

STATE BANK OF INDIA OFFICERS' ASSOCIATION

(BENGAL CIRCLE)

(Registered under Trade Unions Act 1926-Regd. No. 6908)

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Circular No. 171/2021

Date: 05.12.2021

To All Members (Please Circulate)

EMPOWERMENT SERIES **WEEKLY KNOWLEDGE UPDATE** **(28.11.2021 to 04.12.2021)**

Under empowerment series, gist of e-circulars for the period from 28.11.2021 to 04.12.2021 have been compiled with an endeavour to outspread amongst the members. This compilation is appended to "WEEKLY KNOWLEDGE UPDATE" for wide circulation.

SYNOPSIS OF CIRCULARS ISSUED BETWEEN 28.11.2021 TO 04.12.2021

SL NO	CIRCULAR DATE	MASTERS NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
1	29/11/2021	859/2021 - 22	NBG/SME/SCFU-e-DFS/118/2021 - 22	ELECTRONIC DEALER FINANCING SCHEME (e-DFS) RENEWAL OF TIE UP WITH MODIFICATION i) ASHOK LEYLAND LIMITED (ALL)- MEDIUM & HEAVY COMMERCIAL VEHICLES FOR FINANCING THEIR DEALERS ii) M/s ASHOK LEYLAND LIMITED (ALL)-HCV FOR FINANCING THEIR AUTHORIZED SERVICE CENTRES DEALERS FOR STOCKS & CONSUMABLES	Refer to circular nos.: I) NBG/SME/SCFU-e-DFS/89/2020-21 dated 30.07.2020 for financing the Dealers of Ashok Leyland Ltd (ALL)- Medium & Heavy Commercial Vehicle II) NBG/SME/SCFU-e-DFS/109/2020-21 dated 05.09.2020 for financing the Dealers Ashok Leyland Ltd (ALL)- Authorized Service Centre dealers. The Tie up has now been renewed for further period one year. The terms and conditions are given as Annexure I & II. Detailed e-Circulars numbered NBG/SMEBU-E/62/2010-11 dated 10/11/2010, Product Review Circular SME/SCFU/RD/Cir-99/2016-17 Dt 27.12.2016, Revised pricing Circular NBG/SME/SCFUSCF/65/2017-18 Dt 22/09/ 2017, Product Review Circular NBG/SME/SCFU-e-DFS/134/2018-19 Dt 11.12.2018 & Product Review Circular NBG/SME/SCFU-e-DFS/63/2020 - 21 dated 24.06.2020 have been issued regarding the e-DFS facility.
2	29/11/2021	860/2021 - 22	R&DB/BOD-IBA/47/2021 - 22	IBA SCHEME FOR RECOMMENDING TRANSPORT OPERATORS COMMENTS OF MEMBER BANKS	Refer to IBA's letter No. CIR/TD/A-42/2021-22/423 dated 18th November 2021. The transport operators enlisted in the circular have applied for being recommended to Member Banks under the IBA Scheme. Addresses of Branches are given in the enclosed sheet (Annexure I).
3	29/11/2021	861/2021 - 22	NBG/RE,H&HD-HL/44/2021 - 22	REHBU-HOME LOANS STANDARD OPERATING PROCEDURE CLOSURE OF TERM LOAN ACCOUNTS AT CPCs	Presently Home Loans are being closed at Home Branch only whereas maintenance of the account from the date of opening is done at the CPC. It is observed that for a single transaction of closure of loan account there are multiple touch points. In order to improve customer convenience, functionality has been developed for closure of Home Term Loans at RACPCs/RASMECCs in addition to the provision for closure of accounts at Home Branch of the account. The Standard Operating Procedure for closure of Term Loan accounts at RACPCs/RASMECCs is attached as Annexure.
4	29/11/2021	862/2021 - 22	NBG/TBU-LTP/19/2021 - 22	RBI GUIDELINES ON "OPENING OF CURRENT ACCOUNTS - NEED FOR DISCIPLINE" REVISED INSTRUCTIONS	Please refer to our earlier Circular no. NBG/TBU-LTP/40/2020 - 21 dated 18.03.2021, wherein revised Current Account Undertaking (version2) and opening of exempted accounts was advised. RBI has now issued revised guidelines vide their circular no. RBI/2021-22/116/DOR.CRE.REC.63/21.04.048/2021-22 dated 29.10.2021. Please follow the circular for detail instruction.
5	30/11/2021	863/2021 - 22	CDO/STU-MNDTRY LEAR/8/2021 - 22	MANDATORY LEARNING FOR EMPLOYEES UPTO SMGS-V	Please refer to Circular No. CDO/STU/MNDTRY-LEAR/3/2021-22 dated 02.06.2021 & CDO/STU/MNDTRY-LEAR/7/2021-22 dated 13.10.2021 regarding the Mandatory Learning guidelines for employees upto SMGS-V for current financial year. Please follow the circular for further instruction.
6	30/11/2021	864/2021 - 22	R&DB/S&DB-YONO/2/2021 - 22	YONO Registration Campaign - 'Registration Plus' 01.12.2021 to 22.03.2022	In order to increase registrations on YONO and to familiarize newly registered customers with various functionalities available in YONO, we propose to conduct a campaign titled "REGISTRATION PLUS" from 01.12.2021 to 22.03.2022. Please follow the circular for campaign details.
7	30/11/2021	865/2021 - 22	NBG/PBBU-PMD-GL/21/2021 - 22	Gold Loans: Agri Gold Loan, SME and PBBU Gold Loan	As per regular monthly review, revised market Value and Advance Value, per gram of Gold, effective from 01.12.2021 is enlisted in the circular. Please refer refer to e- Circular No. NBG/PBBU-PMD-GL/20/2021 - 22 dated 30.10.2021 advising the Market Value and Advance Value of Gold, which was effective from 01.11.2021 till 30.11.2021.

Shubhajyoti Chattopadhyay

General Secretary

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8	30/11/2021	866/2021 - 22	R&DB/P&SP/FTC/9/2021 - 22	STATE BANK FOREIGN TRAVEL CARD (SBFTC) SINGLE CURRENCY SBFTC ON VISA NETWORK SOP AND ACCOUNTING PROCESS	State Bank Foreign Travel Card (SBFTC) is a store value Prepaid Card in foreign currencies. The product is available as Single Currency card on VISA and Multicurrency card on MasterCard scheme. The SOP and Accounting process for Single Currency SBFTC on VISA Network has been revised and updated and is placed as Annexure for meticulous compliance by the operating staff.
9	30/11/2021	867/2021 - 22	CCO/CPD-ADV/98/2021 - 22	TRADE FINANCE REVAMP STANDARDISATION OF INLAND LC APPLICATION FORMS ISSUANCE AND AMENDMENT	State Bank is in the process of revamping our trade finance business by bringing out entire trade finance processing under two Centralised Trade Finance Processing Centres, to be called as Global Trade Finance Centre (GTFC) at Kolkata and Hyderabad. As part of the revamping activities, it has been decided to standardise the inland LC applications for issuance as well as for amendment. The revised application is designed to incorporate the Optical Character Reader (OCR) functionality in the new process and to provide best experience to customer/ User. Please follow the circular for detail functionalities.
10	30/11/2021	868/2021 - 22	FIMM/GSS/13/2021 - 22	PRADHAN MANTRI MUDRA YOJANA(PMMY) ACCEPTANCE OF COLLATERAL SECURITY IN VIOLATION OF RESERVE BANK OF INDIA DIRECTIVES	In terms of RBI guidelines (Circular No.RBI/2009-10/449 RPCD.SME&NFS.BC. No.79/06.02.31/2009-10 dated 06.05.2010) and Bank's extant instructions issued vide e- circular No.NBG/SMEBU-OPER/43/2021-22 dated 26.10.2021, all loans up to Rs.10 lakh sanctioned to MSE Sector (Both Manufacturing and Service Enterprises) as per MSMED Act should be mandatorily collateral free.It is observed that in some instances collateral securities have been accepted by the Branches/CPCs in loans up to Rs.10 lakh in MSME sectors despite Bank's instructions in this regard. Please follow the circular for necessary amendment procedures.
11	30/11/2021	869/2021 - 22	NBG/RE,H^HD-HLC/MC/45/2021 - 22	Real Estate and Housing Business Unit Home Loan Counsellors: Capacity Building Initiative Enhanced Pay-out Structure up to 31.03.2022	RE market is witnessing a strong uptick in demand across all major segments. Multiple geographies have witnessed record high property registrations owing to stamp duty concessions, freebies/discounts by builders and competitive pricing offered on home loans. Appropriate authority is aiming for a monthly growth of Rs.10,000 Cr up to March 2022, which would help us to add Rs. 40,000 Cr in RE growth during the remaining 4 months of the current FY. In view of the above, appropriate authority has delegated the discretionary powers to Circle CGMs for upward revision in pay-out structure to HLC/HLA, MC & MA within the overall limit as detailed in the circular for the period 1st Dec' 2021 till 31st Mar' 2022.
12	30/11/2021	870/2021 - 22	NBG/SMEBU-CGTMSE/51/2021 - 22	MASTER CIRCULAR SME BUSINESS UNIT CREDIT GUARANTEE TRUST FOR MICRO AND SMALL ENTERPRISES(CGTMSE)	Appropriate authority has been issuing Circulars/ Instructions containing operating instructions on the Credit Guarantee Scheme (CGS)-I of CGTMSE from time to time. To enable the operating functionaries to have updated instructions at one place, a Master Circular incorporating all the existing Circulars & modified product features as part of product review, has been prepared and is appended. We advise that this Master Circular consolidates all the previous instructions issued up to 15.11.2021.
13	01/12/2021	870/2021 - 22	CDO/P&HRD-IR/69/2021 - 22	STAFF: MISCELLANEOUS INDIVIDUAL HOUSING LOAN SCHEME (IHLS) FOR STAFF CLARIFICATION: INCLUSION OF GST AS A PART OF PROJECT COST	In the Individual Housing Loan Scheme (IHLS) for Staff, in terms of extant guidelines, the value mentioned in the Agreement to Sale plus one time cost of additional amenities and other cost related to the property which are permanent in nature and add up to the realizable value of the security/ property. In this regard, since VAT & Service Tax have been replaced by GST, it is clarified that in all IHL proposals, GST will be added as a part of Project Cost for assessing the loan amount in lieu of VAT, Service Tax etc. All other existing terms and conditions of Individual Housing Loan Scheme (IHLS) for Staff, will remain unchanged.
14	01/12/2021	871/2021 - 22	CDO/P&HRD-IR/70/2021 - 22	STAFF: MISCELLANEOUS STAFF WELFARE SCHEME ENHANCED REIMBURSEMENT OF MEDICAL EXPENSES FOR COVID -19	Since the outbreak of Covid-19 pandemic, in view of the high medical expenses involved in Covid-19 treatment, Bank has taken numerous initiatives to financially support our employees. Keeping in view the hardship and financial burden faced by our employees and to align our Covid-19 medical reimbursement facilities with the prevailing treatment expenses, the medical reimbursement scheme has been reviewed. The amendments are detailed in the circular.
15	02/12/2021	872/2021 - 22	NBG/FI & MM/LB&RSETI/14/2021- 22	Credit to Minority Communities Operating Guidelines for capturing of Minority Code in CBS	In continuation to e-Circular No. NBG/FI&MM/LB&RSETI/1/2021-22 dated 11.05.2021 on the captioned subject. For treating an advance as credit to minority community and feeding religion code in CBS, the specifications are detailed in the circular. Further, CBS screen number to capture Minority Code is 69452. The operating functionaries are advised to ensure meticulous compliance of the instructions.
16	02/12/2021	873/2021 - 22	NBG/PBU/PL-SCHOLAR/24/2021 - 22	PERSONAL BANKING ADVANCES EDUCATION LOAN- SCHOLAR LOAN SCHEME INCLUSION OF NATIONAL INSTITUTE OF DESIGN (NID), AHMEDABAD	It is a pleasure to advise that the Competent Authority has approved inclusion of Institute under Scholar Loan Scheme, as detailed in the circular. Updated list of 226 Institutes covered under SBI Scholar Loan Scheme is attached as <i>annexure-I</i> .
17	02/12/2021	874/2021 - 22	NBG/SME/SCFU-SCF/119/2021 - 22	SUPPLY CHAIN FINANCE UNIT: ELECTRONIC VENDOR FINANCE SCHEME (e-VFS) SIMPLIFICATION OF PROCESS, APPRAISAL FORMATS & WAIVER FOR OBTENTION OF PROVISIONAL /AUDITED BALANCE SHEET FOR e-VFS LIMIT UPTO RS. 50 CRS	With reference to circular no SME/SME/SCFU-SCF/97/2020-21 dated 14.08.2021 related to Electronic Vendor Finance Scheme (e-VFS). The Bank had rolled out express Vendor Discounting Scheme in the year 2005 for financing the receivables of vendors of Industry Majors (IMs) upon discounting of invoices. In the year 2008 the scheme was renamed as Electronic - Vendor Financing Scheme (e-VFS) and migrated to the electronic platform in line with the market requirements. In order to give further thrust to the scheme and make it hassle free, it has been decided to simplify the process flow of e-VFS. Accordingly, the existing application form, appraisal format & checklist for documents being obtained from the vendors have been modified. The details are imbedded in the circular.

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18	02/12/2021	875/2021 - 22	CCO/CPPD-ADV/99/2021 - 22	REVIEW OF POLICY ON HANDLING ACCOUNTS OF A BUSINESS GROUP APPROACH	Detailed guidelines / approach for handling accounts of a business group was issued vide circular no. CCO/CPPD-ADV/194/2018-19 dated 28.03.2019 to mitigate the risks involved in granting credit facilities to a borrower forming part of a group where one or more accounts of the group are showing signs of stress. The said guidelines have since been reviewed and the parameters have additionally been included. Please follow the circular for further details.
19	02/12/2021	876/2021 - 22	CDO/P&HRD-PM/71/2021 - 22	STAFF: MISCELLANEOUS- COVID-19 MEASURES EXTENSION OF LTC/HTC BLOCK PERIOD, LEAVE ENCASHMENT AND ADVANCE UNDER LTC/HTC	Please refer to Circular No.s CDO/P&HRD-PM/5/2020-21 dated 20th April 2020, CDO/P&HRD-PM/17/2020-21 dated 13th May 2020, CDO/P&HRD-PM/36/2020-21 dated 19th September 2020, CDO/P&HRD-PM/37/2020-21 dated 29th September 2020, CDO/P&HRD-PM/80/2020-21 dated 29th January, 2021, CDO/P&HRD-PM/4/2021-22 dated 06th April 2021 and CDO/P&HRD-PM/45/2021-22 dated 04th September 2021 wherein extension of LTC / HTC block period, Leave Encashment and Advance under LTC/HTC for serving and retired employees / officers were approved upto 31st December, 2021. In view of the ongoing Covid-19 pandemic, the above provisions / facilities have been reviewed and few modifications have been brought in with approval of appropriate authority. Please follow the circular for further details.
20	03/12/2021	877/2021 - 22	NBG/MGL/22/2021 - 22	Precious Metals Department Metal Gold Loan (MGL) Authorisation of Designated Branch (DB) & Request Format for Multipoint Delivery	Please refer to e-Circular No. NBG/PBBU-PMD-GB/2/2021-22 dated 06/04/2021 on Metal Gold Loan (updated upto 31/03/2021). Competent Authority has accorded approval to use only Standard Recommendation Formats seeking approval from Corporate Centre for: (i) Authorisation of Designated Branch (DB) (Format attached as Annexure-I) and (ii) The Facility of Multipoint Delivery to MGL borrowers (Format attached as Annexure-II).
21	03/12/2021	878/2021 - 22	NBG/SOG/23/2021 - 22	Precious Metals Department Sale of Gold (Wholesale): Modification	The appropriate Authority has approved modification in Sale of Gold (Wholesale) scheme including the guidelines determining the genuineness of Bullion Dealers and to ensure that the gold supplied is not used for speculative purpose. A copy of the updated instructions is attached as per Annexure-I.
22	03/12/2021	879/2021 - 22	CCO/CPPD-ADV/100/2021 - 22	SOP FOR DISCOUNTING OF BILLS BY DOMESTIC BRANCHES UNDER INLAND/ FOREIGN LETTER OF CREDIT	Detailed guidelines and 'Standard Operating Procedure' were issued to operating units vide e-Circular No. CCO-CPPD-LC/104/2018-19 dated 25th October 2018. Subsequently, based on inputs received from BUs, modifications in SOP were carried out and detailed instructions were issued vide CCO/CPPD-ADV/164/2018 - 19 dated 1st Feb 2019 and CCO/CPPD-ADV/36/2019-20 dated 4th June 2019. In respect of Foreign Offices, IBD had obtained approval for certain modifications and the same were advised to operating units vide CCO/CPPD-ADV/5/2020 - 21 dated 9th April 2020. A comprehensive review has been undertaken based on the feedback received from the operating units. The details of revised Standard Operating Procedure for discounting of bills by domestic branches under inland/ foreign Letter of credit, approved by Appropriate Authority, are placed as Annexure A. The various formats pertaining to bills discounting under Letter of Credit are placed as Annexure B.
23	04/12/2021	880/2021 - 22	CCO/CPPD-ADV/22	PARTIAL CREDIT ENHANCEMENT (PCE) TO CORPORATE BONDS - REVIEW	Please refer to Bank's Policy on Partial Credit Enhancement which was last reviewed vide e-Circular No. CRO/ CPPD-ADV/58/ 2020-21 dated 21st July 2020 wherein detailed guidelines have been issued to operating units with regard to extending 'Partial Credit Enhancement' by our Bank to the Bonds issued by Corporates, NBFCs and HFCs. A review of the above Policy was carried out and approved by the Appropriate Authority. The modifications to the existing guidelines are detailed in Annexure I. Also the revised Policy is detailed in Annexure II and the calculation of capital charge is detailed in Annexure III.
24	04/12/2021	881/2021 - 22	NBG/GAD-PENSION/12/2021 - 22	PENSION DISBURSEMENT: EXTENSION OF TIME PERIOD FOR SUBMISSION OF LIFE CERTIFICATE BY CENTRAL GOVERNMENT PENSIONERS TILL DECEMBER 31, 2021.	Please refer to e-Circulars No. NBG/GAD-PENSION/11/2021-22 dated 29.10.2021 and NBG/GAD-PENSION/07/2021-22 dated 05.10.2021 on submission of Life Certificate by the pensioners/family pensioners. In view of the ongoing Covid-19 pandemic in various states and keeping in view of the vulnerability of elderly population to Corona Virus, the Department of Pension and Pensioners Welfare (DoPPW), Ministry of Personnel, Public Grievances and Pensions, Govt. of India, New Delhi vide their Office Memorandum No. 18/01/2020-P&PW (H)-Vol-III-6786 dated 01.12.2021 to extend the existing timeline for submission of Life Certificate this year from 1st November 2021 onward, till 31st December 2021, for all Central Government Pensioners. During this extended period, the pension will continue to be paid by the Pension Disbursing Authorities (PDAs) uninterrupted.
25	04/12/2021	882/2021 - 22	NBG/CPC/5/2021 - 22	STANDARD OPERATING PROCEDURE (SOP) SCANNING OF LEGACY LOAN DOCUMENTS UNDER PROJECT: ENTERPRISE DOCUMENT REPOSITORY (EDR)	EDR Project envisages to have a robust front-end Application to enable scanning and digital storing of all types of Customer documents such as AOF, KYC, Loan Documents etc to enable viewing / retrieval at a later date. The viewing / downloading rights will be available to select users with due protocols and it will enable off-site Internal audit / Compliance audit / statutory audit and supervisory audit, in future. Please follow the circular for further guidance.

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26	04/12/2021	883/2021 - 22	NBG/PBU/LIMA-SB/17/2021 - 22	SAVINGS BANK ACCOUNT OPENING CAMPAIGN FOR CUSTOMERS HAVING PUBLIC PROVIDENT FUND ACCOUNT ONLY PERIOD 06/12/2021 TO 28/02/2022	Analytics Department have carried out a study on business relationship with Public Provident Fund (PPF) Accounts customers to find opportunities for offering them other banking products. Data base indicates that 22.43 lacs PPF Accounts customers do not maintain their Savings Bank Accounts with us as on 31.10.2021. Further, 1.44 lacs PPF accounts with deposits Rs.11.428 Cr are completing 15 years and 1.29 lacs PPF accounts with balance Rs.15,210 Cr are completing 20 years by March 2022. Accordingly, Competent Authority has approved for launch of Campaign for opening of Savings Bank Accounts exclusively for PPF customers , with the aim of retaining maturity deposits of PPF Accounts and deepen business relationship for offering bouquet of products and services. Please follow the circular for the details.
27	04/12/2021	884/2021 - 22	NBG/PBU/LIMA-SB/18/2021 - 22	INOPERATIVE SAVINGS BANK ACCOUNTS CAMPAIGN FOR ACTIVATION OF ACCOUNTS FROM 06/12/2021 TO 28/02/2022	It is observed that 8.62 cr. Savings Bank Accounts are Inoperative as on 30.09.2021. Further, a study on customer behaviour carried out by SBICB Hyderabad indicates that 58% of our customers are maintaining accounts with other banks which results in accounts maintained with us turning Inoperative. In the above backdrop, Competent Authority has approved for launch of campaign from 06/12/2021 to 28/02/2022 for proactively reconnecting with customers for activating their accounts.
28	04/12/2021	885/2021 - 22	CCO/CPPD-ADV/102/2021 - 22	ALLOCATION OF CREDIT LIMIT - STRUCTURE FOR STANDALONE APPROVAL	As per extant instructions detailed in Part I, Chapter 6 of the Manual on Loans and Advances, at the time of sanctioning of credit limits, Sanctioning Authority may permit, at the request of a borrower, allocation of a portion of credit limit to other branches of the Bank at different centres, for the operational convenience of the borrower. In view of the revamping of Credit Committee structures in the Circles/ Corporate Centre and reintroduction of RCC and ZCC, it is proposed to modify the authority structure. Please follow the circular for further assistance.

With revolutionary greetings,



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