

General banking Promotion 2018

1. The periodicity of KYC updation is 2/8/10 years for high/medium/low risk customers.
2. Updation of risk profile : Twice a year - 15 May and 15 Nov.
3. DD for `1,000/- and above paid in cash and DD for `5,000.- received in clearing/transfer should be screened in ultra violet lamp
4. Verification of DD by two officers for DDs of `1 lakh and above
5. Demand Drafts of `20,000/- and above should be issued with **account payee crossing only.**
6. All cases of cash shortages involving **more than `5000/-** detected by Managers and Inspectors(which was not informed by cashier), shortage of `10,000/- though informed by cashier have to be reported as cases of frauds **within 24 Hours** to R & R section, Vigilance Wing, HO with a copy to R&L Section of Circle Office
7. Insurance Cover for Money and Securities held at **branches/offices – `30 crores .**
Money and securities in transit – `5 cr ATM cash: 20 lakhs, loss or damage to ATM :25 lakhs
8. Filing of FIR on detection of Forged / Counterfeit **Notes above 4 pieces** in a single transactions is mandatory, **Reporting in CCR package within 7 days from date of detection**, Counterfeit Notes should be **preserved for a period of three years from the date of receipt from the police authorities.**
9. **Violation of any term of agreement with RBI** (for opening and maintaining currency chests) or deficiency in service in providing exchange facilities:
10,000 for any violation of agreement or deficiency of service.
5 lakh in case there are more than 5 instances of violation of agreement/deficiency in service by the branch. The levy of such penalty will be placed in public domain. Penalty will be levied immediately
10. The **minimum** amount of deposit into/withdrawal from currency chest will be **1,00,000 and thereafter, in multiples of `50,000/-.**
11. Commission In Respect Of Government Business (Cir 212/2012)

For **Physical Receipts `50 per** challan / transaction
For **e mode Receipts `12 per** challan / transaction
For **Pension payments `65 per** transaction
12. Overseas branches of canara bank:

Total 7 ie London, Hongkong, Shanghai , Leicester, Manama, Johannesburg & New York.

13. Joint Venture in Russia with SBI under the name of COMMERICAL BANK INDIA'

14. CLOSURE OF AUDIT REPORT (386//2016)

☒☒Small Branch/Account Section, LPC, FD, Currency Chest should close RBIA within 2 Months.

☒☒Medium Branch,MCB,RAH and SME should close RBIA within 3 Months.

☒☒Large Branch,ELB,VLB and Premier Branche should close RBIA within 4 Months

☒☒In case of High Risk rated Branches time limit for closure of RBIA will be 90 days.

15. Death Claim Settlement – Delegation of Powers, without nomination

☒☒Managers/Senior Managers heading the branches : 2.00 lakhs

☒☒Executives in Scale IV in CO/Branches : 3.00 lakhs

☒☒Executives in Scale V in CO/Branches : 5.00 lakhs

☒☒Safe Deposit Lockers and Safe Custody Articles, irrespective Of amount: DGM of CO

☒☒settlement of claims in respect of **missing persons** as per the provisions of Section 108 of the Indian Evidence Act, **presumption of death can be raised only after a lapse of seven years** from the date of his/her being reported missing

16. BR Act Section 45 ZA –Deals nomination in Deposit Account.

BR Act Section 45 ZC –Deals nomination in Safe custody Account.

BR Act Section 45 ZE –Deals nomination in Locker Account.

17. Rating of Banks- working group headed by S.Padmanabhan

CAMELS Rating for Domestic Banks

C- Capital Adequacy Ratio

A-Asset Quality

M- Management Effectiveness

E- Earning

L-Liquidity

S-System and contros

18. CALCS –For Foreign Banks

C-Captial Adequacy Ratio

A-Asset Qualtiy

L-Liquidity

C-Compliance

S-System and Controls

19. Apiculture-Honeybee rearing

Apriculture-Cultivation of mushroom

Sylviculture-Cultivation fodder crops

Olericulture-Vegetable cultivation

Black Revolution- Rubber Production

Silver Revolution- Egg and Poultry
Golden Revolution-Honey
Yellow Revolution-Oil seeds and Pulse production

20. Banking Codes And Standards Board Of India (BCSBI) is a registered society formed on the recommendations of committee on Procedures and Performance Audit on Public Services Tarapore Committee.

21. Customers' Day : 15th of every month-Branch in charge should present between 3pm and 5 pm.

**22.Redressal of complaints – Adopted by our Bank : General complaints -21 days, RBI,MPs,VVIPs – 15 days, PMS office – 7 days
(Norms Stipulated by MOF is 30/21/15 days)**

23. As per BCSBI code time limit for **death claim is 15 days**

24.Penalty for delayed credit / refund of NEFT transaction: RBI LAF repo rate+ 2 %

25.Photograph of guardian should be taken in Minor Accounts.

26.Whenever bank prepares booklets or brochures, the minimum font size should be Arial 10.

27.Returning dishonoured cheques: With in 24 hours as per Goiporia Committee

28. Policy on dishonour of inward cheques/ ECS mandates for the reason of insufficient fund

1. Cheque value less than ` 1 Cr: Dishonour on **six occasions** attracts stoppage of cheque book facility and closure of account. Cautionary advice on fifth occasion.

2. **ECS mandates value less than ` 1 Cr and cheque of value above ` 1 Cr:** Dishonour on **four occasions** attracts stoppage of cheque book facility and closure of account. Cautionary advice on third occasion

29.Safe Deposit Lockers -Relationship - Lessor (bank) and Lessee (customer)

Charges for delayed remittance of rentals is as per period of delay as per following chart
Upto and incl of 1 Qtr – 10% of applicable annual rental
Upto and incl of 2 Qtr – 25% of applicable annual rental
Upto and incl of 3 Qtr – 40% of applicable annual rental
Upto and incl of 4 Qtr – 50% of applicable annual rental
1 Yr and above- 100% of applicable annual rental

30 Annual Information Report (AIR)

☒☒**Cash remittances into any SB a/c exceeding `10 lacs** in a year

Complied By S.Sivakumar Senior Manager, Kangeyam

- ☒ **Credit Card bills payment of `2 lakhs or more** in a year
- ☒ Receipt towards **Bonds/Denentures issued by bank: `5 lacs or more**
- ☒ Receipts of **`1 lakh or more for shares** issued by the Bank
- ☒ Statement for **Bank as a whole** to be submitted in form 61A duly **signed by MD & CEO.**

31. Quoting of Aadhaar number in the return of Income (ITR) is mandatory **w.e.f 1.7.17 (139AA).**

32. New Section 234F: If Income Tax return has not been furnished within due dates a sum of Rs.5000 would be charged, if the return is furnished on or before the 31st day of December of the assessment year; a sum of Rs.10000/- in any other case. If the total income of the person does not exceed 5 lac rupees, the fee payable under this section shall not exceed 1000/-rupees.

33. A Banking transaction in a branch costs between `35 and `40, at ATM between `15 and `30, Mobile Phone transaction would cost about `2-5.

34. Reporting Fraud cases to CBI/Police Agency to whom complaints should be lodged

1. > Rs.10000 <1 lakh - State Police to Local Police Station (To be lodged only if staff is involved)
2. Rs.1 lakh & above -involving outsider and Bank Staff To the State CID/Economic Offences (To be lodged by Circle Head)
3. Rs. 3 Cr & above and upto ` 25 Cr-CBI (To be lodged with anti corruption branch of CBI (Staff involvement) /Economic offences wing of CBI (Staff involvement is not evident))
4. More than ` 25 Cr and upto ` 50 Cr- CBI (To be lodged with Banking Security and Fraud Cell of CBI)
5. More than ` 50 Cr- CBI –(To be lodged with Joint Director CBI(Policy) HQ, New Delhi)

35. Theft of Gold Loan packets: Circle head shall permit compensation to borrower. Claim shall be done at gold rate prevailing as on date of theft or date of settlement; whichever is higher, for 22 carat gold. Interest on loan amount from date of theft to date of settlement is waived.

36. Chief Risk Officer(CRO)- Bank shall have Chief Risk Officer (CRO) in a rank of a General Manager to assist CEO of the Bank and to coordinate and supervise all cyber security measures and to take steps to prevent frauds. The CRO will report directly to the C&MD through ED of the Bank.

37. Micro Insurance Product – Sampoorna Kavach Plan for Group Members (Minimum Group size is 20) and BSBD (No Frill Accounts) holders of all the branches.

38. Periodicity of **conducting study Circle meeting is once in 3 months in case of branch**

and bi-monthly in CO.

39.The Ombudsman can pass awards upto ` . 20 Lacs as against existing limit of ` . 10 Lacs .
w.e.f. 1st July 2017 Additionally, Ombudsman can also award compensation upto ` . 1 lac to the complainant for loss of time, expenses incurred as also, harassment and anguish suffered by the Complainant

40.Categorisation of Branches (736/2016) 1. Population Group wise categorization of centres

- a. Rural centre: Upto 9999 ,
- b. Semi-Urban : 10000 to 99999 ,
- c. Urban: 100000 to 999999,
- d. Metro :10 Lacs & above

2. Tier was classification of centres:

- a. Tier I : 1 Lac & above ,
- b. Tier II: 50000 to 99999,
- c. Tier III: 20000 to 49999,
- d. Tier IV : 10000 to 19999,
- e. Tier V:5000 to 9999 ,
- f. Tier VI : less than 5000

41.Cheque Validity is defined under **Section 138 of NI act** (01.04.2012- 03 months validity)

42.Under RTI Act, information to be provided to applicant **with in maximum a period of 30 days**

43.Registration of charge on assets of a company, with ROC is mentioned – 125 of Companies Act 1956

44.As per Sec 275 of Companies Act, A person cannot be director of **more than 15 companies at a time.**

45. BANKER CUSTOMER RELATIONSHIP

Transaction	Bank	Customer
Deposit in the Bank	Debtor	Creditor
Loan from the Bank	Creditor	Debtor
Purchase of Draft	Debtor	Creditor
Safe Deposit Locker	Lessor	Lessee
Safe Custody	Bailee	Bailor
OBC/OSC	Agent	Principal

Complied By S.Sivakumar Senior Manager, Kangeyam

46. Under RBI KYC directives, **CFT stands for: Combating Financing of Terrorism**

47. Protection to paying banker for paying draft with endorsement u/s 85 of NI Act

48. Protection to Paying bank in case of material alteration in which Section of NI Act: **Sec 89.**

49. In case of Special crossing, banker get protection under: **Section 124 of NI Act**

50. Statutory Liquidity Ratio (SLR) defined in which section: **Section 24 (2) of Banking Regulation Act.**

51. No bank can issue bearer demand draft/pay order as per which Act: **Sec 31 of Reserve Bank of India Act.**

52. Any bill which is payable in future after a pre decided definite period is called as **Usance bills**

53. A Cheque bearing a date prior to actual date of signing the cheque or opening of an a/c is called- **Ante dated cheque**

54. A paper which is attached along with the cheque for endorsement as per Sec 15 NI act is called – **Allonge**

55. Clayton`s rule applicable to - Cash credit and Overdraft accounts

56. Official Language Act 1963 (amended in 1967) and Official Language Rules govern the use of Hindi in public sector banks (and not the private sector banks). Hindi was accepted as official language in India, on Sept 14, 1949

Region-A : HP, Haryana, Rajasthan, MP, Bihar, UP, Uttarakhand, Jharkhand, Chattisgarh, UT of Delhi, Andaman & Nikobar Island

Region-B : Maharashtra, Gujarat, Punjab & UT Chandigarh.

Region-C: All other remaining States & UTs.

57. Original correspondence in Hindi

Region "A"

"A" to "A" - 100%

"A" to "B" - 100%

"A" to "C" - 65%

Region "B"

"B" to "A" - 90%

"B" to "B" - 90%

"B" to "C" - 55%

Region "C"

"C" to "A" - 55%

"C" to "B" - 55%

"C" to "C" - 55%

