors, he will hand over all the cards to the bank well in time. The Bank will make suitable alternate arrangements for making collections during the absence of any Deposit Collector.

2.8.9. Transfer of DD account

1. Transfer of DD Account within the family or outside the family is not permitted.
2. Transfer of DD Account from one branch of the bank to another branch is permitted only once during its life time under valid reasons like inability of the depositor to continue his contributions at the place/branch.
3. The depositor shall submit his application to the transfer or branch requesting such transfer. In case depositor approaches the transferee branch with his request, the transferee branch shall obtain and forward such application to the transferor branch.
4. Transfer fee of Rs.2/- will be collected for a transfer.
5. The branch shall take due care to ensure that double payment of interest is not made on such transferred accounts.

2.8.10. Refund

1. Refund before Maturity

- a) Premature withdrawal of the DD Account before the expiry of 12 months is permitted without any interest.
- b) Where deposits for a period of 36 months and 60 months are closed before maturity, the rate of interest applicable would be 1% less than the rate applicable for the prior period for which the deposit actually remains with the bank.

Example:- If a DD Account for 60 months is closed pre-maturely at the end of (Say) 29 months, the rate of interest will be 4% (i.e.) Rate of interest for prior period to 29 month 5% minus 1% i.e. 4% per annum.

2. Refund on Maturity:

The DD's for the period of 12 months, 36 months and 60 months will be refunded in the 12th month, 36th month and 60th month respectively. The interest for such deposits will be calculated only upto 11 months, 35 months and 59 months respectively.

Note: While closing deposit before or on maturity, the signatures of the depositor obtained on the Debit Slip with the Specimen Signature lodged with the Bank should be verified by the Bank.

3. Adjustment of deposit towards loan:

- a) In case the depositor has availed any loan from the bank and defaulted in repayment of such loan, the bank will have lien over the DD and can adjust the DD balance for liquidating the liability after completion of the formality after giving due notice to the depositor.
- b) Where the principal borrower fails to pay the due and the bank decides to resort to the guarantor/surety for recovery, the Bank can adjust the DD balance for liquidating the liability after completion of the formality of giving due notice.

2.8.11. Loan on deposit

Loan will be granted on the security of the DD upto 75% of the amount deposited as at the close of the previous month. The Authorised Officer for sanction of loan and procedures for sanction of loan will be as per the regulations applicable to the loan on Fixed Deposits.

2.8.12. Transfer of balance in daily deposit into term deposits / certificates

1. The balance in the DD Account can be transferred to any Term Deposit/Certificate.
2. The rules of the business governing such term deposit/certificate are as under:-

a) Amount of Deposit/Transfer:

Any depositor has the option after the DD account has completed one year, to transfer to any term deposit/Certificate, amounts in multiples of Rs.100/- with a minimum balance of Rs.100/- in the DD account. This means that after the transfer a minimum of Rs.100/- will have to be left in the DD account.

b) Number of times the transfer can be made:-

Such transfers can be made only 4 times during the life time of the DD account. The first transfer will be allowed only after the completion of one year of the DD account. Thereafter, on completion of every year, such transfer is permissible only once in a year.

c) Date of Maturity:-

The date of maturity of such deposits shall not be earlier than the maturity date of DD account.

d) Refunds before maturity:-

Such deposits will not be refunded before the maturity date of the DD account under any circumstances.

e) Rate of interest of DD from which transfer have been made:

The DD amount will earn interest as per the existing rules at the usual rates on the balance from time to time in the account (including the amount of the earlier period upto the date of transfer.)

f) Interest on deposits transferred from DD account:-

The deposits/certificates will earn interest at the rate applicable to such type of term deposits/certificates.

Other rules governing the transferred deposit

1. All other rules applicable to such type of term deposits/ certificates will also be applicable to these term deposits/certificates.
2. The transfer of balances of DDs to term deposits/certificates is permitted only for those DD accounts on which loans on deposit are not availed of. Such deposits/certificates will not be liable for any incentive.
3. The deposits/certificates must be kept by the depositor in his/her name only. However, joint account with "Either or Survivor" clause will be allowed.
4. Nomination facility is also available to these term deposits/certificates as in the case of other deposits/certificates.
5. Any lien marked over the DD account shall also be transmitted to the new term deposit/certificate created through transfer of DD account.

Other Rules Governing Daily Deposit

1. Signature affixed in or appended to the opening card will serve as specimen for the purpose of the bank.
2. Deposits in the name of a minor represented by guardian will be accepted with moneys being withdrawn by the guardian.
3. The depositor shall inform the Bank about any change in his/her address.
4. Every applicant will be presumed to have read these rules.
5. No account can be closed until the expiry of atleast three calendar months after it has been opened.
6. When an account is closed, the interest will be circulated and allowed only upto the last day of the month preceding that date. After the account

is closed, the final balance so struck shall be entered in the DD account by the bank officials and the amount will be paid to the depositor and his receipt taken over in the debit slip or cheque form as the case may be.

7. Once in a year, DD balance confirmation should be obtained from all the depositors positively.
8. Service charges at 1% on the total amount deposited will be recovered at the time of refund of deposits.
9. Nomination is allowed in DD Account.

2.8.13. Monthly survey:

1. There should be an independent and random check by Head Office/Branches on deposit collector's collection regularly.
2. This survey should be carried out once a month to ascertain the correctness of balance in the Deposit accounts.
3. The Head Office/Branches should select at random 10% of cards in operation and physically verify the working of their Accounts.
4. For this purpose, accounts where considerable amounts are deposited or where dis-similar amounts are deposited by the same depositor with regular periodicity or where similar amounts are paid with varying periodicity may be included in the survey.
5. Any discrepancy noticed should be attended to immediately.
6. Branches should submit a certificate giving particulars of accounts chosen for such monthly survey to Head Office.
7. A record of physical verifications made and feedback, if any, should be maintained.
8. It may be reiterated that Head Office and branches should verify the signatures on confirmation with the specimen signatures lodged.

2.8.14. Amendment to the regulations

The Board of Directors of the bank may frame such other regulations as may be deemed necessary from time to time. The bank reserves the right to amend or alter any of the regulations governing Daily Deposit Scheme without prior notice to the depositor but without affecting the terms of the deposit account prevailing upon those interest.

2.8.17. Commission to Daily Deposit Collectors

Enhancement of commission rate:

At present commission at the rate of 2% on Daily Deposit and 1% on N.O.S.B. is paid to Daily Deposit Collectors. With effect from 1.9.95 (for deposit collected from 1.9.95) commission on Daily Deposit may be paid at the rate of 2.25% to those Daily deposit Collectors who have completed three years of continuous satisfactory service and collect average deposit (D.D. + N.O.S.B.) of Rs.7,500/- per day. Average may be arrived by dividing the total collections of the month (D.D. + N.O.S.B.) by number of days of the month. If the average collection decreases below Rs.7,500/- the commission shall be automatically reduced to 2%.

This additional commission may be paid as regular commission at the rate of 2.25%, the commission on N.O.S.B. will be continued to be at 1% as usual to all the Daily Deposit Collectors.

Free Personal Accident Insurance (FPAI):

Those Daily Deposit Collectors who have completed three years of continuous satisfactory service will be covered under Free Personal Accident Insurance for Rs.1,00 lakh. Necessary arrangements shall be made by Head Office.

This additional commission or FPAI will be allowed only at the discretion of the Bank on the satisfactory service of the Daily Deposit Collectors. It can be reduced or withdrawn at any point of time without prior notice or assigning any reason.

2.8.16. Efficiency of Daily Deposit Collectors

In addition to the norms governing the payment of commission to DDC'S, the branches should see that a Daily Deposit Collector, appointed by the Head Office, achieves a target collection of Rs.5000/ (D.D + NOSB) within three months of the appointment. If the branch does not satisfy itself with the efficiency of its new DDC it shall bring the case to the notice of the Head Office to enable the latter to terminate the individual concerned on the ground of inefficiency.

Frequent change of DDC should be as far as possible avoided. When a DDC is withdrawn/resigns the information should be immediately passed on to all customers and new DDC properly introduced to them. No card (blank or otherwise) shall be left with the outgoing DDC.

Further, branches shall not compromise on any of the instructions regarding close supervision, verification of D.D and NOSB collection.

SAFE DEPOSIT VAULT

2.9.0. Scheme

The Scheme envisages providing Safe Deposit Locker (SDL) facility to the members of the bank to keep their valuables safely. The relationship between the Repatriates Bank and the member will be of Lessor and Lessee/Hirer respectively.

2.9.1. Eligibility

- (i) All 'A' & 'B' Class members of the bank.
- (ii) He must be a depositor of the bank.

2.9.2. Working hours of the safe deposit vault

- i) The Safe Deposit Vault will remain open on all working days of the bank during business hours as noted by the bank.
- (ii) The hirer/s can have access to the locker in the Safe Deposit Vault of the bank/branch on any working day during business hours. The bank will also give access to the locker to the duly authorised agent of the hirer, at its option, provided the authority in favour of such agent is duly filed with and acknowledged by the bank until such authority is revoked in writing and intimated to the bank by the hirer.
- (iii) The hirer/s shall give the bank his/their signatures and that of his/their agent, and such signature shall be conclusive evidence of the Hirer's knowledge of and assent to the rules and regulations and this shall, without repetition, apply to all renewals and subsequent leases of lockers from the bank to the hirer/s.

2.9.3. Rent

- (i) The locker can be taken on hire for a period of 11 (Eleven) months only. The rent is dependent on size of the locker provided to the Hirer. At present the Bank offers lockers of size 4 5/8" H X 6 1/4" X 13 1/2" D. The rent of the locker for the period 11 months is duly payable in advance. Rent for different sizes of lockers as and when acquired, will be fixed by the bank from time to time.
- (ii) The rental for the second and subsequent periods is to be paid by the hirer 15 days in advance of the date when it becomes due.

2.9.4. Renewal of locker

The hiring of the locker shall be for a period of 11 months and the rent is same whether the hiring is for a period of 11 months or part of that. The same shall be renewed 15 days in advance of the date of expiry of the agreement. If the rent is not paid within 15 days prior to the date of expiry of the hire period, the bank shall have the right to refuse to the hirer access and use of locker after the period of hire.

2.9.5. Action on non-renewed locker account

In the event of the hirer not renewing the hire as per the terms and conditions, the bank shall have the right at any time after 15 days following the issue of notice to the hirer by registered post with acknowledgement due, to break open the locker and make an inventory in triplicate of the contents in the locker taken on hire by the hirer in the presence of atleast two witnesses who are not employees of the bank and to remove the articles inventoried to a place of safety and in the event of the hirer not paying the hire and other charges to the bank within 2 weeks from the date of removal as aforesaid, the bank shall be at liberty, on a day and hour fixed by the bank, to sell the articles inventoried at any time after 5 days after the date of issue of notice by registered post of the sale of the articles inventoried at a public auction and the hirer shall not have the right either to question the correctness of the list of articles inventoried, sold or the legality of the validity of the sale but the hirer shall have the right to have the sale stopped by payment of arrears of hire due inclusive of the hire for the year during which the sale proceeding are carried on and the other charges for breaking open the locker and for repairs to restore its working condition for the safe custody of articles and the auction charges and other incidental expenses incurred and levied by the bank before the date of sale.

2.9.6. Number of operation

Any number of operations of safe deposit locker would be permitted. Service Charges of Rs.5/- for each operation shall be collected.

2.9.7. Repairs to the locker

All repairs required to be done to the locker or keys shall be done exclusively by workmen appointed by the bank.

2.9.8. Loss of locker key

In case of loss of keys of the hirer, the bank should be notified without delay. All expenses incurred towards replacement of the lockers or keys shall be payable by the hirer.

2.9.9. Rights of the hirer

The hirer is not having any proprietary interest in the locker but has only a right to use exclusively and to have access thereto during the period of hire agreed to by the hirer.

2.9.10. Damage to the contents of the locker

The bank shall not be responsible or liable for any loss or damage to the contents of the locker arising from any cause whatsoever.

2.9.11. Termination of hire agreement

Either the banker or the hirer may terminate the agreement by giving either 7 days notice in writing prior to the date of termination or the agreed period of hiring of such intention to terminate the hire and the keys of the locker in such cases shall be delivered by the hirer to the bank during the working hours on the date of expiry of the period of hire.

2.9.12. Maintenance of the key by the hirer

The hirer shall keep the keys of his locker in a place of safety and not to divulge their numbers or lockers to others and not to deliver their keys to any person other than their duly authorised agent and whose name is recorded with the bank.

2.9.13. Rights of the bank under emergency

At times of grave or urgent necessity or circumstances, the bank reserves the right to close the safe deposit department for such periods as it may consider necessary. The bank also reserves the right to making changes in the opening and closing hours of the department without previous intimation.

2.9.14. Correspondence with hirer

Any change in the address of the hirer should be intimated to the bank immediately after the change and any notice or communication sent by registered post to the registered address of the hirer, given to the bank shall be considered as proper and due valid service in law and deemed as served on the hirer.

2.9.15. Technical failure of the vaults

The bank shall not be liable for any delay or damages caused by failure of the vault doors or locks to operate.

2.9.16. Nature of articles to be deposited

The locker shall be used for the deposit of valuables and other property of the hirer except those of an explosive or destructive nature.

2.9.17. Change of regulations

The hirer shall agree to abide by such regulations relating to the safe deposit lockers now in force or such as may be laid down by the bank in future from time to time. The bank reserves to itself the right to modify or amend these regulations and also to frame additional or new regulations without notice as may be needful from time to time.

MEMBERSHIP

The membership of the bank shall consist of 'A' and 'B' class members.

3.1.0. Membership general

'A' Class membership shall be open to

- (i) Individual repatriates including those first generation from Burma, Sri Lanka, Vietnam and other countries effective from 01.04.94.
- (ii) Any Cooperative Society, Partnership Firm, Company and Statutory orporation and any other jurisdic person whether incorporated or not participating directly or indirectly in the rehabilitation of repatriates.
- (iii) Central and State Governments.

'B' Class membership otherwise known as Associate Membership will be open to any jurisdic persons incorporated or not viz., individual, Partnership, Joint Stock Company, Statutory Corporation, Association of persons etc.,

'B' Class members will be eligible for only those loans as provided for in the regulations governing efficient loan schemes formulated by the Bank from time to time. This will take effect from 01.11.88.

'B' Class members will be competent to offer surety as co-obligant to any 'A' Class member and also to any 'B' Class member.

'B' Class members will not be entitled to attend the General Body Meeting or to vote.

3.2.0. Admission of 'A' class members:

3.2.1. Eligibility:

All individual repatriates from Burma/Srilanka/Vietnam and other countries with bonafide and valid travel documents are eligible for admission as 'A' Class members irrespective of the date of arrival in India.

3.2.2. Documents required

A repatriate seeking admission as 'A' Class member should produce the following documents in original for verification.

- (i) Emergency Certificate and/or Identity Card in case of Burma Repatriates.
- (ii) Family Card and/or Passport in the case of Srilanka repatriates.
- (iii) Valid documents issued by Indian High Commissioner in the case of other country evidencing repatriate status of the applicant.
- (iv) In the case of inability to produce the above documents, the repatriates should produce documentary evidence issued by a Competent Authority (Indian High Commission/ Director of Rehabilitation/ District Collector/ Revenue Officials not below the rank of Deputy Tahsildar) evidencing specifically the repatriate status. Such documents should contain details of repatriates and his family members, Passport No., Family Card No., Emergency Certificate No., Identity Card No., date of

arrival etc., Documents issued by voluntary agencies and other individuals shall not be accepted under any circumstances.

3.2.3. Membership fee:

	Rs. Ps.
Cost of admission form	1 00
Admission fee	2 00
Value of one share	25 00
	<hr/>
	28 00
	<hr/>

Admission fee and cost of application form are non-refundable.

3.2.4. Nominee:

A repatriate seeking membership should specify the nominee in the application form itself. The nominee shall be a bonafide repatriate or a family member of the applicant whose name should find a place in the Family Card or Identity Card.

3.2.5. Precautions:

While scrutinizing the application form for membership care should be taken to ascertain the name and membership numbers of close relatives who are defaulters to the Bank, if any. Caution should be exercised to avoid defaulting 'A' Class members not to derive any benefit indirectly through admission of his relatives as new 'A' Class members. Family Genealogy can also be recorded in the application form.

3.2.6. Admission of 'a' class members under byelaw no.4-a(iii):

All the eligible State Governments and Central Governments are already members in the Bank.

3.3.0. Admission of 'B' class members:

3.3.1. Precautions:

It should be borne in mind that mainly depositors are encouraged to be admitted as 'B' Class members. Caution should be exercised to discourage admission of 'B' Class members seeking admission for the sake of getting certain credit facilities offered by the Bank.

3.3.2. Membership fee

	Rs. Ps.
Cost of application form	1 00
Admission fee	2 00
Share Certificate	5 00
	<hr/>
TOTAL	8 00
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3.4.0. Conversion of 'B' class membership into 'A' class:

Consequent to amendment of Byelaw No.4-A(i) repatriate 'B' Class members satisfying the stipulations detailed above are eligible for 'A' Class membership.

3.4.1. Membership fee:

	Rs. Ps.
Cost of application form	1 00
Admission fee	2 00
Membership fee	20 00

TOTAL	23.00

(Rs.5/- already collected can be adjusted).

3.5.0. Admission of first generation repatriates:

The first generation repatriates may be admitted as 'A' Class members subject to their production of the following certificates in original which may be given back to them after obtaining the xerox copy.

- (i) Certificate from School Authority/ Birth Certificate from Local Authority.
- (ii) Ration Card.

The xerox copies shall be attested by Branch Manager.

3.6.0. Allotment of share numbers:

A single membership No. is being allotted irrespective of number of shares taken by a member. But a separate distinct No. starting from 0001 (Code No. of Branch) shall be allotted for each share and should be run continuously. The distinct number already allotted at Head Office will continue to exist.

3.7.0. Issuance of share certificate:

- i. Share Certificates shall be issued immediately on admission of a member.
- ii. For additional shares also Share Certificates shall be issued immediately on acceptance of share amount. But the same member number shall be incorporated in Additional Share Certificates also.
- iii. Share Certificate shall be issued only to repatriate 'A' class members and institutions admitted as 'A' class members.
- iv. Only one certificate shall be issued to a member for any single remittance at a time irrespective of the quantum of shares subscribed.
- v. Only Share Pass Book shall be issued to non-repatriate 'A' Class members (other than repatriates) in lieu of share certificates i.e., the non-repatriates admitted as 'A' Class members in branches other than Tamilnadu and Pondicherry will be issued with pass book only.
- vi. Branch Head alongwith another officer are authorised to sign in the Share Certificate.

3.8.0. Refund of shares:

Branches can refund shares keeping in mind the following:

- i. Total quantum of Share Capital refundable during a financial year shall not exceed 1/10th of the outstanding share capital as at the beginning of corresponding financial year.
- ii. Withdrawal of membership shall not be accepted within two years from the date of admission. However, partial withdrawal of share capital may be allowed if the share holder does not have outstanding balance in loan account at the time of refund.
- iii. The share capital/additional share capital contribution for availing interest concession on loans and incentives on deposits shall not be refunded within two years from the date of subscription or during the pendency of loan whichever is later. Lien may be marked in the admission register for extension of interest concession in order to follow up while refunding the shares.
- iv. Partial refund of share capital against a single Share Certificate shall be made in cancellation of the earlier certificates and issuance of a fresh one for balance amount. However, this shall be avoided as far as possible.

3.9.0. Transfer of share:

In the event of death of a member, the membership share or interest of the deceased member shall be transferred to the person nominated. In case the deceased person has not nominated any person, the legal heir shall become eligible to receive the membership rights. Succession Certificate from the revenue officials not below the rank of Tahsildar shall be obtained. If there are more than one major legal heirs, consent of the legal heirs to transfer the membership rights to one of the legal heirs shall be obtained. After satisfying the above conditions, membership rights can be transferred to the legal heir.

3.9.1. Transfer fee:

A fee of Rs.2.50 shall be collected from the transferee towards the transfer fee and cost of admission form.

3.9.2. Transfer of share capital:

Head Office has transferred the Share Capital as on 31.03.97 to the respective branches alongwith share application forms and details of the unpaid dividend for further maintenance. Branches shall henceforth maintain the Admission Register in RCB-B 98.

3.10.0. Submission of MSR:

The particulars of admission of members; subscription; additional share certificate; refund etc., shall be sent in the prescribed format with MSR without fail for placing before the Board of Directors for ratification.

3.11.0. Payment of dividend:

Branches shall pay dividend, as per instructions of Head Office from time to time. Share holders are entitled to recover the proportionate dividend for the completed months of their subscriptions held with the Bank.

The dividend is receivable by members within 3 years from the date of declaration of dividend. The dividend amount remaining unpaid even after the limitation period shall be transferred to Head Office within three months from the date of expiry of limitation period.

3.12.0. Readmission of member:

Readmission of a member can be considered only after lapse of one year from the date of acceptance of resignation of membership.

3.13.0. Incentives to 'A' class members:

In order to encourage thrift habit among repatriates, it has been decided to offer 1% incentive for A class members on their deposits under the following terms.

3.13.1. Incentive on deposits

- i. It is applicable only to individual 'A' Class repatriate members holding a minimum of four (Rs.100/-) shares.
- ii. Incentive will be 1% on the face value of the deposit over and above the regular rate of interest.
- iii. Deposits to be made for a period of one year.
- iv. It is an one-time incentive only even for deposits of above one year.
- v. Incentive paid shall be collected back if the deposit is prematurely closed within one year.
- vi. Incentive may be paid by Account payee cheque or credited to Savings Bank A/c. by the individual. Incentive less than Rs.200/- may be paid by cash.
- vii. The Share Capital subscribed for the purpose of incentive shall not be refunded within two years from the date of subscription.
- viii. Single deposit amount less than Rs.1,000/- will not be eligible for incentive. The period of deposit should be for 15 months.
- ix. Schemes Fixed Deposit, Cash Certificate, R.S.J.B. II & III series, Oorani only will be eligible for incentive.
- x. In respect of minor deposits the guardian shall be the repatriate 'A' class member.
- xi. The first generation 'A' Class repatriate members are also eligible for the above privileges.
- xii. The incentive payments shall be accounted under Establishment & Contingencies (Commission A/c.) at the Branch itself.
- xiii. The non-repatriate 'A' Class members are not eligible for any incentive.

3.13.2. Incentive on jewel loans:

One percent interest concession on jewel loans can be allowed to repatriates 'A' Class members irrespective of contribution of Share Capital. This concession is applicable to first generation 'A' Class repatriates also.

3.13.3. Incentive for other loans:

Concessional rate of interest at 1% p.a. (for HPF Scheme A & B 0.5% flat p.a.) less than the normal rate of interest can be allowed to 'A' Class repatriate members if they contribute 10% of the loan amount to Share Capital for all loans except Consumer loans and Educational loans. If they are unwilling to contribute such share capital, concessional rate of interest shall not be allowed.

The Share Capital contributed by the repatriate members shall not be permitted to be withdrawn atleast for a period of two years after closure of loans

BRANCH MANAGEMENT

4.1.0. Role of branch heads:

The head of the branch shall be responsible for the overall efficient functioning of the branch under his jurisdiction. He is ultimately responsible on all matters relating to the progress, administration, discipline and working of the branch. The main functions are highlighted below.

4.1.1. Main functions of branch head:

- i) To maintain good public relations and interaction with the general public, particularly with the present and prospective customers.
- ii) To achieve the goals and objectives of this bank and for this purpose, work out ways and means to develop business on sound lines, and whenever necessary seek the guidance and instructions of Head Office.
- iii) To supervise and control the supervisory, clerical and subordinate staff and ensure strict discipline, allocation of duties & responsibilities and adherence of rules and regulations. Also to maintain personal files and service registers of branch staff with upto date entries and their safe keeping and to have an effective control over the expenditure of the branch.
- iv) To group functions related to one another in order to avoid duplication and ensure effective control (work allocation).
- v) To maintain a personal diary noting therein all appointments and public contacts made etc. He shall maintain post date instruments datewise, arrange for their deposit into bank in time and proper maintenance of B.R.
- vi) To attend to daily verification of cash balance and periodical verification of assets and securities of the Bank and also maintain them in good condition with the assistance of Assistant Manager.
- vii) To attend to the proper deployment of funds and regulation of remittances and transfer to Head Office and avoid loss of interest and transfer charges.
- viii) Receiving, Processing and forwarding the credit proposals beyond the powers of branch head to Head Office.
- ix) Receiving and processing the credit proposals under the delegated powers of branch head and sanctioning without delay.
- x) To tactfully gather credit information about borrowers, their business and credit worthiness etc.
- xi) Ensuring proper documentation before the disbursement of credit, safe keeping of files, documents, Jewels, assets, etc., maintenance of cheque drawal register.
- xii) To properly maintain individual files / records, monitor and effectively followup after disbursement of credit as regards utilisation of funds, recovery etc.

- xiii) To attend to member repatriate/customers grievances and issues arising out of their employment with bank's borrowers.
- xiv) Submission of correct periodicals in time.
- xv) Renewal of Insurance.
- xvi) Watching time limitation of loan accounts.
- xvii) Rectification of audit/Internal audit defects.
- xviii) To maintain the office premises neat and clean and efficient running of the unit / business create a congenial atmosphere for staff and customers.

4.1.2. Matters over which vigilance is expected of branch head

- i) There should be no laxity in the observance of rules and procedures for safe custody of cash, keys of safe, specimen signature, bank withdrawal slips, Deposit Receipts/cards, forms and books, periodical checking of the stocks, if necessary,, even counting the number of the leaves in each withdrawal books / receipt books etc.
- ii) Obtaining proper introduction before opening of an account and while admitting new member.
- iii) Effective control over immediate accounting of daily collections, remittances with the bank and transfer of funds to Head Office.
- iv) Follow the principles laid down in the matter of balancing of ledgers.
- v) Effective control over the issue of savings bank withdrawal slips.
- vi) Proper checking of postings in the ledgers and balancing of accounts.
- vii) Proper checking of statements of accounts by supervisory officials especially current a/c. statements with other banks. While transacting deposits through bank collections actual credit bank statement shall be ensured.
- viii) Proper system of investigation of the means and credit worthiness of the borrowers and keeping a watch over their dealings while they continue to be indebted to the Bank. verification of business loan liabilities of applicant/s and sureties at the time of entertaining loan application.
- ix) Proper execution of documents before releasing loan amounts and periodical verification of securities to ensure they are intact and to ascertain their market value vis-a-vis loan outstanding.
- x) Scrutiny of daily voucher slips and protection of voucher bundles, old records and attending to destruction of records periodically.
- xi) Carrying out Head Office instructions effectively and ensuring submission of periodical statements / returns to Head Office promptly.

4.2.0. Availment of leave by branch heads

Frequent availment of leave by staff members seriously affect the smooth functioning of branches. In order to ensure smooth functioning of the Branches, the following guidelines are reissued for strict adherence by the branches.

- i. The Branch Head/Assistant Manager shall not avail CL/EL/ML exceeding 4 days without prior permission/sanction by Head Office.
- ii. Staff members particularly Head of the branch should avoid frequent entry into leave. Under unavoidable circumstances leave applications should be submitted in advance to the appropriate authority without fail. While entering in CL/EL/ML not exceeding 4 days charge can be handed over to the next designated officer.
- iii. A charge register for handing over and taking over charge shall be maintained at the Branch.
- iv. Head of branches should avoid frequent entry into leave. Under no circumstances, the Branch Head shall enter on leave without proper handing over of charge to his substitute or designated staff as indicated above failing which he shall be personally held responsible for the consequences. Further, while proceeding on camp/outdoor work etc., he should make necessary arrangements to ensure that there is no dislocation in the working of the Branch.
- v. Unauthorised absence shall be viewed seriously and stringent action should be taken for the lapses whenever necessitated.

Branch heads are the custodian of branch property for all 24 hours a day and 7 days a week.

4.3.0. Joint custody of jewel keys

- i. First set of jewel safe keys shall be held by the Branch Head and the second set with the first designated staff of the Branch.
- ii. In the event of any one of the custodian of the keys entering on leave or leaving the office on official work during office hours, shall hand over the keys to the second designated staff of the branch.
- iii. A jewel safe key register shall be maintained indicating the custodian of keys. In the register, the date and time of handing over/taking over possession of jewel safe keys should be indicated with the signature of the persons concerned.

4.4.0. Operations of bank accounts:

- i. Only the Branch Head is authorised by Head Office to operate all bank account. He should not delegate cheque operating powers to any other staff under any circumstances.
- ii. The branch head while entering on CL/EL/ML not exceeding 4 days or undertaking outdoor work during office hours, shall arrange for adequate funds and leave appropriate instructions to ensure smooth functioning of the branch operations. Retention of excess cash at the branch is subject to availability of adequate insurance cover.
- iii. Cash-in-transit shall not exceed the limit prescribed.

Branches are advised to scrupulously follow the above instructions without any deviation.

4.5.0. Branch expenditure:

Branches should ensure that expenditure under various heads of a/c. is restricted within the limit fixed. The limits are only the maximum expenditure that can be incurred and the branches should endeavour to restrict the expenditure as far as possible well below the upper limits.

Excess expenditure over and above the limit under unavoidable circumstances should be got approved by Head Office every month by furnishing reasons for exceeding the limit. Head Office reserves its rights to disallow such excess expenditure if found not justified.

Unutilized portion of approved limit in any month cannot be carried forward or accumulated for the future.

* * *

4.6.0. Seepage of income

Generally seepage of income is reported under the following items:

- i. Collection of evaluation fees.
- ii. Collection of jewel appraiser fees.
- iii. Collection of visit charges (for recovery visits)
- iv. Collection of evaluation fees in respect of dishonoured cheques and transfer of fund.
- v. Collection of penalty on delayed payment of R.D. instalments.
- vi. Excess payment of interest in the case of deposit accounts.
- vii. Short collection of interest in respect of loan accounts.
- viii. Non-collection of membership/application form fee.
- ix. Non-remittance of D.D./NOSB collected.

Such occurrences can happen only when the branch head is unaware of the rules and regulations stipulated in various circulars. Non-adherence of such rules not only indicates indifference of branch head but also result in loss of income to the bank. This instruction will have to be checked without any lenience. Considering its seriousness the following instructions are issued.

- (a) Wherever any seepage of income is noticed, branch head shall ensure that the amount is recovered within 4 days from the date of observance of such defect by the internal audit/auditor. Branches shall not wait for any specific instruction in this regard.
- (b) In case of failure to collect the amount within 7 days, the branch head shall make good the amount and set right the accounts. Later, he may collect the amount from the respective clients.
- (c) In case of such repeated occurrence of seepage income, appropriate disciplinary action shall be initiated against the branch head.
- (d) The branch head shall be wholly made responsible for such seepage of income and he shall take utmost care to avoid seepage of income under any circumstances.

4.7.0. Cash handling

Cash receipts and payments after the closing of cash or on any holiday are strictly discouraged in principle by the bank. In exceptional cases, the following directions may be complied with.

4.7.1. Late receipts:

- i) Late cash may be accepted under extraordinary circumstances with the prior approval of the Manager and such cash slip should be marked "Too late for today's credit" and the same should be entered in both Cashier Receipt Scroll and cash officer's receipt scroll as the first receipt entry for the next working day.

- iv) All claims to excess cash should be obtained in writing and should be dealt with by the manager personally.
- v) Where the excess cash is located as belonging to any customer and the claim is bonafide, the amount may be refunded by crediting to the account of the customer by issuing crossed bank cheque in his favour.
- vi) No refund must be made in cash as far as possible. However where the amount involved is small and the party has no bank account, the amount may be paid in cash against claimant's stamped receipt in RCB No. 96.
- vii) Claims in respect of amount transferred to Head Office should be referred to Head Office with manager's recommendation and giving full particulars of the transfer made such as date, J.V. number and reference number of letter, if any.

4.7.5. Cash shortage:

- i) Where any shortage in cash is found, every effort should be made to locate the mistake, if any, and excess payments or short collections shall be collected with least delay.
- ii) The cashier shall make good the deficit and close the cash noting the exact particulars.
- iii) As soon as any shortage occurs, though the shortage is made good, a written explanation from the cashier concerned shall be obtained and forwarded with branch heads' remarks to the Head Office without fail on the same day.

The report should contain information regarding

- a) How it occurred.
- b) What efforts were made to locate the cash shortage.
- c) Whether the lapse is on the part of the cashier such as failure to note down particulars of denominations on the back-side of slips / vouchers.
- d) Whether the cashier had incurred cash shortage repeatedly.

4.7.6. Action when shortage is not made good

After reporting the shortage to Head Office by telephone / telegram, followed by a detailed report, the amount of cash shortage incurred by the cashier should be debited to a head of account called "Cash Shortage Account" in the books of the branch. Head Office shall initiate suitable action subsequently.

4.8.0. Safe custody of tokens:

Token system is introduced in all branches in order to efficiently handle cash payments. The procedure to be followed is:

- i. On receipt of the tokens supplied, a list, in duplicate, of the tokens in the order of serial numbers shall be prepared and signed by the manager and any other officer with date. The copy shall be retained in the branch and the other sent to the Head Office.
- ii. This shall be done on the first working day of every calendar year.

- iii. Tokens shall be kept overnight in the safe duly checked. Tokens shall not be left in open as it may lead to finance misappropriations.
- iv. The joint custodians (Safe key holders) should take out all the tokens and issue them to the ledger keeper(s) whenever necessary just prior to the commencement of daily work.

4.8.1. Verification of the tokens in the evening:

Before keeping the tokens inside the safe after use, the manager/custodian shall verify the number of the tokens and count them to ensure that none of the tokens is missing.

4.8.2. Action on lost/missing tokens:

- (a) In case of any token missing, the party should be traced out immediately from the instruments paid and the customer concerned should be approached to assist in the recovery of the token forthwith.
- (b) Where the token-holder has lost the token, the cost of the token Rs.25/- should be collected from him and credited in the Miscellaneous Income Account.
- (c) If the missing token is later on traced or recovered back from the same person, the amount of cost collected from him may be refunded to him by debiting Miscellaneous Income Account.
- (d) Intimation regarding missing of the token presumed to be lost or irrecoverable shall be given to Head Office.
- (e) Loss of the token shall be displayed on the notice board and also near the cash counter.
- (f) The cashier shall also note its number and if the token is presented on any subsequent date, he shall report the same to the branch manager for enquiry and shall not pay cash against the said token.

4.9.0. Record maintenance

The branches are required to maintain various registers and records for smooth operation of the business and also for verification / auditing purpose. The following are the list of records / registers to be maintained by the branches.

1. Office opening and closing register
2. Attendance register
3. Attendance closing register
4. Staff on duty register
5. Movement register
6. Index register
7. Furniture register
8. Office equipment register
9. Electrical equipment register
10. Cash book
11. Journal register
12. General ledger
13. Subsidiary ledgers
14. Bills Receivable register
15. Cheque issue register
16. Journal voucher numbering register
17. Loan number allotment register
18. L.A. register

19. Registers required under EPF (Maturity Bonus Act) Employment Vacancies register
20. Local call telephone register
21. Trunk call register
22. Security register
23. Loan ledger
24. Service register
25. C.L. register
26. T.A. Bill register
27. Jewel key register
28. Safety locker register
29. Stationery register
30. Visitors register
31. Cashier / officer chitta
32. DPN time limitation register
33. Customers meet register
34. Customer grievance register
35. Cash-in-transit register
36. R&C Trial Balance
37. Despatch register
38. Nomination register
39. Deposit receipt issue stock register
40. Share certificate issue register
41. Inward register
42. Token issue register

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4.10.0. Statutory obligation:

It is a statutory obligation imposed on all the branches / officer of the bank under

- i) The payment of Gratuity Act, 1972
- ii) The Payment of Bonus Act
- iii) The Equal Remuneration Act, 1976
- iv) The Employment Exchange (compulsory Notification of Vacancies) Act, 1959, etc.

to maintain certain registers, records, etc. regularly and produce the same when called upon by an Inspector / appropriate authority appointed for the purpose. Non-maintenance of registers, records and non-production to the appropriate authorities / inspectors in an office exposes the officials of the bank responsible for such acts of omission / commission to the penal consequences which may include fine and / or imprisonment etc.

Branches shall maintain the registers, records etc. regularly strictly in compliance with provisions laid down in the aforesaid labour legislations. They are produced before the appropriate authority at the branch level and branch shall intimate the same to Head Office.

4.11.0. Preservation of records

Branches have been preserving vouchers, files, registers, ledgers continuously from their inception. These records are getting accumulated day by day. To avoid piling of outdated records indefinitely, it has been decided to preserve records only for a prescribed period. The period of preservation of records are given as follows:

ONE YEAR

1. Attendance register
2. Thapal register
3. Cash-in transit register
4. Stationery stock register
5. MPAS insurance register
6. SB withdrawal slip issue register
7. Standing instruction register (Till A/c is closed)
8. Deposit maturity register (Till A/c is closed)
9. MSR, DCB, R&C, Trial Balance Statements
10. DPN Time limitation register

TWO YEARS

1. Personal ledger sheet of closed accounts
2. Subsidiary ledger sheets
3. Cheque issue register
4. Bill receivable register
5. Account opening forms of closed accounts
6. Individual loan file of closed accounts
7. Jewel stock register
8. Despatch register
9. DCB / outstanding register

THREE YEARS

1. Vouchers, challans
2. Cash Books
3. General ledger
4. Sundry creditor register
5. Sundry debtor register
6. JV register.

FIVE YEARS

1. Chitta / Scroll.

PERMANENT

1. Admission register
2. Personal files of staff
3. Members Index register
4. Record destroying register
5. Audit schedule (Final Audit Memorandum)

** The records have to be preserved for a period not less than the period prescribed above preceding the current financial year.

** Period of preservation shall be reckoned from the date of closure of account.

** If the transactions / entries of two or more financial years are recorded in one register i.e. period should be calculated for the later financial year.

** The above limitations are not applicable to records pertaining to pending legal disputes.

** The records before being destroyed shall be scrutinized once and ensured that no original title documents of the customers are mixed with the records.

** A separate register called "Records Destroying Register" to be opened and also the records proposed to be destroyed should be listed in the register.

** Review of old record shall be made in the months of December every year.

4.12.0. Stationery

Branches have to assess their monthly requirements of stationery properly and make indent well in advance before the stock is exhausted. The supply of stationery items includes transportation charge, and hence when they are sent in many batches, extra cost is incurred. The following procedure may be followed by branches to avoid any such wastage of resources.

- a) An Indent Form (RCB - E6) containing the cost of stationery items is used for making indent by branches. They should fill up the required number of items in the columns specified. Before filling the form, physical verification of the stock must be made and the future requirement properly assessed - excess indent should be avoided. The indent must be made only on 15th of every month.
- b) Once the request is received from the branches, Head Office will despatch the items within a week without any delay. However, branches can expect the parcel to reach them only after 30 days from the date of indent.

Utmost economy should be enforced in the use of stationery. No stationery item should be wasted. All should be properly arranged in seriatim and kept neatly for convenient usage. No stationery item shall be used for rough scribbling or kept carelessly in different places in the office. Issue register should be maintained indicating clearly the upto date stock position. The head of Branch Manager in Head Office shall regularly verify the register and stock positions.

4.13.0. Office telephone:

The Branch has the responsibility to optimize telephone expenses to improve branch profitability. In several occasions, telephone bills are alarmingly on the higher side. The following instructions, if complied with, shall lead to minimum expenditure on telephone account.

4.13.1. General:

- i. The Telephone Operator/branches shall maintain a register for recording local calls and trunk calls besides phonogram separately.
- ii. All outgoing calls should be recorded with relevant particulars which have to be tallied with bills received.
- iii. During office hours, at Head Office, no call should be made by the staff, directly and all calls should be made/booked through the Telephone Operator only facilitating proper recording of the calls.
- iv. In case under emergency conditions a call is made directly by any of the staff, particulars of the calls should be furnished immediately in the prescribed requisition slip for appropriate recording.
- v. It will be the responsibility of the officer concerned on whose table the telephone is installed to ensure avoidance of its misuse.
- vi. After office hours, the telephone operator should lock the telephone, to disengage the system.

4.13.2. Local calls:

- i. Making repeated calls to the same number on the same day shall be avoided.
- ii. The telephone facility is available for office purposes. Only under unavoidable circumstances personal calls can be made.
- iii. When a staff member desires to make a personal call, he should send a requisition slip (prescribed format) duly authorised by Manager/General Manager. Only on receipt of this requisition slip, the telephone operator will provide the telephone connection. Minimum charges for the personal calls would be collected from the concerned staff member.

4.13.3. Trunk calls:

- i. Trunk calls should be avoided. As far as possible, letters specifically indicating the urgency can be sent to get the reply.
Under unavoidable circumstances, ordinary calls alone may be made.
- iii. Before booking the call, other sections may also be informed so that other urgent matters can be discussed at one time.
- iv. Branches will submit an extract of trunk calls telephone register to Head Office every month so as to reach before 5th of succeeding month.

4.13.4. Use of residential telephone of officers:

Certain Officers at Head Office and some branch managers have been provided with residential telephones to facilitate them to discharge their duties efficiently even after office hours. The following points to be taken care of for the use of such telephones.

- i. The telephone shall not be used indiscriminately. It should be used only when it is very essential to contact MD/CGM/ Customers, etc.
- ii. Total calls shall not exceed the number of free calls prescribed by the Telephone Department. Extra calls, if any, shall be paid by the officer concerned.
- iii. A separate trunk call register shall be maintained at the residence to record the following details, whenever trunk calls are booked on residential phone.

Sl.No.	Date	Phone No.	Name of the person contacted	Purpose	Initial

- iv. Outsiders shall not be permitted to use the residential phone under any circumstances.
- v. Bills shall be got approved before payment / ratified by Head Office regularly.

4.14.0. Complaints against branches

The bank has been implementing various schemes for the benefit of the repatriates and others through our branches and Head Office. While implementing the schemes, the branch may come across certain complaints from aggrieved persons. It is necessary such complaints enquired into immediately and appropriate action initiated to redress the grievances wherever required.

Keeping in view the importance of the complaints with immediate effect, the complaints other than grievances of repatriates will be dealt with at the Managing Director's Secretariat. The P.A. to Managing Director will receive such complaints and will directly report to Managing Director. To enable quick disposal of complaints all the sections in Head Office and branches are required to co-operate and assist him.

4.15.0. Customer service

The branches have to follow the guidelines below for speedier and better service to the customers.

- i. Timely opening of bank counters and prompt commencement of service. Atleast 15 minutes before the commencement of business hours, staff should be present at the respective counters.
- ii. Immediate updating of pass book. If there are many entries, updating within 24 hours, immediate issue of R.D. pass book, F.D. receipts etc.,
- iii. Advices for debt/credit to accounts.
- iv. Advance instruction to customers for renewal of these deposit receipts on maturity.
- v. Appraising customers of nomination facility on deposit accounts.
- vi. Provision of complaint/suggestion boxes in branches.
- vii. Maintenance of Complaint Register.

- viii. Indication board should be displayed at all the counters. It must be ensured that there is correspondence between the indication boxes and the actual work being transacted at each counter.
- ix. All outward mail must be despatched from the branch on the day it originates.
- x. Business hours of each office should be displayed outside the office premises near the main entrance.

4.15.1. Customer meet:

In order to take the customers into confidence and build up good rapport with them, the branches can organise customer meet periodically with the following lines.

- i. Branches shall arrange Customer's Meet once in a quarter and invite all customers to participate.
- ii. The customers meet may be arranged preferably between 4 to 5 p.m. on any convenient day during second month of every quarter.
- iii. The customers shall be enlightened about the policy decisions of the bank and customers may be given an opportunity to express their suggestions, if any, for practical convenience in implementing the same scheme.
- iv. A register may be maintained by the branch on the following columns.

Sl. No.	Name & address of customer attended	Suggestions offered by the customer	Remarks.
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Appropriate action may be taken by the branch to strengthen banker - customer relations.

- v. The result/ outcome of the customer's meet may be communicated to Head Office.
- vi. Tea/ Coffee may be supplied to the customers present during the meeting. A maximum expenditure of Rs.500/- with proper voucher can be incurred in this connection.

Similarly, Grievance Day shall be fixed in a given day of every week and the day be displayed in the notice board. The grievances obtained from customers should be addressed immediately by the branch head.

4.16.0. Security of branches

Branches are holding under its custody valuables and cash which are subject to several security risks. Any lapse of security may result in serious consequences. Hence, it becomes necessary to ensure adequate safeguards to protect cash and other valuables held by branch. The following security measures may be scrupulously followed:

4.16.1. Restriction at entry points at branches

- i) Entry to the branch should be restricted only to customers visiting the branches for borrowing purpose. Suspicious persons appearing in the branch should be enquired into and disposed off immediately if he has

no business to be transacted with the branch. Customers, friends and other visitors should generally be not allowed inside the working space meant for staff of the branch.

- ii) All the branches are provided with collapsible gate and the same should be chained in such a way that it permits entry of only one person at a time.

4.16.2. Operation of jewel safe

- i) Branches should take utmost care while handling jewels which are considered high security risk item. Handling of jewels in the presence of a large number of customers should be strictly avoided.
- ii) Operation of jewel safe should strictly be avoided in the presence of any customer or staff member other than the joint custodians.
- iii) Before operating the jewel safe, it is advisable to lock from inside the cabin / safe room door. Keys should always be in the personal possession of the custodians physically and they should not leave the keys inside the office even while they go out for official, non-official / personal work.

4.16.3. Ledger

Various ledger books pertaining to loans and deposits account should be kept safely under lock and key when not in use. No staff member other than the one handling it will have access to the ledger books.

4.16.4. Security papers

- i) Security papers such as loan documents should be kept under double lock.

No person shall have access to these documents except those holding the keys.

- ii) Blank security papers such as loan application, jewel loan application, bank deposit receipt books etc. should also be kept under double lock. Branches should meticulously avoid leaving the above papers loosely on the tables lest it may expose them to security risks and consequential financial loss to the bank.

Apart from specific security measures to be taken care of as above, the branch staff should be aware of way of keeping vigilance in the office.

4.17.0. Functional area:

It has been decided to have the functional areas of the branch upto 15 kms. of radius. Branches shall be very cautious that the Daily Deposit collection and loan facilities may not be extended in a scattered manner.

- a) Selected pocket areas in contiguous areas where minimum of 25 D.D. a/cs are possible may be taken up within 15 kms. radius.
- b) Interior areas which do not have access / approach to main roads should be avoided.

This area restriction may not be applicable for group housing loan to repatriates.

ACCOUNTING SYSTEM

5.1.0. Objectives

The objectives of maintaining accounts in the prescribed format in our bank are:

- a) To give information to the members and the general public on the health of the bank.
- b) To provide statistics to the Government as a major shareholder of the Bank.
- c) To have check over the expenditure and to monitor the working of the bank.

5.2.0. Daily transaction

The transactions of the branch / H.O. should be recorded on a day-to-day basis. The Journal Register and cash book are to be written every day and checked and signed by the officer. General Ledger (GL) is posted the very next day and endorsed by the officer concerned.

5.2.1. Sub-registers

Separate Registers have to be maintained for sub-heads under major heads viz, a) Sundry Debtors b) Sundry Creditors, c) Est. & Contingency a/c and d) Miscellaneous income a/c. They are posted simultaneously and updated on a daily basis. The postings in the sub-register are tallied with the General Ledger without fail on the last working day of every month.

Under any circumstances, the sub-head postings should not be done in General ledger. No further head of accounts should be opened in the G.L. other than those prescribed without specified direction from Head Office.

5.3.0. Periodical statements:

The important statements to be submitted by Branch Office to Head Office on a monthly basis include:

- i) Receipts and Charges Statement (R & C)
- ii) Trial Balance Statements (T.B.)
- iii) Monthly Statistical Returns (M.S.R.)
- iv) Friday Statement.

5.3.1. Receipts and charges statement

The Receipts and Charges Statement is prepared and submitted to ensure the arithmetical accuracy of the recording of daily transactions in the branch. It reveals the receipts and payments effected in the branch over a particular period. In our bank, it should be prepared for a calendar month and submitted without fail before 5th of the subsequent month.

5.3.2. Trial balance statement

It reveals the outstanding of balances on various heads in a given date. It is prepared and submitted by the branches before 5th of a month to disclose the balances at the last day of the preceding calendar month. This also ensures the arithmetic accuracy of the recording of transactions from the beginning (i.e. day one)

5.3.3. Monthly statistical return

The statement is sought from the branches in order to monitor their performance. They have to be submitted before 5th of the subsequent month. A typical MSR statement shall include

- i) Certificate in RCB 165
- ii) Statement on Deposits
- iii) Statement on Credit
- iv) Statement on Loans disbursed under Discretionary Powers
- v) Statement on General Charges
- vi) Statement on Share Capital with enclosure.
- vii) Statement on Leave Sanctioned.

MSR Statement should be sent along with a certificate of the Manager to the effect that, among others, one time cash-in-transit did not exceed Rs.5.00 lakhs, gross jewel value in safe did not exceed the insured value (At present Rs.400/- lakhs), all registers and records are being maintained upto date as per Cir. 8/91/A1, dt. 28.1.91. and Cir. 17/91/A1, dt. 25.3.91.

The balance as per MSR agree with General Ledger balances and the amounts furnished in MSR in respect of loan and deposits agree with General Ledger.

5.3.4. Friday statement

Under diversified activities, regulation of funds at the branches and Head Office becomes paramount important to ensure best use of funds. Accumulation of fund at one branch without utilization shall deprive the branch of monetary loss.

Friday Statement is introduced (to be submitted on all Fridays) to assess the funds requirements by the branch during the succeeding week and to make arrangement to transfer adequate funds to branches well in advance. This will also facilitate Head Office to transfer fund from one office to the other to utilize it efficiently.

Method of preparation :

1. It is prepared in duplicate and submitted in the prescribed form.
2. Prepared on every Friday. If it is a holiday, prepared on the previous working day.
3. Figure in the statement should contain the estimate of receipts and payments made based on the past transactions. The estimate must be a realistic one.

Telegram:

In order to inform to Head Office of fund requirement, the branch shall send the Friday Statement telegraphically in encoded form. It shall carry only three figures. They are :

- i) Funds with the Bank
- ii) Funds required during the week
- iii) Please transfer

These items shall be submitted only indicating the nearest thousands to the actuals in coded way.

Illustration (Model telegram) :

To

The Managing Director,
Repc Bank,
Chennai - 17.

45(.) 145(.) NIL (.)

Salem

In Head Office, it shall be decoded as

I	Funds with the Bank	: Rs. 45,000/-
II	Funds required during the week	: Rs.1,45,000/-
III	Please transfer	: NIL.

It may be understood that the Branch shall meet out one lakh rupees from the receipts during the week.

Precaution:

Friday Statement is insisted upon to avoid loss to the bank incurred by way of untransferred idle funds. Thus, the branch head shall be personally held responsible if huge fund locked in their branches without transferring it under intimation through Friday Statement.

5.4.0. Inter branch accounting:

Inter Branch transactions have increased under diversification programme. If the transactions are not done properly the inter branch accounts shall not tally leading to problems in reconciliation. In order to avoid this, the following procedure is adopted.

5.4.1. The procedure:

1. The branch/ Head Office shall prepare a separate Journal/cash voucher in triplicate for each transaction affecting Head Office A/c. or the branch A/c. concerned as the case may be.

2. No two transactions shall be clubbed in one Journal voucher/ cash voucher (except under Establishment A/c.).

3. The Journal Voucher/Cash Voucher shall be sent to the Head Office of which two copies sent to Accounts Section to be filed in the Master file, another sent to the Section concerned.

4. The section concerned shall prepare counter/ adjustment voucher and send it to Accounts Section for numbering and making entries.

At the end of every week, the master file shall be reviewed and missing transactions, if any, be carried out.

Similarly, the individual sections in Head Office shall initiate transactions, wherever necessary, prepare triplicate journal vouchers and send one copy to the branch concerned, one copy to Accounts Section and the other one shall be retained with them.

Thus, under any circumstances, branches shall not be permitted to debit/credit another branches account without routing through the Head Office.

Branch reconciliation is done regularly on a monthly basis. In case any discrepancy is found, information from branches/Head Office is sought immediately. This shall facilitate finalization of accounts in time.

5.5.0. Branch reconciliation

The Branch shall reconcile on a monthly basis the balances in the statement / passbooks of a/c's maintained by them with other banks with the balances of their books of a/cs. If any discrepancy found, the same has to be taken to the notice of the banker and confirmed. If discrepancy is the result of any problem with the branch accounting, the same may be rectified immediately.

5.5.0. Audit schedule:

At the end of financial year, audit schedules are sought from branches to finalise the profit and loss and financial position of the Bank.

The schedules are sent in the formats, given in the Annexure (9). Balances of all deposit/loans should be struck and tallied with General Ledger as on 31st March. Accrued interest for SB/NOSB calculated and credited.

The figures in the schedule are tallied with receipts and payments as well as trial balance. Previous year entries viz., prepaid expenses, outstanding expenses, accrued interest on loans & advances, investments/ SB A/c. with other banks, overdue interest on loans and advances, interest payable on deposits/ loan on securities, stamp on hand, stock of printing and stationery etc., shall be reversed correctly without any difference by passing Journal entries in the current audit period.

Two copies of Audit Schedule shall be produced alongwith receipts and charges and trial balance.

In order to attend to the year end work, the branches need not entertain customer transaction on the last date of the year (i.e. 31st March)

5.7.0. Computerised pay bill:

Preparation of Pay bill is done in the Head Office (EDP Section). The particulars are sent to EDP periodically by the Branches and the Administrative Section of Head Office.

Computerised pay bill consists of

- a) Pay Slip (RCB-502) - to be given to individual staff members.
- b) Pay bill statement (RCB-501).

This statement consists of earnings and deductions of all staff prepared in a consolidated form. Duplicate copies of the statement are sent to Branches. The branch on verifying and confirming the particulars therein, shall return one copy of the statement to Head Office. If the Branch has any change to be effected to the statement, it shall show the same in supplementary pay bill statement.

- c) Supplementary pay bill (RCB-503).

The statement is prepared by branches manually in the prescribed format incorporating amendments/ changes, if any, in pay bill statement.

5.7.1. Items of a paybill statement:

- (a) Permanent Employee Number. (as recorded in Service register)
- (b) Name
- (c) Date of joining
- (d) Grade
- (e) Designation
- (f) Branch
- (g) Basic Pay
- (h) Special Pay and Increment date

These are incorporated in the computer programme based on the particulars available with Head Office.

5.7.2. Procedure for pay disbursement:

1. The pay bill statement in duplicate (RCB-501) and Pay slips (RCB-502) are prepared before 25th of every month by EDP Section (Head Office) and sent to the branches.

2. Branches shall check the particulars and ensure correction with respect to Gross earnings and deductions. If it is correct, a copy of RCB-501 shall be returned to Head Office duly certified.

3. If correction to be made, it is done in Pay Bill Changes Statement (RCB-503) after working out the net pay payable after such changes.

- Ex., a) Availment of leave on loss of pay after 20th of the month for which the pay bill pertains.
- b) Payment of Cash Allowance ordered at the end of the month.

In case of staff on transfer, for the month of relief, the pay bill shall be drawn at rates applicable to the relieving centre. Branch incorporates changes (RCB-503) and draws pay at applicable rate depending on the date of relieving and joining and pays the correct amount to the staff concerned.

The RCB-503 and RCB-501 are to be sent to Head Office as soon as the bill is drawn or on the same day.

4. In the supplementary pay bill, only the particulars of the employee for whom changes are effected to be sent to Head Office.

5. All the corrections are to be made in Supplementary Pay Bill Statements (RCB-503) and not in RCB-501. Necessary correction may be made in RCB-502 before giving to the employees.

6. After verifying RCB-501, the branch shall prepare RCB-503 if required.

7. For facilitating preparation of pay bill by Head Office, a statement called Pay Bill Changes Statement (RCB-504) is required to be prepared by the branches and sent to Head Office.

8. Particulars pertaining to only those employees in whose pay the changes have taken place during the month should be incorporated in the statement. (RCB 504)

The Changes may be:

- a) Leave particulars (Eg. Leave on loss of pay)
- b) Payment of Cash Allowance.
- c) Payment of Festival Advance.
- d) Pay advances and recoveries.
- e) Date of joining in respect of transferred/and new employees.

The above statement (RCB-504) shall be prepared by 15th of current month and sent to Head Office before 20th of every month. Based on these particulars, the Head Office shall prepare the pay bill statement before 25th of that month. If there is no changes to be effected for pay copy of the Branch staff, the branch shall furnish 'NIL' statement in the format. In case, if the RCB-504 is not received from a branch, the Head Office shall not draw pay for the branch.

Head Office and branches are instructed to maintain a separate register to record the changes in pay and allowances. Changes if any should be immediately recorded in the register on the day of sanction of such allowance/allowance itself. Only from the particulars available in this register, the pay bill changes statements should be prepared every month. Maintenance of the register shall help us avoiding any omission in recording changes in the pay and allowances.

5.8.0. Tax deduction at source (TDS)

Section 194 - A(1) of Income Tax Act 1961 deals with the Tax Deduction at Source (TDS). This Section requires deduction of Income Tax to be made at prescribed rates by any persons other than an individual or a Hindu undivided family who pays or credits interest above a prescribed limit.

Section 194 - A(3)(v) of the Act states that provision of Sec.194 - A(1) shall not apply to interest credited or paid by a Cooperative Society to any of its member. Since we receive deposits only from members, we pay interest to members alone, and hence the exemption available under section 194 - A(3)(v) is applicable to us. we, therefore, need not deduct tax out of interest paid or payable to deposit holder - members.

5.8.1. Tax for investment / deposit with our bankers

Some of our branches have invested in the deposit with other banks to avail overdraft facility. Interest on such deposits receivable by us is not subject to tax. Hence, branches shall give advance instruction to our banker not to deduct tax at source and shall ensure the remittance of full interest.

5.9.0. Dishonour of cheques:

Return of cheque by bank with an endorsement "Refer to drawer" instruction to stoppage of payment and stamp exceeds arrangement amounts to dishonour within the meaning of section 138. Issuing instruction to bank for non-payment after presentation of cheque by payee amounts to dishonour of cheque.

Issuing instruction to bank for non-payment after presentation of cheque by payee amounts to dishonour of cheque attracting penalty under Section 138.

Cheque presentation for payment after receipt of notices from drawer of cheque with instruction not to present for encashment will not attract penalty under the said section.

The branches can take into account the above ruling concerning the cheque transaction and issue cheque / handle the cheques presented by customers.

COMPUTER

6.1.0. General guidelines

All the staff members of the branch must learn the method of operation of our Application softwares in the Computer. Our application softwares are user-friendly, menu driven and easy to learn. Necessary guidelines and user manuals are already provided by EDP (HO) while installation of the computer / introduction of new Application Softwares.

- 6.1.1. Branches having two computers / Nodes are advised to entrust the computer operation work with two assistants (one for deposits and another for loans or as per the discretion of head of the branch)
- 6.1.2. Though single handed operation of computer is desirable, the operators may be shifted once in six months. A separate register should be maintained indicating the name of the staff, directories entrusted to him/her (i.e. J.L. D.L. F.D.) Period of incharge etc. Incharge assistant is responsible for any mistakes committed in any directory during the particular period.
- 6.1.3. Managerial staff must be aware of the operation of our application softwares, features available in them handling the Hardwares etc. in order to control the computer operation properly. Branch can utilize the assistance of officials coming for periodical inspection from HO., EDP division to clear the doubts in the operation of the computer.
- 6.1.4. Branch head should ensure that the day-to-day transactions are properly updated in the computer by checking daily (Receipt & Payment) report. Rectification of the wrong entries at a later date may be difficult.
- 6.1.5. MSR view is available in all the application softwares. We can ensure the correctness of entries from MSR on a monthly basis also and reconcile the figure with that in General Ledger.
- 6.1.6. The branches should enter into Annual Maintenance Contract (AMC) with leading software company in their locality to undertake maintenance work on the system. It must be ensured that the personnel from the company take up periodical preventive maintenance of the computers.
- 6.1.7. The Hardwares have to be kept away from deposition of dusts by using the Dust-proof covers when the systems are not in use.
- 6.1.8. A Register indicating Data modification required in each directory must be maintained to enable the EDPD, HO to take up rectification during Branch visit.
- 6.1.9. Regular back-up recording of data in the Floppy /Zipdrive/Tape Drive / Hard Disk / compressed mode shall ensure safety of the data base.
- 6.1.10. If Branches face any problem in software or hardware, it should be informed to EDPD, HO then and there for getting timely remedy.

Apart from observing the above precautions, the branches can refer to the directions given in the operation manuals available with the branch for maintaining / operating the different directories of the software.

* * *

ANEXXURE - 1
DEPOSITS

RCB : B/54

Place :

Date :

From

To
The Manager,
Repatriates Cooperative
Finance & Development Bank Limited.
..... Branch.

Dear Sir,

Sub. : My/Our Fixed Deposit No..... dated for
Rs..... with you-standing instruction for subsequent
renewals.

1. I/We have opened a fixed deposit A/c. No..... for
Rs..... on with
your branch.
2. I/We desire to renew the above deposit at periodical intervals of days
alongwith interest accrued thereon / Interest on the deposit on the due dates, at the time
of renewal may be credited to my Savings Bank A/c. No.....
3. Whereas I/We am / are normally required to complete an account opening form every
time a new account is opened by virtue of renewal of the above deposit and also required
to produce the deposit receipt for renewal/for noting down the renewal particulars and
whereas it is desired that, for the sake of mutual and operational convenience, these
requirements be waived, I/We hereby authorise you to open deposit accounts at periodical
intervals of days by renewing the above deposit alongwith interest
accrued thereon in my/our name/s and in the same style.
4. Further, in view of reasons aforesated, I/We request that fresh deposit accounts by
subsequent renewals may be opened without submission of fresh account opening forms/
production of original deposit receipt and the signature/s on this letter shall have the
same effect as if it/they were subscribed on the relevant account opening forms.
5. I/We further agree that the Bank may, at its discretion, decline to open such deposit
accounts by subsequent renewals due to discontinuance of the facility or otherwise,
without assinging any reasons therefor. I/We confirm having understood and agreed that
the rates of interest shall be subject to such changes as may be directed by the Bank from
time to time and the interest payable during each subsequent renewal shall be at such
rate/s as may be ruling/applicable at the date of each renewal. I/We also to be bound by
the rules of business of your Bank which is also subject to modification without notice.
6. The above instructions shall hold good until revoked specifically to the contrary.

Yours faithfully,

Depositor/s.

ANEXXURE - 2

DEPOSITS

RCR 99

Deposit Pre-mature Closure Requisition

To
The Manager
Repc Bank,
(Govt. of India Enterprise)

Date :

..... Branch

Dear Sir,

- 1) Refund of Deposit A/c. No opened on for Rs. with you before maturity.
- 2) Balance lying to my/our credit in the above Account is Rs.

On account of (State reason)

it is not possible for me/us, to continue the above deposit. Please be kind enough to refund the above deposit before maturity to me/us, in full settlement of all my/our claims over the same.

2. The prevailing rules of business regarding refund of deposits before maturity have been explained to me/us and I/we abide by the rules and regulations of the Bank, governing refund of deposits.

3. Further, I/we agree that excess interest paid and/or any other amount incurred by the bank on the above deposit are recoverable from the principal amount at the time of refund.

Yours faithfully,

Signature of Depositor/s

From :

.....
.....
.....

FOR BRANCH USE ONLY

The Deposit is under lien to Loan Account No..... and the balance outstanding in the Loan Account is Rs.

Other/indirect Liabilities, if, any :

Lien is lifted against full settlement of liabilities

All the dues are adjusted.

The signature of the Depositor/s is/are verified and found to be genuine. Above Deposit be refunded.

Date of Sanction :

Date of refund :

Asst.

Manager.

ANNEXURE-3

SPECIMEN OF INDEMNITY IN CASE OF ISSUING DUPLICATE
DEPOSIT RECEIPT

From

Place:

Date :

To
The Manager,
R.C.F. & D Bank,
Madras - 17.

Sir,

I/We hereby like to inform that the F.D./C.C. receipt
no..... dated for
Rs./- (Rupees
deposited by me/us and issued to me/us by you, is missing and
I/We fear that it has been mislaid or lost. The said deposit has
not been paid as yet and I/We request you to issue me/us a
duplicate receipt in lieu of the lost one and I/We hereby agree
to indemnify Repatriates Bank, against all proceedings, claims,
expenses and liabilities whatsoever which may be taken or made
against you or incurred by you or any of you by reason of having
issued to me/us a duplicate receipt in lieu of the lost one for
Rs..... Rupees.....)
only. The original receipt, which stands cancelled by this, if
and when traced shall be delivered to you by me/us free of
payment.

Yours faithfully,

Signature(s).

Witness:1

2.

(Name and Address)

Note: In the case of deposits in joint names all the joint
Depositors should execute the Indemnity agreement.

(RCB 158)

ANNEXURE-4

FORMAT OF INDEMNITY BOND TO BE OBTAINED WHILE RENEWING/MAKING
PAYMENT OF DEPOSITS LYING UNDER 'MATURED DEPOSITS'.

DEED of Indemnity executed by Sri in
favour of R.C.F.& D Bank.....Branch of this day of

WHEREAS I/We have deposited a sum of Rs.....with you
under Receipt No.....dated.....and
where as the said receipt.....issued by you is
missing and whereas I/We fear that it has been mislaid or lost
and whereas I/We request you to pay the proceeds of the same/to
renew the said deposit for a period of..... months as the
said deposit has now matured for payment and whereas you have
agreed to pay the proceeds to us/to renew the same for a period
ofmonths provided I/We execute a deed of indemnity
and also execute a due receipt in your favour acknowledging the
receipt of the proceeds of the aforesaid receipt by me/us/give a
proper application for renewal of the same in the prescribed
form, I/We hereby agree to indemnify you against all losses,
claims, expenses, liabilities whatsoever incurred by you and
against all proceedings that may be taken or made against you by
reason of having paid the proceeds of the aforesaid deposit
receipt to me/us/renewed the aforesaid deposit. I/We, assure you
that the said deposit has not been paid to me/us so far and I/We
undertake to deliver the aforesaid receipt, which stands
cancelled by this, if and when traced to you free of payment.

Signature (S)

(Name and Address)

Witness

1.

2.

(Name and Address)

(RCB 159)

ANNEXURE-5

SAFE DEPOSIT VAULT

APPLICATION FOR LOCKER FACILITY

Place:

Date :

From

To
The Manager,
Repatriates Coop. Finance & Development
Bank Ltd.,
Branch.

Sir,

I/We request you to kindly provide me/us a locker for my/our use. I/We or one of us having a Savings Bank Account No. _____ with the Bank. Further, we request you to kindly allow any one of us to operate the locker independently.

Yours faithfully,

OFFICE NOTE

If approved, a locker may be provided to the applicant / applicants.

Submitted to the Manager.

Assistant Manager.

ANNEXURE-6SAFE DEPOSIT VAULT

Agreement relating to letting of locker at _____ Branch

THIS MEMORANDUM OF AGREEMENT is entered into by and between REPATRIATES COOPERATIVE FINANCE AND DEVELOPMENT BANK LIMITED, a Cooperative Society registered under the Multi State Cooperative Societies Act, 1984, with its Head Office, situated at No.33, North Usman Road, T.Nagar, Chennai - 600 017 with branches amongst others at _____ represented by its SAFE DEPOSIT VAULT CUSTODIAN Shri _____ (hereinafter called the BANK) of the One part and Shri/Smt

_____ (full name and complete address of the hirer/s). (hereinafter called the Hirer/s) of the other part.

WHEREAS the BANK has one of its Safe Deposit Vaults at its _____ Branch with lockers available on hire and

WHEREAS the hirer/s approached the BANK for a locker on hire on terms and conditions agreed to hereinafter.

NOW THEREFORE this agreement is entered into and witnesseth as follows:-

1. The hirer/s has/have taken on hire locker No. _____ in the Safe Deposit Vault of the Bank situated at _____ Branch on a rental of Rs. _____ (Rupees _____ only) from _____ payable at one time. The rental is payable strictly in advance and the initial rental of Rs. _____ (Rupees _____ only) is already paid to the BANK and the BANK hereby acknowledges the receipt of the same. The rental for the second and subsequent periods is to be paid by the hirer/s 15 days in advance of the date when it becomes due and in case the hirer fails to pay the rental aforesaid, the BANK shall be at liberty to break open the locker and it shall have a lien on the contents of the locker towards the rent due.

2. The hirer/s has/have read, understood and accepted the Rules of the Safe Deposit Vault of the Bank and agreed to abide by those Regulations or any amendments thereof. The BANK will grant access to the hirer or to the duly authorised representative of the hirer/s provided the authority in favour of such agent is duly advised previous to the Bank in writing.

3. The hirer/s acknowledge/s the receipt of one of the keys of the said locker and shall surrender the same to the BANK upon termination of the Agreement.

4. Hirer/s can have access to the locker in the Safe Deposit Vault of the BANK on any working day except Saturday during business hours published in the Bank's Notice Board. The BANK will also give access to the locker to the duly authorised agent of the hirer provided the authority in favour of such Agent is duly filled with and acknowledged by the Bank until such authority is revoked in writing and intimated to the Bank.

5. The charges are payable strictly in advance.

6. The Bank may terminate this agreement at any time without assigning any reason and require the vacation and surrender of the Locker and the keys thereof at any time forthwith upon Notice being posted or sent to the Hirer/s. Upon the locker being vacated, and the keys surrendered pursuant to such Notice, the BANK will return to the hirer/s the proportionate charges (if paid in advance) for the unexpired period.

7. The Hirer/s by paying the rent agreed to hereinbefore can have the locker on hire as long as he/they require subject to clause 6 above.

8. On the termination of this agreement, the Bank shall be at liberty if the Hirer/s fail(s) to comply with the provisions herein contained for the vacation and surrender of the locker and the Key thereof, to break open the Locker, and either to forward by such means as they may select the content/s thereof to Hirer/s or at Bank's absolute discretion to retain and keep the said contents in such place as they may think fit at the risk of the Hirer/s and to charge a fee for such custody.

9. The Bank shall have a lien or charge upon all property in the locker for the charges due by the Hirer/s to the Bank under this Agreement with power from time to time to sell such property or portion thereof for the purpose of realising such moneys.

10. All repairs or other works required to be done to the lock of the Locker or the Keys shall be done exclusively by workmen appointed by the Bank.

11. If any key of the Locker is lost, the Bank should be notified without delay. All charges for opening the Locker, replacing the lost key and/or changing the lock shall be payable by the Hirer/s.

12. The Hirer/s is/are not entitled to assign, transfer or let the Locker or any part thereof or the benefit of this agreement to any one and any such assignment, transfer or sub-letting shall be void.

13. The Locker shall be used for the deposit of valuables and other property of the hirer except those of an explosive or destructive nature.

14. During the extraordinary contingencies like civil commotion, riots and other occurrences, the Bank reserves the right of closing the Safe Deposit Vault for such time as may appear necessary to them without any previous intimation to the hirer and any notice published on Bank's Notice Board is deemed to be the Notice to the hirer.

15. The Hirer/s agrees to indemnify and save harmless the Bank from and against any and all such claims and demands made against the Bank by reason of any act or any Agent appointed by the Hirer/s as aforesaid and the Bank shall not incur any liability by virtue of their permitting such agent access to the said Locker.

16. Any Notice or communication sent by post to the last known address of the Hirer/s shall be considered to have been duly served. The Hirer/s shall from time to time notify the Bank

of this address and of any change which will be recorded for future use for sending Notices.

17. The Bank shall be at liberty to alter the hours of access herein provided and to add or to alter and vary the conditions hereto and immediately on such addition, alteration and variation being made, the Hirer/s shall be deemed to have Notice of the contents and shall be bound by the terms thereof.

18. The Bank shall not be liable for any loss or damage to the contents of the Locker arising from any cause whatsoever.

19. It is expressly agreed that the relation between the Repatriates Bank and the Hirer/s is not that of Banker and Customer, but that of Lessor and Lessee.

20. If by any act, writ decree or process of any Court authority against any person having right of access to the Locker, the Bank is forbidden to allow the locker to be opened by such person, the locker may be closed to every one though the lease be made to two or more, until such act, writ, decree or process be annulled. The Bank will refuse access to the locker at any time until all charges connected with the locker have been paid.

21. The Hirer/s shall give the Bank his/their signature and that of his/their agent or deputy should he/they appoint any, and such signature shall be conclusive evidence of the Hirer(s)'s knowledge of and assent to the rules and regulations and this shall without repetition, apply to all renewals and subsequent leases of lockers from the Repatriates Bank to Hirer/s.

22. The liability of the Bank in respect of property deposited in a locker is limited to ordinary care in the performance by employees and Officers of the Bank of their duties and shall consist only of

i) Keeping the locker in the vault located when this rental contract is entered into, or in one of equal specifications, the door to which locker shall be locked at all times except when an Officer or any employees is present.

ii) Allowing no person access to said locker, except Hirer/s or authorised Agent or Attorney - in fact having special power to act, identification by signature being sufficient, or his or her legal representative in the case of death, insolvency or other disability or Hirer/s except as herein expressly stipulated. An unauthorised opening shall not be presumed or inferred from proof of partial or total loss of contents.

23. The Bank shall not be liable for any delay caused by failure of the vault doors or locks to operate.

24. Neither the Bank nor any Officers or employees thereof, in his private or official capacity, shall be authorised to act as deputy or agent for the Hirer/s in respect to any matter or thing connected with the said locker.

25. The Bank reserves the right to make such other and further rules and regulations without Notice as may from time to time be needful for the safety, care and cleanliness of the premises and for the preservation of good order therein.

26. Rent for the lockers may be altered from time to time, but such alterations shall not affect the terms on which the locker happens to have been already hired at the time.

27. If the hirers are 2 or more in number and are to jointly operate, the hirer/s agree/s that it shall be joint hiring and the locker is to be operated on by them jointly and/or severally and the survivor or survivors among them and also entitled to operate accordingly.

28. This duly executed agreement shall be with the Bank and a true copy on ordinary paper duly signed by parties shall be with the hirer/s.

In witness whereof the parties have signed and executed this agreement on this the day of _____ 19

For The Repatriates Cooperative
Finance & Development Bank
Limited.

For Safe Deposit Vault Department :

Guardian

Hirer

Specimen Signature of the Hirer/s

1.

2.

1.

2.

1.

2.

ANNEXURE-7
SAFE DEPOSIT VAULT

ACKNOWLEDGEMENT / RELEASE OF LOCKER

Safe No.

Key No.

Ref No.

PRIVATE AND CONFIDENTIAL

THE REPATRIATES COOPERATIVE FINANCE & DEVELOPMENT BANK LTD.,
OFFICE : _____

Date: _____

RECEIVED from the Repatriates Cooperative Finance and Development Bank Limited a receipt for Safe No. _____ in their Safe Deposit Vault together with the relative key.

The undersigned agrees that the Safe is leased subject to the Bank's Rules and Regulations as set out in the Memorandum of Letting. My Pass Word is _____.

INTRODUCED BY :

Signature & M.No.

Signature

RELEASE

Contents of Safe No. _____ in the Vaults of the Repatriates Cooperative Finance and Development Bank Limited having been removed the said Safe with its key is hereby surrendered. All liability of the said Bank under lease of the said safe is hereby released by me.

Signature

Date _____ 19

Full Name
(In Block Letters)

Residential Address

Tele.No. _____

Business Address

Tele No. _____

Business or Profession

Safe No. _____ Class _____ Cabinet _____ Pass Word _____

Special Instructions:

Specimen Signature :

Safe No.

Ledger Folio

Date

Ref No.

ANNEXURE-8

SAFE DEPOSIT VAULT

APPLICATION FOR RENEWAL OF LOCKER

Place:
Date :

From

To
The Manager,
Repatriates Co-operative Finance & Development
Bank Ltd.,
_____ Branch.

Sir,

Sub: Renewal of Locker No. _____ - Reg.

I have entered into an agreement with the Bank on _____ for lease of a Locker No. _____ on terms and conditions as set out in the said agreement.

I hereby agree to abide by the rules and conditions contained in the agreement dated _____ relating to safe deposit vault (Locker) and the term of lease of the said locker may be extended for a further period of 11 months commencing from _____ ending with _____. I agree also to such terms and conditions that may be laid down by the Bank during the subsistence of the term of lease ending with _____ in addition to and over and above the terms and conditions set out in the lease memo dated _____.

Yours faithfully,

(Signature)

SL. NO.	HEAD OF ACCOUNT	OPENING BALANCE	PURCHASED/ RECEIVED FROM BRANCH/NO	SOLD/ TRANSFERRED TO BRANCH/ NO	BALANCE AS ON 31.3.99
1	FURNITURE & FITTINGS	0.00	0.00	0.00	0.00
2	OFFICE EQUIPMENTS	0.00	0.00	0.00	0.00
3	ELECTRICAL EQUIPMENTS	0.00	0.00	0.00	0.00
4	LIBRARY BOOKS	0.00	0.00	0.00	0.00
5	COMPUTER	0.00	0.00	0.00	0.00
6	GENERATOR	0.00	0.00	0.00	0.00
7					
8					
9					
	TOTAL	0.00	0.00	0.00	0.00
	CONTROL				

SL. NO.	HEAD OF ACCOUNT	RESERVE CREATED AS ON 31.3.98	RESERVE CREATED DURING 1998-99	RESERVE RELEASED/ TRANSFERRED DURING 98-99	TOTAL RESERVE AS ON 31.3.99
1	FURNITURE & FITTINGS	0.00	0.00	0.00	0.00
2	OFFICE EQUIPMENTS	0.00	0.00	0.00	0.00
3	ELECTRICAL EQUIPMENTS	0.00	0.00	0.00	0.00
4	LIBRARY BOOKS	0.00	0.00	0.00	0.00
5	COMPUTER	0.00	0.00	0.00	0.00
6	GENERATOR	0.00	0.00	0.00	0.00
7					
8					
9					
	TOTAL	0.00	0.00	0.00	0.00
	CONTROL				

9 - vi Prepaid Items :

SL. NO.	VR./JV NO. & DATE	HEAD OF ACCOUNT	AMOUNT
		ESTABLISHMENT & CONTINGENCIES:	Rs. P.
		TOTAL	0

9 - v Outstanding Expenses:

SL. NO.	VR./JV NO. & DATE	HEAD OF ACCOUNT	AMOUNT
		ESTABLISHMENT & CONTINGENCIES:	Rs. P.
		a. Wages	
		b. Electricity Charges	
		c. Telephone Charges	
		d. Newspaper & Periodicals	
		e. Staff Welfare expenses	
		f. Rent	
		g. Conveyance etc.	
		TOTAL	0.00

9 - vii Stamps on Hand

OPENING BALANCE AS ON 01.04.98	RECEIVED DURING THE YEAR 1998-99	TOTAL	PAID DURING THE YEAR 1998-99	BALANCE AS ON 31.03.99
		0.00		0.00

9 - viii Securities & Investments : Telephone Deposit:

OPENING BALANCE AS ON 01.04.98	PAID DURING THE YEAR 1998-99	TOTAL	RECEIVED DURING THE YEAR 1998-99	BALANCE AS ON 31.03.99

9 - xii EXPENDITURE : Interest Paid & Due on Deposits:

SL. NO.	HEAD OF ACCOUNT	DEBIT			CREDIT			BALANCE OUTSTANDING AS ON 31.3.99
		ACTUAL	ACCURED	Rs. P.	ACTUAL	ACCURED	Rs. P.	
1	SAVINGS BANK			Rs. P.			Rs. P.	
2	H.O.S.B.						0.00	
3	DAILY DEPOSIT						0.00	
4	RECURRING DEP						0.00	
5	R.D. (W/C)						0.00	
6	FIXED DEPOSIT						0.00	
7	CASH CERTIFICATE						0.00	
8	FORUMI						0.00	
9	P.C.D.						0.00	
10	RESB I							
11	RESB II						0.00	
12	RESB III						0.00	
	TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	

9 - xi PROFIT AND LOSS ACCOUNT - INCOME : Miscellaneous Income

SL. NO.	HEAD OF ACCOUNT	DEBIT	CREDIT	BALANCE OUTSTANDING AS ON 31.3.99
1	Admission fees			0.00
2	Evaluation fees			0.00
3	Commission on D.D.			0.00
4	Valuation fees			0.00
5	Appraiser fees			0.00
6	Penalty on R.D.			0.00
7	Bank Charges			0.00
8	Misc. Income			0.00
9	Locker rent			0.00
10	Sale of priced form			0.00
11	Notice Charges			0.00
	TOTAL	0.00	0.00	0.00
	CONTRA			

9 - xiii : PROFIT AND LOSS ACCOUNT - INCOME Interest Received & Due:

Sl. NO.	PARTICULARS	CREDIT		DEBIT		BALANCE OUTSTANDING AS ON
		ACTUAL	ACCURED	ACTUAL	ACCURED	
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1	Int. received on loans and Advances					0.00
2	Int received on loans and Advances					0.00
3	Penalty recd. on loans and Advances					0.00
2	Int. received on Securities (FD/SB A/C)					0.00
	TOTAL	0.00	0.00	0.00	0.00	0.00

9 - xv : Balances with other Banks : Savings Bank

Sl. NO.	NAME OF THE BANK	A/C NO.	OPENING BALANCE AS ON
1			
2			
3			
4			
5			
TOTAL			0.00
CONTRIA			
G.L. Figure			0.00

Rs. P.

9 - xvi : Balances with other Banks : Current Account:

Sl. No.	NAME OF THE BANK	A/C NO.	OPENING BALANCE AS ON 1.4.98	DEBIT 1998-99	TOTAL	CREDIT 1998-99	CLOSING BALANCE AS ON 31.3.99	INTEREST RECEIVED DURING THE YEAR DURING THE YEAR 1998-99	INTEREST ACCRUED DURING THE YEAR 1998-99
			Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1					0		0		
					0		0		
					0		0		
			0	0	0	0	0	0	0
	TOTAL								
	CONTRA								
	G.L. Figure		0	0	0				

9 - xvii : Sundry Creditors

SL. NO.	PARTICULARS	OPENING	RECEIVED	TOTAL	PAID	BALANCE
		BALANCE AS ON 31.3.98	DURING THE YEAR 1998-99		DURING THE YEAR 1998-99	OUTSTANDING AS ON 31.3.99
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs.
1	Advance Share Capital			0.00		0.00
2	Margin Money			0.00		0.00
3	Optional amount			0.00		0.00
4	Insurance			0.00		0.00
5	Sundry Creditors			0.00		0.00
6	Legal Fees			0.00		0.00
7	Int. paid of F.D.			0.00		0.00
8						
	Total	0.00	0.00	0.00	0.00	0.00
	Contra	0.00	0.00	0.00	0.00	0.00
	G.L. Figure					

9 - xiii : PROFIT AND LOSS ACCOUNT - INCOME Interest Received & Due:

Sl. NO.	PARTICULARS	CREDIT		DEBIT		BALANCE OUTSTANDING AS ON 31.3.99
		ACTUAL	ACCRUED	ACTUAL	ACCRUED	
		Rs. P.	Rs. P.	Rs. P.	Rs. P.	Rs. P.
1	Int. received on loans and Advances					0.00
2	P. Int received on loans and Advances					0.00
3	Penalty recd. on loans and Advances					0.00
2	Int. received on Securities (FD/SB A/C)					0.00
	TOTAL	0.00	0.00	0.00	0.00	0.00