

Department - REAL ESTATE HOUSING BUSINESS UNIT(REHBU)

Circular no./ Date

Sl.No.: 767/2017 – 18 Circular No.: NBG/RE,H^HD-HL CAMPA/30/2017–18 Date:5 Oct 2017

Brief Particulars/Content

“Top up Toppers” Campaign: October, 2017- December, 2017

In order to promote Home Top up Loans and leverage our Customer base, it has been decided to launch a **Top up Toppers Contest**, w.e.f. 01st October 2017 exclusively for RACPCs/RASMECs across India.

2. The Contest will be operational from 1st October, 2017 to 31st December, 2017. Only Top up loans and Insta Top up loans will be covered under the contest. Top performing RACPCs/RASMECs will suitably be recognized and rewarded. The main features of the contest are as under:

- ☐ The contest will run from 1st October till 31st December, 2017
- ☐ Home Top up Loans and Insta Home Top up Loans sanctioned from 1st October till 31st December and partially/fully disbursed till 31st January, 2018 will be accounted for under this Contest
- ☐ Daily MIS will be generated on the basis of LOS (Sourcing Data) and the Top up Loans not disbursed by 31st January, 2018 will not be considered
- ☐ Monetary Rewards for the winners will be credited to their achievers card by the Circle LHOs after applicable TDS
- ☐ HRMS Data as on 30th September, 2017 will be considered for monitoring and declaring winners/results of the Contest
- ☐ In case of change in the incumbency of head of RACPC/RASMEC during the contest period, the official who has headed the CPC for a longer period during the contest period will be entitled to receive the reward.
- ☐ Data regarding Home Top up Loan % of complete Home Loan base for RACPCs/RASMECs as on 31st August, 2017 will be uploaded on REH site which will act as the base for each RACPC/RASMEC. RACPCs/RASMECs will gradually progress to Silver, Gold and Platinum category based on the benchmark levels as laid down in the table in the circular.

Circular no./ Date

Sl.No.: 809/2017 – 18 Circular No.: NBG/RE,H^HD-HL/31/2017 – 18 Date:12.10.17

Brief Particulars/Content

CLARIFICATIONS ON OPERATING INSTRUCTIONS

Previous Master Circular updated as on 30th April, 2017, on Home Loans. Bank has come across instances of variations in the interpretation of certain extant operating instructions by our operating functionaries, RACPCs and RASMECs. Such variance

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in interpretation might lead to inconsistency in our Home Loan delivery. Accordingly, in order to bring uniformity in the interpretation of relevant instructions and remove any unintended ambiguity inherent therein, we invite your attention to the undernoted clarifications:

Issues	Clarifications
Whether GST (Goods and Services Tax) can be included as indirect tax, which is introduced in India on 01st part of Project Cost for assessing the loan amount?	Yes, GST (Goods and Service Tax) is an indirect taxes like excise duty, VAT, Service TAX etc. Therefore, now GST will be added as part of Project Cost for assessing the loan amount in lieu of VAT, Service Tax etc.
Whether switch-over from Base/SBAR linked interest rates to linked interest rates to MCLR linked interest rate in case of existing Maxgain Home Loan linked to Base/SBAR and having limit below Rs 20.00 lacs is available. However, Maxgain limit below Rs 20.00 lacs is permitted?	Yes, Switch-over facility from Base/SBAR linked interest rates to linked interest rates to MCLR linked interest rate in case of existing Maxgain Home Loan linked to Base/SBAR and having limit below Rs 20.00 lacs is available. However, Maxgain limit below Rs 20.00 lacs is facility will be available for Rs 20 lacs and above Home Loans only in case of new Home Loans.

Circular no./ Date
Sl.No.: 816/2017-18 Circular No.: NBG/RE,H^HD-HL/32/2017 – 18,Date:13.10. 2017
Brief Particulars/Content
TITLE INVESTIGATION REPORT (TIR)

Previously Credit Policy and Procedures Department (CPPD)'s e-circular no. CCO/CPPD-ADV/70/2017-18 dated 25th September, 2017, advising SOP on Title Deeds and Title Investigation Reports. The SOP comprises of two parts:-

- Part-I: procedure for seeking TIR and creation of Equitable Mortgage (Replaces the extant guidelines as mentioned in the Master Circular on TIR issued on 12/04/2013 and subsequent circular instructions in this regard).
- Part-II deals with safekeeping/handling of Title Deeds.

2. Operating functionaries dealing with Home Loans and Home related loans shall be guided by the instructions contained in the above mentioned e-circular issued by CPPD department w.e.f 25.09.2017.

Circular no./ Date
Sl.No.: 826/2017 – 18 Circular No.: NBG/RE,H^HD-HL CAMPA/33/2017 - 18
Date: Tue 17 Oct 2017
Brief Particulars/Content
GRIHA TARA- BRANCH CHAMPION CAMPAIGN
PHASE 2 – 1 s t OCTOBER, 2017 to 31 s t DECEMBER, 2017

Griha Tara- Branch Champion Contest has been launched on 1st August, 2017 which mainly focuses on Branch Activation %. Phase 2 of the Campaign has started from 1st October, 2017. The second phase of the contest will be valid till 31st December, 2017.

2. The general framework of the campaign has been kept same as it was in Phase-1. Eligibility for the branches and the controllers will be progressive and will also take into account their performance in Phase 1. However, we have made certain modifications in the Campaign to make it more exciting and inclusive. Operational guidelines of Phase-2 of the campaign are detailed in Annexure I of the circular.

3. Branches, sourcing entities, processing entities, Controllers and Administrative Office employees who source Home Loans during the Campaign period, will be suitably recognized and rewarded. To make the campaign more exciting and motivating, the top performers will be sent on a study tour abroad at the end of the Campaign.

Circular no./ Date

Sl.No.: 835/2017 – 18, Circular No.: NBG/RE,H^HD-BF/34/2017 - 18

Date: Wed 18 Oct 2017

Brief Particulars/Content

**BUILDER FINANCE-RESIDENTIAL PROJECTS
PROJECT VIJAY/ VIJAYPATH ROLE MANUAL**

Previous e-Circular No. NBG/RE, H & HD-BF/22/2016-17 dated 16th August 2016, wherein, REHBU has re-organized the Builder Finance Activity and vide e-Circular No. NBG/RE, H & HD-BF/21/2016-17 dated 18th August 2016, issued the Standard Operating Procedure (SOP), in order to obviate complaints of delay, rejection, timely decision on sanction etc. At the same time, we have also revised the Role Manuals/ Process Manuals for Relationship Manager- Real Estate (RMRE) as a guidance note for smooth implementation of the revised structure at operating level.

Recently, vide e-Circular No. NBG/SMEBU-SME DELI/44/2017-18 Dated 10th Oct 2017, SMEBU has advised certain changes in Structure/ Process/ Vijaypath tool and to make the operating units available the guidance note in one place in summarized manner of all these changes, "Project Vijay/ Vijaypath Role Manual" has also been devised for SMEC/ RASMEC/ RMSE and RMMs.

The bank has recently launched Vijaypath Lead Monitoring Tool for Real Estate Housing (Real Estate) with a view to ensure better and effective monitoring of leads generated/ being generated by RMREs. The operational SOP for RMRE is as per the SOP issued by SMEBU. The monitoring will be done by DGM (RE) at each LHO level and DGM (Builder Finance) at Corporate Centre level.

Circular no./ Date

Sl.No.: 838/2017 – 18 Circular No.: NBG/RE,H^HD-HL/35/2017 - 18

Date: Sat 21 Oct 2017

Brief Particulars/Content

PRE EMI INTEREST BY BUILDERS SCHEME MODIFICATIONS IN OPERATING INSTRUCTIONS

Previous Circular No. RE/HL/PM/40 Date: 10th February, 2015, advising the details of Pre-EMI interest by builder's scheme.

2. It has now been decided to modify some of the norms stipulated under “Pre-EMI interest by builder’s” scheme. The revised norms will be as under:

Parameters Extant norms

Revised norms

Pre-EMI Interest by Builders Scheme

Under ‘Pre-EMI Interest by Builders Scheme’, full or part of the Pre-EMI Interest is paid by the builders during the stipulated moratorium period. The approval for offering this facility in select approved projects are accorded by CCC-I.

This scheme is permitted only in respect of approved projects, where (i) Builders/groups with minimum experience of 5 years and should have successfully completed at least 2 projects involving minimum aggregate number of 200 units during the last 5 years,

(ii) The company/firm should have earned profit during the last FY,
(iii) Minimum project cost per unit/flat: Rs. 40 lacs.

The approval for offering this facility in select approved projects will be accorded by GM (Network).

This scheme is permitted only in respect of approved projects, where

(i) No Change.

(ii) No Change.

(iii) The minimum project cost per unit/flat will be Rs. 25 lacs and minimum loan amount Rs. 20 lacs.

In addition to this, the approved projects will be RERA compliant and the operating functionaries shall ensure end use of the funds.

All other existing norms applicable to Pre-EMI interest by builder’s scheme will remain unchanged.

Circular no./ Date

Sl.No.: 850/2017–18, Circular No.: NBG/RE,H^HD-HL/36/2017–18, Date:23.10.2017

Brief Particulars/Content

**CENTRAL REGISTRY OF OUTSOURCING AGENTS (HLC/HLA/MC/MA AND SSL)
UNIFORM ENROLLMENT PROCESS**

A Central Registry has been developed for registering all home loan agents for uniform onboarding, performance monitoring and commission calculation. Central Registry will be an effective monitoring tool only when all active agents are onboarded for regular performance monitoring.

2. After initial bulk registration, designated circle administrators at LHO will centrally enroll all new agents only in Central Registry.

3. Circle RE departments are advised to de-panel all inactive outsourced agents who have not sourced even a single proposal in the last 6 months. This exercise will ensure that only active outsourced agents are onboarded during the launch of central registry.

4. Further, to ensure uniformity in empanelment process, REHBU will have to maintain a common schedule for enrollment of outsourced agents. First month of

every half year (i.e. April and October) will be enrollment months for outsourced agents. Application for outsourced agents will be received during the first 10 days of the enrollment month, followed by interviews for the next 10 days and final enrollment in the last 10 days. Enrollment will be closed for the next 5 months of the half year.

5. As Central Registry will usher in standardised empanelment process for enrollment and monitoring of home loan outsourced agents, all concerned to follow the uniform enrollment process meticulously.

Circular no./ Date

Sl.No.: 877/2017 – 18 Circular No.: NBG/RE,H^HD-HL/37/2017 - 18

Date: Mon 30 Oct 2017

Brief Particulars/Content

**PRADHAN MANTRI AWAS YOJANA-CLSS (URBAN)
MODIFICATION IN EXISTING CLSS (EWS/LIG) SCHEME**

Previous e-circular no. NBG/RE-H&HD-HL/66/2016-17 dated 31st March,2017, advising the details of updated Credit Linked Subsidy Scheme (CLSS) under Pradhan Mantri Awas Yojana.

2. It has been decided to modify the existing criteria for Permissible Income for working out NMI/EMI Ratio ,Loan Amount ,Beneficiary, Takeover of Home Loan outstanding from other Banks/HFCs as per details in circular under PMAY home loans under the CLSS-PMAY (EWS & LIG) Scheme.

3. All other norms applicable in CLSS-PMAY (EWS & LIG) Scheme will remain unchanged.

4. 4. CLSS-PMAY (EWS & LIG) Home Loans covered under CRGFTLIH will be opened under product code:

Sr. No	Product Code	Product Description
1	64502427	MCNHB CLSS CRGFT (EWS)
2	64502428	MCNHB CLSS CRGFT (LIG)

Department - PBU-AUTO LOANS

Circular no./ Date

Sl.No.: 760/2017 - 18

Circular No.: NBG/PBU/AL-AUTOLOAN/10/2017 – 18 Date: Wed 4 Oct 2017

Brief Particulars/Content

**Standard Operating Procedure: Goods and Services Tax (GST)
Payment of Service Fee/Incentive (Commission) to Auto Loan Dealers /Auto Loan
Counsellors (ALCs)/Dealers Sales Executives (DSEs)/SSL**

Goods and Service Tax (GST) has been rolled out from 1st July 2017 replacing most of the indirect taxes viz. Service Tax/VAT etc. Financial Reporting and Taxation Department has issued instructions to branches on GST and based on their various instructions, Standard Operating Procedure (SOP) along with Frequency Asked Questions is being prepared for the benefit of operating functionaries as Annexure 1 of the circular.

Circular no./ Date

Sl.No.: 761/2017 - 18

Circular No.: NBG/PBU/AL-CARLOANS/11/2017 – 18, Date: Wed 4 Oct 2017

Brief Particulars/Content

**SBI Car Loan Scheme: 100 % Finance on On-Road Price (Excluding Accessories)
Extension of Scheme till 31.12.2017**

Previous e-Circular No NBG/PBU/AL-CARLOANS/7/2017-18 dated 06.07.2017 introducing special scheme on the onset of GST implementation which was valid till 30.09.2017. The scheme has been extended for a further period till 31.12.2017. The salient features of the scheme have been reiterated as under:

Eligible Customers:

A) Salaried Customers: i. All Corporate Salary Package (CSP) account holders and ii. All Non-CSP customers who are employees of Central, State Govt and PSUs only.

B) Professionals i.e. Doctors (From Allopathy stream with minimum MBBS qualification), Chartered Accountants, Company Secretaries, Cost Accountants and Architects only;

C) In both the above categories of customers, minimum CIBIL score of 700 and above in case of loan quantum upto Rs 5.00 Lacs and CIBIL & 2nd CIC score of 700 and above for loan quantum above Rs 5.00 Lacs is mandatory.

D) The offer will be applicable to loans for new cars under i) SBI Car Loan, ii) SBI Car Loan Overdraft, iii) SBI NRI Car Loan and iv) SBI Combo loan scheme only.

2. All other terms and conditions regarding sanction, disbursement and postdisbursement formalities relating to Car Loans as detailed in our SOP will remain unchanged.

3. The existing SBI Car Loan scheme will run concurrently for other categories of customers. The customers mentioned under Para -1 above will be permitted to avail car loan under either of the schemes of their choice.

Circular no./ Date

Sl.No.: 784/2017–18, Circular No.:NBG/PBU/AL-AUTOLOAN/12/2017–18 Date: 9.10.17

Brief Particulars/Content

MASTER CIRCULAR : AUTO LOAN AS ON 31.07.2017

The bank has periodically, issued instructions to Branches/LHOs and other establishments with regard to Auto Loans. A Master Circular incorporating all the existing guidelines/instructions/directives has been prepared and is appended. This Master Circular consolidates all the instructions issued up to 31.07.2017 from time to time. The individual circulars consolidated now are listed in the Appendix of the circular.

The Master Circular has been divided into 3 (three) Chapters as under:

Chapter I: Auto Loan – General Instructions

Chapter II: Auto Loan – Products/Schemes

Chapter III: Annexure/Specimen Forms/Documents/Letters etc.

Circular no./ Date

Sl. No. : 859/2017 – 18, Circular No. : NBG/PBU/AL-CARLOANS/13/2017 - 18

Date : Thursday - 26th October 2017.

Brief Particulars/Content

CAR LOANS NEW PRODUCT : SBI CAR LOAN LITE

CAR LOAN TO “NO INCOME PROOF” CATEGORY OF CUSTOMERS

A new car loan product “SBI Car Loan Lite” for ‘No Income Proof’ category of customers comprising Businessmen, Professionals & Self-employed and Agriculturists has been approved.

2. The product has been developed to enable the Circle to book quality loan proposals emanating from Businessmen, Professionals & Self-employed and Agriculturists who do not have required income documents. The income declared by the applicant will be accepted as income of the borrower. The new Product would make many new car buyers from semi-urban / rural areas eligible for car loan. It will also enable dealers refer such proposals without proper income documents, which are otherwise directed to Private Banks or NBFCs, to our branches.

3. The following are the major features of “SBI Car Loan Lite” scheme:

- (a) Maximum loan amount: Rs 4.00 lacs.
- (b) Margin of 25% on on-road price. Margin amount is to be brought in by the applicant. No certificate from the dealer regarding receipt of margin money is to be accepted.
- (c) New Risk Scoring Model will be applicable.
- (d) No loan will be given for CIBIL score below 650.
- (e) Pre-sanction Survey of Residence and Work place will be conducted by Bank Official. The services of verification agencies will not be utilized for the purpose.
- (f) CirMac may decide to suspend sanctioning powers of car loans under this scheme in branches with higher NPA in car loans (say 1.50%).

4. The details of the scheme and Risk Scoring Model applicable to the scheme are enclosed as Annexure-1 and Annexure-2 of the circular respectively.

Department – PBU-PERSONAL LOANS

Circular no./ Date

Sl.No.: 790/2017–18 Circular No.: NBG/PBU/PL-SCHOLAR/32/2017–18 Date: 9.10.17

Brief Particulars/Content

SBI SCHOLAR LOAN SCHEME INCLUSION OF COURSE BIRLA INSTITUTE OF TECHNOLOGY & SCIENCE (BITS) PILANI

The Competent Authority has approved inclusion of the undermentioned Course in the list of eligible programs under SBI Scholar Loan Scheme:

Sr. No.	Name of Institution/ University	Inclusion of Course under SBI Scholar Loan Scheme – List 'A' Institutions
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1	Birla Institute of Technology & Science (BITS) Pilani	□ Dual Degree (Integrated) Course
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2. All terms & conditions applicable for Institutions under List 'A' of SBI Scholar Loan Scheme will be applicable for the above mentioned course.

Circular no./ Date

Sl.No.: 791/2017 - 18

Circular No.: NBG/PBU/PL-SCHOLAR/33/2017 – 18 Date: Mon 9 Oct 2017

Brief Particulars/Content

SBI SCHOLAR LOAN SCHEME INCLUSION OF NATIONAL LAW UNIVERSITY (NLU), JODHPUR

The competent authority has approved inclusion of “National Law University (NLU),Jodhpur” under SBI Scholar Loan scheme (List 'B'). Detailed guidelines are enclosed as ANNEXURE I of the circular.

2. The list of all Institutions (146) approved under Scholar Loan Scheme (ANNEXURE II), of the circular updated upto 09th October 2017, for information of the Operating Units.

Circular no./ Date

Sl.No.: 796/2017 – 18, Circular No.: NBG/PBU/PL-SCHOLAR/34/2017-18 Dt:10.10.17

Brief Particulars/Content

SBI SCHOLAR LOAN SCHEME : INCLUSION OF PRIN. L. N. WELINGKAR INSTITUTE OF MGMT., DEV. & RES. (WESCHOOL)

The competent authority has approved inclusion of “Prin. L. N. Welingkar Institute of Management, Development & Research (WeSchool), Mumbai” under SBI Scholar Loan scheme (List 'B'). Detailed guidelines are enclosed as ANNEXURE I of the circular.

2. The list of all Institutions (147) approved under Scholar Loan Scheme (ANNEXURE II), of the circular updated upto 10th October 2017, for information of the Operating Units.

Circular no./ Date

Sl.No.: 807/2017–18 Circular No: NBG/PBU/PL-PENSION/35/2017–18 Date:11.10.17

Brief Particulars/Content

CAMPAIGN 'PENSION LOAN DRIVE' FROM 01.10.2017 TO 31.12.2017

A 'Pension Loan Drive' from 01.10.2017 to 31.12.2017. Campaign Target has been set to achieve a minimum of 1% increase in penetration level for Circles with penetration of above 30% and 1.5% increase in penetration for circles with penetration

of below 30%, over the August level by 31.12.2017.

2. Circles who achieve the allotted target will be declared as Achievers and will be awarded with Certificates of Excellence and Mementos by MD (R & DB).

3. The Circles are advised to adopt following strategies in order to surpass the targets:

i. Send in-Principle Sanction Letter (through post or by hand) to the remaining 79% (at bank level) of the Pensioners not availing pension Loan as on date.

ii. Conduct Pensioners' Meets at Centres / Branches with high concentration of pension accounts and arrange for camps for sourcing maximum pension loan applications.

iii. Social Media (Facebook) platform to be used to spread awareness about the campaign.

iv. Operating Units to organize Mass Health Checkup camps for pensioners in the first week of November when they visit the branches to submit life certificate.

v. Pensioners to be explained product features of Pension Loan by way of pamphlets/meeting etc.

vi. Pensioners can now apply for loan online also, through OCAS. Operating Units are advised to create awareness among pensioners about this facility.

5. In order to facilitate Operating units to book maximum business, i). Corporate Centre shall arrange to send bulk SMS to all Pensioners. ii). Revised Pension Loans leads shall be made available to Operating Units on the below mentioned link: *State Bank Times >> Departments 1 >> Analytics Department >> Leads >> Loan Products*

6. During the campaign period, the processing fee is Waived(Nil)

Circular no./ Date

I.No.: 813/2017-18 Circular No.: NBG/PL-SKILL LOA/36/2017-8 Date: 13 Oct 2017

Brief Particulars/Content

**SBI SKILL LOAN SCHEME: FRANKFINN INSTITUTE OF AIR HOSTESS TRAINING
CHANGE OF MAPPED/DESIGNATED BRANCH**

In order to boost our Skill Loan portfolio, the Competent Authority has approved a tieup with Frankfinn Institute of Air Hostess Training for extending Skill Loans to the applicants enrolling for various courses offered by the Institute. Previous eCircular No.: NBG/PBU/PLSKILL LOA/22/201718 dated 29.07.2017.

2. Keeping in view the difficulties faced by the students and also by the Frankfinn Institute, the mapped/designated branch has been changed as under:

Frankfinn Center	Extant Branch	Mapped/Designated New Branch	Mapped/Designated
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Maharashtra Nagpur Vayusena Nagar Branch, Dharampeth Branch, Nagpur
Nagpur (3678) (4872)

Circular no./ Date

Sl.No.: 829/2017 – 18 Circular No.: NBG/PBU/PL-SCHOLAR/37/2017 - 18

Date: Tue 17 Oct 2017

Brief Particulars/Content

SBI SCHOLAR LOAN SCHEME – SELECT INSTITUTIONS UNDER LISTAA

1. INCLUSION OF FULLTIME EXECUTIVE COURSES FOR WORKING

PROFESSIONALS

**2. WAIVER OF COBORROWER TO FULLTIME EXECUTIVE COURSES FOR
WORKING PROFESSIONALS (PGPX/ EPGP)**

Following modifications is approved in regard to fulltime Executive Courses for Working Professionals offered by select Institutions under ListAA of Scholar Loan Scheme (list attached as AnnexureI of the circular):

Parameter	Existing Instructions	Approved Modifications
Courses Covered	Regular full time Degree/ Diploma Courses and not certificate/ parttime courses through entrance test/ selection process.	Alongwith the regular fulltime Executive Courses for Working Professionals offered by select Institutions as mentioned in AnnexureI of the circular are also covered under the scheme.
Coborrower	Loans are sanctioned jointly in the name of the student and his parent/ guardian. In case of married person, coobligator can be spouse or parent/ parentinlaw. Parental name of student can also be substituted by a suitable third party guarantee.	In respect of fulltime Executive Courses for Working Professionals offered by select Institutions as mentioned in AnnexureI, education loans are to be sanctioned only in the name of student borrower. No coobligator to be taken.

For details please refer to respective circulars
