

Jewel Appraiser Modified Guidelines 71/24

- Age increased from 60 years to 65 years both for Branches and for ROs
- Who were terminated after completion of 60 years can be re empaneled.
- Yearly Performance Appraisal of Jewel Appraiser as at 31st March
- Time Line for submission of Performance appraisal
- Branch to RO within 3 days of completion of March quarter reappraisal of the branch
- RO to CO 22nd of Every June
- CO to HO 30th of Every June

Jewel Appraiser Modified Guidelines 71/24

Jewel appraiser can be engaged continuously for 6 years in a branch.

Can be engaged in another branch after 6 years

For engaging a jewel appraiser in the same branch after 6 years there should be a gap of 3 years

Jewel Appraiser Modified Guidelines 71/24

Security Deposit: GL Exp Rs in Cro Security Dep in Rs

GL exposure of the branch	Security Deposit	RO Panel Rs 25000
Upto 2.50	15000	
>2.50<=5	25000	
>5.00<=10	50000	
>10<=15	75000	
>15<=20	100000	
>20<=50	200000	
>50<=75	250000	
>75	300000	

Periodical Obtention of Encumbrance Certificate 98/24,255/24 & 516/24

- All accounts including NPA where immovable properties are mortgaged to the bank
- Accounts eligible for legal audit it is not applicable
- For existing accounts to be completed within 90 days from 17.2.24
- To be obtained within 36 months from the date of creation of mortgage and subsequently every 36 months.
- This is in addition to obtention of broken period EC immediately after putting through EMT.
- Charges to be borne by the borrower
- Max fees payable to any agent is Rs 500 per mortgaged property besides Govt Charges

Release of Loan Documents 849/23 99/24, 255 & 516/24 after closure of loan

WEF 1.12.23 –

- ✓ To release all original documents and remove charges if any registered with any registry within 30 days after full payment.
- ✓ If untraceable bank to make all arrangements to get duplicate document within 60 days of closure of loan. Costs to be borne by the bank.
- ✓ For delay in release of documents and releasing of charges with registry within 30 / 60 days to be compensated at the rate of Rs 5000 per day.
- ✓ If the borrower fails to collect within 30 days safe keeping charges Rs 500 per month. For Gold Loan Rs 200 per month
- ✓ The above guidelines are applicable for all loans. But compensation payable is applicable only for personal loans.

Release of Loan Documents 849/23 99/24, 255 & 516/24 after closure of loan

- ✓ SAS Package – Document Release Tracking System (DRTS) for release of documents including Gold Loan. (888/23)
- ✓ For parting with the loan documents in case of deceased borrowers to the legal heirs and in the case of joint borrowers to the legal heir of the deceased borrower along with the surviving borrowers. Permission from RO Head.
- ✓ To refer manual on documentation “Parting with Title Deeds” and Death Claim manual.
- ✓ On closure of loan intimate the borrower to collect the document
- ✓ If not collected within 15 days send first reminder
- ✓ If not collected within 25 days send second reminder
- ✓ Format of letter 849/23
- ✓ ~~Max charges payable to panel advocate to arrange for duplicate documents R 3000~~

With Best Wishes from L Jagennath

Risk Weight 852/23 520/24

- ✓ WEF 16.11.23
- ✓ For Consumer credit exposure including personal loans but excluding HL, EL and Vehicle Loan and GL increased from 100% to 125%.
- ✓ For Credit Card Receivables from 125% to 150%
- ✓ Bank Credit to NBFCs (excluding Core Investment companies):
- ✓ Existing guidelines: Risk weight is as per the Risk rating given by External Credit Assessment Institutions (ECAI)
- ✓ Revised Guidelines: If the risk weight to be assigned is less than 100% it will be 25% more. Eg. If an NBFC is rated AAA, then the risk weight is 20%. Now it will be 45%
- ✓ Loans to HFC and NBFCs which are eligible to be classified as Priority Sector no need for additional 25% risk Weight.

Risk Weight 852/23 520/24

Risk weight for individual HLs sanctioned on or after 7th June 2017 upto 15.10.2020

Loan amount	LTV Ratio	RW (%)
UPTO Rs 30 lac	<=80%	35
	>80%<=90%	50
>30 lac upto 75 lac	<=80%	35
>75 lac	<=75 %	50

Risk Weight 852/23 520/24

- ✓ Risk weight for individual HLs sanctioned on or after 15th Oct 2020 upto 31.3.2023
- ✓ Risk Weight is linked to LTV ratio only and not on loan quantum.
- ✓ LTV Ratio (%) Risk Weight (%)
- ✓ <= 80 35
- ✓ >80<= 90 50

LTV Ratio 414/23 520/24

Housing Loans sanctioned on or after 1.4.23

Loan quantum	LTV Ratio	Risk Weight %	Standard Asset Provisioning
Upto Rs 30 lac	$\leq 80\%$	35	0.25%
Upto Rs 30 lac	$> 80\% \leq 90\%$	50	0.25%
> 30 lac upto Rs 75 lac	$\leq 80\%$	35	0.25%
Above Rs 75 lac	$\leq 75\%$	50	0.25%

LTV Ratio 414/23 520/24

Margin on HL -

Loan quantum	New House/Flat or Old House/Flat upto 10 years old	Old House / Flat more than 10 years old
Upto Rs 30 lac	10%	25%
>30 lac upto Rs 75 lac	20%	25%
Above Rs 75 lac	25%	25%

RISK WEIGHT 520/24

- **Commercial Real Estate 100%.**
- **CRE – RH 75%**
- **Capital Market Exposure – 125%**
- **Venture Capital 150%**
- **Consumer Credit (Personal loans) 125% wef 16.11.23 earlier 100% - excluding HL, Vehicle, EL and GL**
- **Vehicle Loan 100% - Gold Loan – 125%**
- **CARD RECEIVABLES 150% from 125% (16.11.23)**
- **EL 75% - Regulatory Retail (RR)75%**
- **RR includes individual segment and Small business (Turnover upto Rs 50 cro) exposure upto Rs 7.50 cro wef 12.10.2020**
- **Earlier RR exposure was Rs 5.00 cro**

RISK WEIGHT 520/24

➤ **Corporates: Long Term Claims: As per rating given by Domestic Rating Agencies**

➤ Rating	AAA	AA	A	BBB	BB& below	Unrated
➤ RW(%)	20	30	50	100	150	100

➤ **Short Term Claims:**

➤ Rating	A1+	A1	A2	A3	A4&D	Unrated
➤ RW(%)	20	30	50	100	150	100

➤ **EARLIER RATED NOW UNRATED AND EXPOSURE >100 CRO- 150%**

➤ **All unrated Corporate, having aggregate exposure of more than INR 200 crore from banking system will attract a risk weight of 150%**

RISK WEIGHT

- ✓ Loan to NBFCs other than Core investment companies (CICs) Risk weight is as per ratings assigned by rating agencies.
- ✓ Long Term Claims

	AAA	AA	A	BBB	BB& below	Unrated
HFCs	20	30	50	100	150	100
NBFC (Priority)	20	30	50	100	150	100
NBFC (Others)	45 (20)	55 (30)	75 (50)	100	150	100
CICs100	100	100	100	100	100	100

RED Before 16.11.23

RISK WEIGHT

✓ Short Term Claims of NBFCs

	A1+	A1	A2	A3	A4 &D	Unrated
HFCs	20	30	50	100	150	100
NBFC (Priority)	20	30	50	100	150	100
NBFC (Others)	45 (20)	55 (30)	75 (50)	100	150	100
CICs100	100	100	100	100	100	100

RED Before 16.11.23

RISK WEIGHT 520/24

- **Staff Loans:** Fully covered by Superannuation benefits
/Collateral of Residential Property 20% Others 75%
- **Claims on Domestic Sovereign**

Type of Claims	Risk Weight (%)
Direct claims on Central Govt./claims guaranteed by Central Government	0
Direct Credit exposures to State Government. Investment in State Government securities	0
Claims guaranteed by State Government	20
Claims on RBI, DICGC,/CGTSME/ CRGFTLIH/CGFMU	0
Claims on ECGC	20

RISK WEIGHT 520/24

- **Claims on Foreign Sovereign – will attract RW as per ratings accorded by International Rating Agencies**

S&P/India Ratings	AAA to AA	A	BBB	BB to B	Below B	Unrated
Moody's ratings	Aaa to Aa	A	Baa	Ba to B	Below B	Unrated
Risk Weight	0%	20%	50%	100%	150%	100%

CGTMSE for Informal Micro Enterprises

101/24 & 597/24

- ✓ Informal Micro Enterprises (IME) – which are exempted from GST Regime
- ✓ All IMEs registered in Udyam Assist Platform (UAP)
- ✓ For credit facilities upto Rs 20 lac
- ✓ Guarantee Coverage 85%
- ✓ Standard Rate for Guarantee fee:
- ✓ Credit Facility upto Rs 10 lac 0.37% above Rs 10 lac upto Rs 20 lac 0.45%
- ✓ Creation of Primary security is not a precondition to cover
- ✓ For invoking the guarantee initiation of legal action is not required.
- ✓ Wef 14.2.24

CGTMSE for Informal Micro Enterprises

101/24 & 597/24

- ✓ Enterprises registered under Udyam Assit Platform (UAP) are eligible for coverage even without any declaration regarding exemption for GST exemption
- Declaration regarding exemption of GST to be submitted by enterprises which have obtained Udyam Registration Number (URN) from Udyam Registration Portal (URP) of Ministry of MSME, Government of India.

Delegation for Sanctioning CRE exposure 103/24 & 257/24 539

- ✓ For Sanctioning loans under CRE collateral security of Residential /Commercial property to be taken besides the primary security. The distressed sale value of the collateral should not be less than the loan amount. Not applicable for loans to CRE under schematic lending. (Existing guidelines)
- ✓ Revised guidelines: The distressed sale value of collateral is linked to the risk rating of the borrower.

Risk RATING OF BORROWER	COLLATERAL SECURITY	SANCTIONING AUTHORITY
Low	100%	RSA
	<100 to 75%	CGM/GM HO CAC
	<75% to 50%	ED CAC
	<50%	CAC of the Board

Delegation for Sanctioning CRE exposure 103/24 257,539

Risk RATING OF BORROWER	COLLATERAL SECURITY	SANCTIONING AUTHORITY
Normal	100%	RSA
	<100 to 80%	CGM/GM HO CAC
	<80% to 60%	ED CAC
	<60%	CAC of the Board
Moderate and High Risk	100%	RSA

Revision in Service Charges 134/24

Revalidation Charges for Working Capital & TL

Sanction Amount	Charges (WC)	Charges (TL)
Upto Rs 5 cro	50% of applicable Processing Charges Max Rs 75,000	30% of applicable upfront fee Max Rs 75000
>Rs 5 cro to Rs 25 cro	---do--- Max Rs 3.50 lac	---do--- Max Rs 3.50 lac
> Rs 25 cro to Rs 100 cro	---do--- Max Rs 10 lac	---do--- Max Rs 10 lac
> Rs 100 cro	---do--- Max Rs 15 lac	--do--- Max Rs 15 lac

Extension of Guarantee Rs 5 cro and above commission for extended period to be collected for completed months. Part of a month to be treated as full month. Less than Rs 5 cro completed months

With Best Wishes from L Jagennath

Compensation for Customer for delayed rectification / updation of Credit Information

- ✓ 318/24
- ✓ Credit Institutions (CIs) to send SMS/email to customers while submitting information to CICs regarding default / Days Past Due
- ✓ Customer Consent for generation of CIC report to be obtained as per the format by CIs.
- ✓ CICs to send SMS/email to customers when their CIR is accessed.
- ✓ Complaints regarding CIR to be lodged in CPGRS portal wef 20.4.24

Compensation for Customer for delayed rectification / updation of Credit Information

- ✓ CIs to have nodal point of contact by CICs for customer complaint redressal. In our bank it is “ALL CIC Section” RLFP Wing.
 - ✓ Any change in nodal point of contact to be informed to CICs within 5 calendar days of change
 - ✓ CICs to update the data of customers received from CIs within 7 calendar days of receipt
 - ✓ In case of rejection CICs to inform the CIs reasons for rejection within 7 calendar days of receipt
 - ✓ CICs to provide easy access in their web sites Free Full Credit Report (FFCR) once in a calendar year Jan to Dec to customers.
-

Compensation for Customer for delayed rectification / updation of Credit Information

- ✓ If complaints by customers not resolved within 30 calendar days from the date of initial filing of complaint either with CIs or CICs a compensation of Rs 100 per calendar day.
- ✓ CIs to send the corrected data to CICs within 21 Calendar days from the date when CIs are informed of the inaccuracy of the data either by the customer or by CIC
- ✓ CICs to update the corrected credit information in the remaining 9 Calendar days.

Compensation for Customer for delayed rectification / updation of Credit Information

- ✓ If the complaint is rejected the reasons to be informed to the customer within the time line.
- ✓ Complaint to be resolved within 30 calendar days. The date of resolution is the date when the rectified CIR is sent to the Complainant by CIC or by CI to the postal address or email ID provided.
- ✓ Compensation to be credited within 5 working days of resolution of the complaint
- ✓ Customer IDs with Nil or invalid mobile numbers are available in BO 371038

➤ Fresh Loan to OTS Settled Accounts -Both for Commercial & Consumer Segment -

➤ Delegation 257,539

➤ Sacrifice amount as % of book liability in our bank and % of outstanding in other banks	Minimum Cooling Period From the date of clearance of all dues under OTS
Upto 10%	24 months
>10% - 25%	36 months
>25%	60 months

OTS Settled Borrowers

- Loans to agriculture, weaker section and Agri Gold loan is out of the purview of this cooling period norm
- GLs (other than Agri) is kept out of the purview of cooling period beyond 24 months. RSAs can sanction other than Agri GL after the cooling period of 24 months.
- For all loans ED CAC & above authorities can waive additional cooling period beyond 24 months
- ✓ No authority is empowered to waive cooling period upto 24 months

Written Off Accounts

➤ Written Off Accounts:

➤ Write Off in other banks:

- ✓ Written Off amount and Credit card receivables with write off amount upto Rs 10,000 for non willful defaulters in other banks may be ignored beyond 24 months from the date of write off in other bank and fresh loans can be sanctioned both for Commercial and Consumer segment.
- ✓ No loans to be sanctioned to commercial segment where write off beyond Rs 10000 is reported from other banks
- ✓ Loans can be sanctioned to Consumer segment if write off beyond Rs 10000 is reported by other banks subject to normal Cooling Period.
- ✓ **Write off in our Bank:** - No loan to be sanctioned both for Commercial and consumer segment if write off is reported irrespective of the amount.

OTS Settled Borrowers

- **Financing Non Wilful defaulters – Commercial Segment**

- **OTS Settled with our Bank – other banks – FIs-NBFCs etc.**
- **Non willful defaulters**
- **Minimum cooling period**
- **Delegation depends on whether Settled loan is agriculture or Non Agri.**
- **If Non agri CGM/GM HO CAC and above authorities upto to their delegated powers to sanction fresh loan**
- **If Settled loan is Agriculture – RO Head CAC and above authorities upto their delegated powers to sanction fresh loan**
- **In both the cases the fresh loan can be sanctioned for any segment.**

OTS Settled Borrowers

- **Financing Non Wilful defaulters – Commercial Segment**

- After OTS if borrower clears all dues outstanding as on the date of settlement (less any amount already paid under OTS) as if no OTS is settled, Circle Head CAC and above authorities can sanction fresh facilities without referring to any cooling period
- For technically written off accounts if the borrower pays upto to date interest, charges etc without any sacrifice on the part of the bank, RO Head CAC and above authorities to consider fresh proposals upto their delegated powers without reference to cooling period.

OTS Settled Borrowers

- **Fresh Loan to Non Wilful defaulters – Consumer Segment – Settled / Written off in other banks**
- **Circle Head CAC and above authorities to sanction subject to the cooling period.**
- **Written off / Settled is beyond 3 years as per CIC, RSAs can sanction subject to cooling period guidelines.**
- **Fresh loans along with spouse or eldest family member(if spouse not available)**
- **Information about the borrowers to be obtained from other banks, FIs etc as per format given in 786/23**

OTS Settled Borrowers

- Fresh Loan to Non Wilful defaulters – Consumer Segment – Settled in Our bank. (**Not Written Off** in our Bank)
- RO Head CAC and above authorities to sanction subject to the cooling period.
- As far as possible jointly with spouse or eldest family member (in the absence of spouse)
- Exceptions: No cooling Period
- Need based finance for agriculture & allied activities and those belonging to weaker section to get gainful employment upto Rs 50,000 by RSAs subject to:
- 10% of principal amount repaid before settlement

OTS Settled Borrowers

- ✓ After 3 months from the date of full payment of OTS amount
- ✓ Agri Gold Loan: RSAs upto Rs 1 lac after 3 months of paying the OTS amount and after 6 months RSAs upto their delegated powers can sanction
- ✓ Other Gold Loans: RSAs upto to their delegated powers can sanction after 24 months of paying the OTS amount:
- ✓ If OTS settled parties clears their entire dues along with upto date interest, Penal interest, charges etc in such case RO Head CAC and above authorities can consider fresh proposal

OTS Settled Borrowers

- **Granting Fresh Finance by way of KCCs to borrowers belonging to Weaker Section who have settled NPA agricultural loans as per formula in our bank under Special OTS communicated vide HO Cir 481/23:**
- **Fresh facility not to exceed original sanctioned amount of OTS Settled accounts or Scale of Finance which ever is less.**
- **After 7 days of clearance of the OTS settled amount.**
- **All other terms and conditions of KCC to be followed**

OTS Settled Borrowers

- **Financing Wilful defaulters / Accounts categorized as fraud**
- **No Credit facility for:**
- **Wilful defaulters –for a period of 5 years from the date of removal of their names from the list of willful defaulters.**
- **Fraud: for a period of 5 years from the date of full payment of defrauded amount**
- **In both the cases above after the cooling period of 5 years provided the full loan amount is repaid without any sacrifice.**
- **ED CAC and above authorities.**

Gold Loan Delegation Maximum per Borrowers Rs in lacs

VLBs headed by Executives. Who can Sanction Gold Loan When the branch in charge is present? 539/24

	Branches Headed by Scale I	Branches headed by Scale II and III	Credit Mgrs/SMs in VLB/ELB	239 /24MSME GL dispensed with wef 1.4.24
SWARNA	35	35	35	Land Records for Agri GL 339/24
AGRI	35	35	35	
MAXIMUM	50	70	70	

Crop Cultivation Max Rs 10 lac -Land records for Agri Gold loan beyond Rs 1 lac to be in place

Introduction of Risk Tier for Retail Loan

198/24 516/24

- **Near Prime and Sub Prime –CRG 3 and CRG 4**
- **For retail loans where CRG not applicable**
- **Near Prime 730-681 Sub Prime – 300-680**
- **Ceiling on retail loan disbursement for Near Prime and Sub Prime parties fixed in a FY**
- **Additional interest for Sub Prime customers 0.25%**

Introduction of Risk Tier for Retail Loan

198/24 516/24

Risk Tier	Ceiling as percentage of Retail Loans disbursed during the FY	Triger where CRG is applicable	Triger where CRG is not applicable
Near Prime	10%	9%	8%
Sub Prime	5%	4.5%	4%

Change in Delegation for Sub Prime: Accounts falling upto the powers of RO Head CAC to be sanctioned by NHA wef 1.4.24

Penal Charges for Credit Facilities 856/23 & 136/24,255 & 516/24 1.4.24

- ✓ For Delay in payment of Principal, Interest, Charges for Priority Sector Loans:
- ✓ Sanctioned amount Penalty
- ✓ Upto Rs 25000 Nil
- ✓ >Rs 25000 & = 2 lac 1% pa on the amount of default
- ✓ for the actual number of days of
- ✓ default & not on the entire liability
- ✓ > Rs 2 lac 2% pa --- same-----
- ✓ For Agri Term Loan penal charges will not apply for delay upto 3 months for genuine reasons.
- ✓ Penal Charges not applicable for Govt Sponsored Schemes

Penal Charges for Credit Facilities

- ✓ For Delay in payment of Principal, Interest, Charges for Non Priority Sector Loans:
- ✓ Sanctioned amount Penalty
- ✓ Upto Rs 5000 Nil
- ✓ >Rs 25000 2% pa on the amount of default
- ✓ for the actual number of days of
- ✓ default & not on the entire liability
- ✓ TOD: 2% pa for the period beyond 15 days till the date of regularization irrespective of TOD amount.

Penal Charges for Credit Facilities

- ✓ For Delay in payment of Principal, Interest, Charges for Education Loans

Loan amount	Loans granted before 1.6.2001	On or after 1.6.2001
Upto 25000	NIL	NIL
>25000 & = 2 lac	1% pa on amount of default	NIL
> Rs 2 lac	2% on the amount of default	2% on the amount of default

Penal Charges for Credit Facilities

- ✓ Delayed / Non Submission of stock statement /MSOD/Book Debts statement – 2% pa on the entire liability of the party for the delayed period
- ✓ Delay in Non Submission of QOS/HOS
- ✓ 1% pa on the Fund based liability for the delayed period
- ✓ For parties enjoying exclusive NFB limits 0.25% pa on the NFB liability with a maximum of Rs 1 lac per month
- ✓ For parties enjoying both FB and NFB limits 1% pa on the FB Liability and 0.25% pa on the NBF for the delayed period

Penal Charges for Credit Facilities

- ✓ Drawings in excess of Drawing Power: 7% pa on the overdrawn portion on the actual number of days over drawn
- ✓ Devolved Liability: 2% pa from the date of devolvement till regularization on the devolved amount
- ✓ Diversion of funds: 5% pa on the entire liability from the date of diversion till replinshied
- ✓ Delay in creation of Second Charge / EMT 2% pa on the entire liability till charge is created

Penal Charges for Credit Facilities

- Delay in submission of Audited Financial Statements: 2% pa on the entire liability for the period of delay
- Penal Charges for non submission of renewal papers before 1 month of expiry date

Loan / Limit (FB+NFB)	Charges
Upto Rs 10 lac	NIL
>10 lac upto Rs 10 cro	Rs 5000 upto the due date of renewal and Rs 10000 per month till date of submission
>Rs 10 cro	Rs 25000 upto the due date of renewal and Rs 50000 per month till date of submission

Penal Charges for Credit Facilities

- Non construction of house as per the Permitted time line in Housing Loan: 2% pa from the date of sanction till the date of construction on the outstanding liability
- Accounts slipping to NPA: 2% pa on the outstanding. Any concession extended to be reviewed by sanctioning authority.

Penal Charges for Credit Facilities

Commitment Charges:

Average Utilisation during the quarter	Charges
More than 75%	NIL
50% to 75%	0.50 pa on the entire utilised portion on a quarterly basis
Less than 50%	0.50 pa on the entire utilised portion on a quarterly basis

Penal Charges for prepayment of Credit Facilities Modified 856/23 136 255 516 of 2024

- ✓ **Modifications for 856/23**
- ✓ **Both of WC and TL (Priority and Non Priority including RL Schemes) (in 856/23 for WC not included)**
- ✓ **For transfer of Credit facilities to other banks / FIs**
- ✓ **TL : 2% on the outstanding liability**
- ✓ **WC: FB limits 2% of the sanctioned limits – NFB 0.50% of the sanctioned limits**
- ✓ **Applicable for both Fixed and Floating rates**
- ✓ **No prepayment penalty for borrowers under MSE**
- ✓ **Not to be collected for all floating rate term loans for purposes other than business to individual borrowers with or without co obligation**

Penal Charges for prepayment of Credit Facilities Modified 136 & 255 516 of 2024

-
- ✓ Authority for Waiver / Refund of Prepayment charges (New)
 - ✓ NHA not below the rank of Circle Head CAC upto their delegated powers
 - ✓ For HO power accounts respective sanctioning authority
 - ✓ For MC power accounts CAC of the Board

Confirming Oral / Telephonic Permission

276/24 539

- ✓ Presently branches to send details in NF 254 for seeing Oral / Telephonic Permission.
- ✓ Stands modified and NF 254 dispensed with
- ✓ SAS portal to be used for confirming oral / Telephonic Permission
- ✓ Authorities Who can give telephonic Permission

Confirming Oral / Telephonic Permission 276/24 539

Sanctioning Authority	Telephonic Permission to be accorded by
RO Head CAC	RO head
AGM RO CAC	AGM RO
DGM CO CAC	DGM
Circle Head CAC	Circle Head
CGM/GM HO CAC, ED CAC, CAC of the Board, MC of the Board	Wing Head

Confirming Oral / Telephonic Permission 276/24 & 539/24

- After seeking the oral permission details of the same to be sent as per the format in SAS package to the authority who has accorded oral permission
- The application through SAS package to be submitted on the day of extending the facility in CBS or date of obtention of permission whichever is earlier.
- Once the details are sent in SAS, system driven emails will be triggered to the concerned offices and the oral sanction given authority will be able to view the application sent through SAS.

Confirming Oral / Telephonic Permission

276/24 539

- The proposal will be routed through RO/MSME Sublah / RAH /ACC & CO as the case may be.
- After submitting a system generated document with a unique reference number from the SAS package
- While sending the ratification note the system generated reference number should be furnished
- Once the permission is received the same to be filed along with the loan papers.

Key Facts Statement (KFS) 350/24 ,679/24 682/24

- KFS is a statement of key facts of a loan agreement in a language simple and easier to understand provided to the borrower in a standardized form.
- In KFS Annual Percentage Rate (APR) which is the annual cost of credit to the borrower which includes interest rate and all other charges associated with the credit facility to be mentioned.
- Equated Periodic Instalment (EPI) is an equated or fixed amount of repayments, consisting of both the principal and interest components, to be paid by a borrower towards repayment of a loan at periodic intervals for a fixed number of such intervals; and which result in complete amortisation of the loan. EPIs at monthly intervals are called EMIs. This has to be mentioned in KFS

Key Facts Statement (KFS) 350/24,679 & 682/24

- **Validity period of KFS: Period available to the borrower after being provided the KFS by the bank to agree to the terms of the loan.**
- **The validity period is 1 working day for loans having tenor of less than 7 Working days and in respect of loans with tenor of 7 days or more it is valid for 3 days.**
- **KFS to be provided to all new MSME & Retail loans sanctioned on or after 1.10.24 including new loan to the existing borrowers**
- **KFS to be given to the borrowers as per the format in this circular.**
- **KFS to contain unique proposal number.**

Key Facts Statement (KFS) 350,679 & 682/24

- ✓ Credit card receivables are exempted from providing KFS
- ✓ Contents of KFS to explained to the borrowers and an acknowledgement to be obtained
- As the LAPS is enabled for auto capture of applicable processing & documentation charges, Branches/Offices shall mandatorily capture all other charges such as Inspection Charges etc., and charges wherever the bank is involved in recovering charges on behalf of third-party service providers on actual basis, such as valuation charges, CIC Charges, insurance charges, legal charges, CGTMSE Fee etc., in LAPS while processing the loan application
- ✓ Comes into force wef 1.10.24 for all retail loans and MSME TERM Loan

Key Facts Statement (KFS) 350,679 & 682/24

- Bank will be bound by the terms of the loan if KFS is agreed by the borrower within the validity period.
- The KFS shall also include a computation sheet of annual Percentage rate (APR) and the amortization schedule of the loan over the loan tenor. APR will include all charges which are levied by the bank.
- Charges recovered by the bank on behalf of third party service providers on actual basis such as insurance charges, legal charges etc also form part of APR.
- Wherever branches recover such charges from the customers, receipt and document to be provided to the customers within a reasonable period.
- No other charges not mentioned in KFS to be recovered from the customers

Release of Personal properties in the currency of loan 257/24 539

- Release of Properties in the name of the Directors, Partners, Proprietors *Borrower (including their Close relatives) and Third Party Property* mortgaged to the bank shall be permitted by Circle Head & above authority only.
- What about other Securities ? Please refer Chapter 6 of 539/24

Release of Personal properties in the currency of loan 539/24

- The respective original sanctioning authority can modify the terms and conditions of original sanction based on the request of the borrowers upto ED CAC power accounts.
- Major: Amount of facility, conversion of limits, extent of security, interest rate, margin, period of repayment etc
- Minor: Sub limit, validity of availment of limits, substitution of collateral security etc.
- Authorities to Permit Modification: Minor upto the delegated power of ED CAC – RSAs
- CAC of Board – ED CAC to permit modifications
- MC power accounts – CAC of the Board

Release of Personal properties in the currency of loan 539/24

- **Authorities to Permit Modification: Major: upto the delegated power of ED CAC – RSAs**
- **CAC of Board Sanctions except for Amount – ED CAC to permit modifications –**
- **CAC of the Board Sanctions – modification in amount – CAC of the Board**
- **MC power Sanctions – Modifications in amount, extent of security & Margin – to be permitted by MC**
- **MC power Sanctions – Modifications in repayment, interest rate & Guarantee cover – to be permitted by CAC of the Board**
- **Major modifications to be got reviewed by Reviewing authorities**

Release of Personal properties in the currency of loan 539/24

- If modifications are permitted by authorities other than the original sanctioning authorities details of such modifications to be reported by branches to controlling offices within 15 days from the date of according such permissions

Business Loan to Individuals 257/24 539/24

- The respective Internal Risk Rating Model shall be considered for deciding delegated authority.
- Upto Rs 2 lac Portfolio Model – No need of risk rating by sanctioning authority.
- Further, CIC report(Consumer) of the individual borrower needs to be generated and perused for the payment delays in the existing loans, delinquency status and mix of the loans & advances.
- In case, CIC score of the borrower as per CIC Report (Consumer) is less than 650, proposal may be sanctioned as under:

Business Loan to Individuals 257/24

Sanctioning Authority	Permitting Authority
Upto RO Head CAC	Next Higher Authority
Above RO Head CAC	RSAs

Agriculture GL Rate of Advance – Revision 409/24

- ✓ Agri GL OD for Crop purpose and allied activities (Product Codes 269 & 890) – Loan amount not to exceed 85% of the appraised value or the scale of finance (in respect of crop cultivation) and for allied activities assessed working capital which ever is less
- ✓ As per 187/21 it was 90%.
- ✓ Rate of Advance for other Gold Loans (187/21) as on date:
- ✓ GL for agriculturist (780.836.842) 75% of the appraised value. For crop purpose 75% of appraised value or scale of finance which ever is less (LTV ratio 75%)
- ✓ Swarna Express (952) & Swarna OD (235) – 70% of the appraised value (LTV ratio 75%)
- ✓ Swarna Loan (608) – 65% of the appraised Value (LTV ratio 75%)

Employees Loans Modification 394/24

HL Quantum increased wef 1.6.24

Cadre	Quantum of HL	Cadre	Quantum of HL
SS	50 (45)	Scale 6	165 (125)
Clerk	75 (60)	Scale 7	165 (125)
Scale I	120 (75)	Scale 8	190 (130)
Scale II	120 (80)		
Scale III	120 (85)	Fig in bracket	Existing
Scale 4	150 (100)		
Scale 5	150 (100)		

Employees Loans Modification 394/24

For Repairs and Renovation within the overall limit Max 20% wef 1.6.24

Cadre	Quantum	Cadre	Quantum
SS	10 (9)	Scale 6	33 (25)
Clerk	15 (12)	Scale 7	33 (25)
Scale I	24 (15)	Scale 8	38 (26)
Scale II	24 (16)		
Scale III	24 (17)	Fig inBracket	Existing
Scale 4	30 (20)		
Scale 5	30 (20)		

Employees Loans Modification 394/24 &426/24

- Rate of Interest on EHL wef 1.6.24
- Loan amount upto Rs 40 lac 5.50% PA Simple
- Loan amount above Rs 40 lac 6.00% Pa Simple
- Aggregate Principal loan amount outstanding including existing EHL if any upto 40lac and above 40 lac (426/24)
- DPN: Can be closed and availed. The stipulation of one year gap between availment of fresh loan after closing the previous DPN stands with drawn
- Gold loan to employee upto Rs 5000 for purpose other than agriculture stands discontinued.

Important Changes in 378/23 516/24 Take over

- If proposed borrower clears the liability in other banks from his own sources and approaches our bank for credit facilities after 3 months such proposals to be kept out of the purview of take over norms.
- Bank shall obtain the details of dealings with the bank/financial institution in such cases also and satisfy itself about the operations.
- For Retail and Agri (other than Food and Agro Processing) the cooling period is 10 days
- Sanction communication of previous banks including modifications, if any, for the last 3 years shall be obtained and analysed/ verified.
- However, with regard to takeover of Agricultural loans, the above condition is relaxed to last 1 year.

Important Changes in 378/23 & 786/23 516/24 Take over

- **Takeover of credit proposals by the Bank from any Bank where any of our Whole Time Directors (WTDs) have worked earlier: (earlier it was for ED and MD&CEO)**
- **CGM/GM HO CAC to permit such take over upto their delegated power (earlier it was MC of the Board)**
- **Monthly information note to be placed to MC of the Board (in 378/23 it was CAC of the Board)**
- **Beyond CGM/GM HO CAC powers sanction to be permitted by MC of the Board and such sanctions to be placed to the Board of Directors for prior clearance.**
- **The concerned ED should recuse himself from the decision making process (This is new point in 786/23 & 516/24)**

Take Over Modification 115/24 255/24 516/24

- ✓ **Take over:** In respect of take over of accounts (from Consortium, (fresh entry by our bank in Consortium), sole bank or multiple banks) Account should not have been appeared in SMA 2 in the last 18 months (earlier last 1 year) as per CRILC report. If CRILC not applicable to be verified through commercial CIR or CMR (CIBIL MSME Rank)
- ✓ ABS for the last 3 years (2years earlier)
- ✓ For Corporates ABS filed with ROC to be verified for the last 3 years (earlier 2 years)
- ✓ ABS obtained should not be more than 9 months old.
- ✓ The minimum 1 year of existence with other bank (for exposure upto Rs 100 cro and 2 years for others) prior to take over is necessary in respect of good borrowers who left our bank for better pricing though they had good relationship with our bank. (earlier this condition was waived)

Due Diligence for MSME 641 & 666/24

- MSME units approaching our bank for the first time for credit facility above Rs 10 lac eligible to be covered under CGTMSE due diligence from empaneled agencies to be obtained (577/21 & 610/22)
- Now MOU renewed with the agencies
- M/s Acumen Business Consultancy Private Limited, for a further period of 3 years with existing charges, valid from 03.08.2024 to 02.08.2027.
- M/s Infomerics Analytics and Research Private Limited, for a further period of 2 years with existing charges, valid from 15.09.2024 to 14.09.2026.
- M/s CRIF Solutions Private Limited, for a further period of 2 years with modification in charges valid from 20.9.24 to 19.9.26

Due Diligence for MSME 641 & 666/24

- Charges : M/S Acumen – Upto Rs 2 cro Rs 5000, >Rs 2 cro upto Rs 10 cro Rs 7500 Above Rs 10 cro Rs 10000
- M/s Infomerics Analytics and Research Private Limited – Upto Rs 25 lac Rs 5500, >Rs 25 lac upto Rs 75 lac Rs 7500 Above Rs 75 lac Rs 9500
- M/s CRIF Solutions Private Limited- upto Rs 75 lac Rs 5000 (earlier 3500) Above Rs 75 lac Rs 6000 (earlier Rs 3750)
- TAT for submission of Due diligence report by agencies 3 working days from the date of receipt of all information from the branch.
- Penalties for delayed submission of report by agencies
- After 3 working days upto 7 days 50% of charges- Above 7 days No charges will be paid

Due Diligence for MSME 641 & 666/24

- **666/24**
- **With SAMERA Rating agencies MOU renewed from 3.8.24 to 2.8.27.**
- **Charges irrespective of loan amount Rs 12000 (No Change)**
- **All other guidelines as per HO Cir 641/24**

Modified Bench Mark Parameters 586/24

Modifications in Credit Policy 516/24 Bench mark parameters for MSME 9 industries

Parameter	Corporate	MSME
Fixed Asset Coverage Ratio	Not less than 1.33(no change)	1.25% (existing also 1.25%) - DGM CO CAC & above authorities can accept 1.20
Internal rate of return (IRR) applicable for project cost of Rs 25 cro and above	At least 4% above estimated weighted average cost of funds (No Change)	At least 4% above estimated weighted average cost of funds (new). DGM CO CAC and above can accept 3%

Modified Bench Mark Parameters 586/24

- The modifications is applicable for 9 industries under MSME
- Food Processing, Paper & Paper Products, Petroleum, Coal Products & Nuclear Fuels, Chemical & Chemical Products, Cement & Cement Products, Basic metal & Metal Products, All engineering, Vehicles, Vehicle Parts & Transport Equipments and Construction.
- Benchmark parameters for financing Rooftop Solar to Corporates – New guidelines
- DER: Not more than 2.33:1. RSAs can relax upto 3:1

Modified Bench Mark Parameters 586/24

- **DSCR: Overall DSCR 1.50 – Minimum DSCR 1.20**
- **Promoters Contribution: 30% of project cost. RSAs can reduce it to 25%**
- **Project appraisal to be done by PAG HO irrespective of loan quantum**
- **Repayment : Max 10 years with moratorium period**
- **Moratorium period 6 months RSAs can allow 12 month**
- **RSAs can permit maximum repayment period 12 years including moratorium period**
- **Delegation: CGM/GM CO CAC and above authorities**

Modified Bench Mark Parameters 586/24

- **Bench mark parameters for Renewable energy Sector.**
- **Existing Parameters - No guidelines**
- **New Guidelines: DER: 3:1. RSAs can relax it to 4:1**
- **Promoters Contribution: 25% of project cost. RSAs can relax it to 20%**
- **Minimum equity contribution by Promoter: 15% of project cost. RSAs can relax it to 11%**
- **FACR: 1.25%. RSAs can relax it to 1.11%**
- **Repayment Period: not exceeding 15 years excluding moratorium period. Suitable Moratorium period to be fixed**

Modified Bench Mark Parameters 586/24

- Repayment in select projects upto 25 years by CAC of the Board and above authorities
- Overall DSCR 1.50% RSAs can relax upto 1.30%
- Minimum DSCR of 1.05% for initial 2 year and 1.10 from third year onwards
- Internal Rate of Return (Post tax) - *4% and above from estimated weighted average cost of funds. RSAs can permit upto 2%*

Modification in Delegation 587/24

- **Modification for 539/24 delegation updated till 30.6.24**
- **Guidelines for sanctioning fresh credit facilities to New customers (including Take over) under sectors identified as Stressed sectors by bank:**
- **100% collateral in the form of residential / Commercial property /approved securities or**
- **To be fully covered by central /State Govt/CGTMSE/CGFMU guarantee**
- **CGM HO CAC and above authorities can relax**

Modification in Delegation 587/24

- For existing customers enhancement, additional limit can be permitted without dilution in collateral coverage ratio
- Customers not having any credit facilities with our bank will be considered as new customers for this purpose
- **Modification in Adhoc Credit facility:**
- Irrespective of period of the facility documentation to be obtained before the release of adhoc credit facility

Interest rate for EL and Canara Ready Cash 625/24

- EL for studies abroad – Above Rs 7.50 lac – Floating
- Existing RLLR + 1.60 – revised RLLR +1.25%
- Canara Ready Cash Pre approved Personal Loan (Product Code 3018)
- Existing RLLR+2.70% Revised RLLR + 1.70%
- Applicable for all new loans sanctioned on or after 6.9.24
- **615 & 620/24** Waiver of 50% processing charges for all EL sanctioned between 1.9.24 to 31.12 24 and disbursed before 15.1.25 by RSAs

Uniform format for Unit visit / Post sanction visits 606/24

- **New format for documenting Unit / Post sanction visit for all loans – Retail, Agri, MSME & Corporate**
- **This is in addition to existing format for stock inspection (NF 814) and inspection of immovable properties as per Annexure V of HO Cir 157/2020**
- **Photographs of visits to be annexed along with the report**

Time Line for verification of loan papers 266 & 600/24

- Half yearly balancing of loan papers and mortgage papers including closed loan which are yet to be delivered to customers 20th Feb and 20th Aug and also during RBIA
- Branches to submit reports by 28th Feb and 31st Aug
- RO to depute officials (not below Scale 2) to cross verify by 25th Feb and 25th Aug and submit report
- RO deputed officials to submit report by 10th March and 10th Sep
- RO to verify both the reports and submit confirmation to CO by 20th March and 20th Sep
- CO To submit the report by 31st March and 30th Sep to CA&M Wing HO.
- Reports as per formats in the Circular 600/24 to operations Section

Time Line for verification of loan papers 266 & 600/24

- GL balancing is out of the purview of this circular
- If RBIA commenced or conducted during Jan to Mar and July to Sep then RO officials need not verify

Revision in Liquidity Premium 30/24

- Existing Guidelines: Loans repayable more than one year upto 5 years 0.40% Loans repayable more than 5 years 0.80%
- Revised: >1 year upto 2 year 0.10%
- >2 years upto 3 years 0.15%
- >3 years upto 5 years 0.25%
- >5 years upto 7 years 0.30%
- >7 years upto 10 years 0.30%
- >10 years 0.45%
- For all new rupee loans (wherever applicable) sanctioned wef 16.1.2024

Empanelment of Valuers – Domain experts in Technically Complex Projects 39/24

- ✓ To value assets that are taken as security in complex projects related to industries such as Steel, Cement, Coal, Ports, Power Road etc
- ✓ Individuals / Firms should have minimum Industry/domain experience of 5 years with technical background or have undertaken assignment in minimum of 10 high value projects with project cost of Rs.250 cro and above.
- ✓ Age of individuals should not be more than 65 years at the time of application.
- ✓ Projects falling upto and inclusive of Circle Power Accounts entrustment to domain experts to be permitted by **PAG HO**

Empanelment of Valuers – Domain experts in Technically Complex Projects 39/24

- ✓ The duration of empanelment is initially 2 years
- ✓ Can be extended another 3 years
- ✓ Thereafter to be renewed every 3 years
- ✓ Fee structure to be borne by borrower

Value of security	Max Fees as (%) of value of security
\leq Rs 5 cro	0.075% Max Rs 25000
$>$ Rs 5 cro $\&=$ 10 cro	25000 + 0.05% of the value of security above Rs 5 cro- Max Rs 50000
Above Rs 10 cro	Rs 50,000+0.01% of the value of security above Rs 10 cro- Max Rs 15 lac

Lead Bank Responsibility 283/24

- ✓ **Canara Bank is assigned with State Level Bankers Committee responsibility with Kerala and Karnataka**
- ✓ **Union Territory Level Bankers Committee responsibility in Lakshadweep**
- ✓ **Lead Bank responsibility in 61 districts spread over 8 states and 2 UTs**
- ✓ **As on date 12 PSBs and 2 Private Sector Banks have been assigned with Lead Bank Responsibility in 779 districts of the country.**
- ✓ **11 PSBs and one Private Bank is assigned with SLBC**

Lead Bank Responsibility 283/24

- ✓ **Lead District Managers are the Chairman of Bloc Level Bankers' Committee. The Committee to meet quarterly.**
- ✓ **District Level forum for Banks and Govt officials is District Consultative Committee – Chairman – District Collector – to meet quarterly**
- ✓ **MD & CEO of the convenor Bank is the Chairman of SLBC. To meet Quarterly**
- ✓ **High Level Officials of the State (CM/FM Deputy Governor of RBI) may be encouraged to attend SLBC**

Lead Bank Responsibility 283/24

- ✓ 25% of the banking outlets opened in a year by a bank should be in unbanked rural centers (Tier 5 and Tier 6 Centers)
- ✓ Providing banking access to every village within 5 KM radius and banking access to every hamlet of 500 households in hilly areas.
- ✓ Achieving CD ratio of 60% in rural areas as well as Semiurban areas
- ✓ Dispensing with obtention of No Due Certificate by lending institutions in Metro and Urban areas
- ✓ .

Other Important Points in Credit Policy

- Limits above Rs 5 cro - Passport details of promoters, Promoter director & guarantors to be obtained verified and fed in CBS. If no passport undertaking letter. This should be part of sanction / renewal process or annual basis which ever is earlier.
- Aadhar number of applicant, CO applicant and Guarantor in all loans of Rs 5 cro and above
- Exposure above Rs 50 cro in respect of all prospective borrowers and if a borrowal account with an amount exceeding Rs 50 cro slips to NPA –Report from Central Economic Intelligence Bureau to be sought.

Other Important Points in Credit Policy

- For Fresh limits, additional limits, enhancement, renewal during a FY (T). ABS to be in place as under:
- Apr to Oct - FY (T-2). Eg 2024-25 Apr to Oct – ABS of 2022-23.
- Nov to Mar – FY (T-1) Eg 2024-25 Nov to Mar – ABS of 2023-24 to be obtained.
- If ABS submitted is more than 6 months old at the time of submission of proposal for fresh limits/additional limits/renewal, latest provisional financial statements shall be submitted by the parties / borrowers

Other Important Points in Credit Policy

- **ABS: For loans above Rs 20 lac – Even if loan is less than Rs 20 lac ABS to be obtained for loans to companies, Business turnover is more than Rs 1 cro – Professional fee receipt is above Rs 50 lac.**
- **Waiver of obtention of ABS – For borrowers under Crop loan and other agriculture loans upto Rs.100 lac**
- **In case of loans above Rs. 100 lacs the same can be waived by RO Head CAC and above authorities upto their DOP subject to certain condition with additional risk premium of 0.25%**
- **All documents provided by the CA should mandatorily contain UDIN and is verified with the ones uploaded in the UDIN portal of the Institute of Chartered Accountants of India.**

CGTMSE 433/23

- ✓ Ceiling for Coverage increased from Rs 2 cro to Rs 5 cro
- ✓ Annual Guarantee fee is based on the loan amount.
- ✓ Amount for Waiver of Legal Action while invoking guarantee enhanced to Rs 10 lac from Rs 5 lac
- ✓ Proposals with aggregate outstanding Credit facilities of upto Rs 500 lac that are internally rated Low, Normal and Moderate Risk to be considered for financing under CGTMSE Coverage

CGTMSE 433/23

- ✓ Settlement of Claim for waiver of legal action accounts:
- ✓ Single instalment of Claim settlement by reducing the guarantee cover by 15% ie if original cover is 75% it will be reduced to 60% Or
- ✓ Two instalments 75% first and 25% second. Second after 3 years from the date of settlement of First claim or OTS whichever is earlier.
- ✓ Bank has opted for Second one

CGTMSE Delegation 433/23

✓ CGTMSE coverage and Delegation for branches 433/23

CGTMSE Coverage	Credit Exposure (Non Schematic MSE Lending)	Availability of Collateral	Delegation of Powers
100%	>10 lac upto 500 lac	Nil	NHA
Hybrid	>10 lac upto 500 lac	<50% of Exposure	NHA
	>10 lac upto 500 lac	50% or more of exposure	RSA
	>500 lac	Irrespective of percentage of Collateral	RSA

MSME sublabh is NHA for branches attached to MSME Sulabh. Proposals with aggregate outstanding Credit facilities of upto Rs 500 lac that are internally rated Low, Normal and Moderate Risk to be considered for financing under CGTMSE Coverage

CGTMSE Guarantee Coverage

433/23

Maximum Gurantee Coverage where the Credit Faciity is

Category	Upto Rs 5 lac	>5 lac <= 50	>50 lac<= 500
Micro	85%	75%	75%
MSEs located in NER (including Sikkim) UT of J&K & Ladakh	80%	80%	75%
Women & SC/ST PwD entrepreneurs, ZED Certified MSEs & MSEs in Aspiration districts	85%	85%	85%
All others	75%	75%	75%

With Best Wishes from L Jagennath

CGTMSE Annual Guarantee Fee 433/23

Annual Guarantee FEE (AGF) wef 1.4.23

Loan (in lacs)	Standard Rate	Rate with Risk Premium			
		15%	30%	50%	70%
Upto Rs 10	0.37	0.43	0.48	0.56	0.63
>10 <=50	0.55	0.63	0.72	0.83	0.94
>50<=100	0.60	0.69	0.78	0.90	1.02
>100<=200	1.20	1.38	1.56	1.80	2.04
>200<=500	1.35	1.55	1.76	2.03	2.30

Risk Premium depends on NPA, Claim pay out ratio, Quick Mortality
10% discount is available for Women, SC/ST/ PwD, units in NER, J&K, Ladakh, ZED status MSEs. A MSE falling in all the three groups will get max 30% discount on Standard Rate.

Other Important Points in Credit Policy

- **Waiver of obtention of CGTMSE cover: 175/2024**
- **In case of New Borrowers:**
- **The borrower provides Primary Security or Primary & Collateral Security put together in the form of vacant land, land and building, approved securities to the minimum extent of 125% of the sanctioned limit.**
- ***Vacant land can be accepted as collateral security to the maximum extent of 25% of the stipulated security comfort (in terms of value), provided it has clear demarcation and boundaries with approach roads which is approved by any competent authority/statutory body approved by government and is SARFAESI compliant***
- ***Borrower is rated as Low Normal and Moderate Risk***

Other Important Points in Credit Policy

➤ Existing Borrower:

- ❑ The borrower provides primary security or primary and collateral security put together in the form of land and building to the extent of 75% of the sanctioned limit or (75% of the exposure if more than one limit is sanctioned) in addition to the security of assets created out of our finance.
- ❑ Accounts rated upto moderate Risk
- ❑ All the accounts of the borrowers to be classified as Standard Asset
- ❑ Sanctions to be reviewed and confirmed by NHA

Other Important Points in Credit Policy

- **Example: Existing Customer:**
- **Project Cost Rs 100 lac – Purchase of land and Construction of factory building**
- **Loan 75 lac – Margin 25 lac**
- **Assets created out of bank finance to be excluded. Here entire Rs 100 lac to be excluded. So borrower to bring 75% of Rs 75 lacs ie Rs 56.25 lacs in the form of land and building for waiver of CGTMSE cover.**
- **New customer: Here Assets created out of bank finance can be included. 125% of RS 75 lac is Rs 93.75 lac. Asset created is Rs 100 lac. So borrower need not bring any primary or collateral to waive CGTMSE cover**

Other Important Points in Credit Policy

- **Example: II Existing Customer:**
- **Project Cost Rs 100 lac – Purchase of Plant and machinery.**
- **Loan 75 lac – Margin 25 lac**
- **Assets created out of bank finance to be excluded. Here entire Rs 100 lac to be excluded. So borrower to bring 75% of Rs 75 lacs ie Rs 56.25 lacs in the form of land and building for waiver of CGTMSE cover.**
- **New customer: Here Assets created out of bank finance to be excluded since it is not land and building. So borrower to bring 125% of RS 75 lac is Rs 93.75 lac either in the form of land & building, or approved securities**
- **Renewal: >10 lac upto Rs 25 lac – SOP 466/21 – Modified in 175/24**

Mandatory Reports 29 & 166/24

Mandatory Report SET	Report Name
SET 1	Login Exception Report - SM5003
15 Reports	Teller Inter Branch Transactions Report - TP5029
	Overdrawn OD/OCC/KCC Accounts_CHX602
	TODs Granted Today - CHX658
	List Of Login Users For The Day - SMX6000
	Statement Of Transactions In Staff A/cs - STX635
	GL Voucher Details - GLXR611

Mandatory Reports 29 & 166/24

Mandatory Report SET	Report Name
SET 1	GL Alert Stattement - GL604
15 Reports	Cash Payment Waste Br / Teller - TP603
	Cash Receipt Waste Br / Teller - TP604
	List of Users Created / Deleted / Modified - SM603
	Account Closed for the Day - ST613
	Account Opened for the Day - ST613
	Password Change Due Report - SM5005
	Cash Position - TPX5021

Mandatory Reports 29 & 166/24

Mandatory Report SET	Report Name
SET 2	GEFU Reject Report - BA111
7 Reports	GEFU Success Report - BA110
	Users Logged Other Than Home Branch - SM6009
	Statement of Cash Transactions Position - TP5049
	Transfer Extract - TP6002
	Report On Verified Transactions - TPX6009
	Teller Wise Transfer Txns Details - ST651

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Mandatory Reports 29 & 166/24

Mandatory Report SET	Report Name
SET 3	SB/CA TOD Accounts - CHX621
4 Reports	Product-wise Consolidated Receipts & Payments -ST644
	ECS Mandate Rejection
	CASA account details viewed by other than Home branch users
SET 4 (1 Report)	Day Book Cum Trial Balance

Mandatory Reports 29 & 166/24

Mandatory Report SET	Report Name
SET 5	Details of Loans Sanctioned for the day
4 Reports	Details of loans disbursed for the day
	Mobile numbers changed for previous day
	Credit cards sanctioned for the day
Total 31 Reports	Reports to be generated checked signed by branch in charge and second in command