

# STATE BANK OF INDIA OFFICERS' ASSOCIATION

## (BENGAL CIRCLE)

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

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Circular No.01/2023

Date: 01.01.2023

To All Members (Please Circulate)

### EMPOWERMENT SERIES WEEKLY KNOWLEDGE UPDATE (25.12.2022 to 31.12.2022)

As a part of "WEEKLY KNOWLEDGE UPDATE", we have once again compiled gist of e-circulars for the period 25.12.2022 to 31.12.2022. We are delighted to bring out this compilation under **empowerment series** for circulation amongst members

#### SYNOPSIS OF CIRCULARS ISSUED BETWEEN 25.12.2022 TO 31.12.2022

SL NO	CIRCULAR DATE	MASTERS NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
1	26/12/2022	1081/2022- 23	R&DB/BOD- IBA/30/2022 - 23	IBA SCHEME FOR RECOMMENDING TRANSPORT OPERATORS COMMENTS OF MEMBER BANKS	IBA scheme for recommending transport operators: comments of Member Banks Addresses of Branches as per Annexure.
2	26/12/2022	1082/2022- 23	GMUK/GMU/SP- MISC/24/ 2022 - 23	FOREX CAMPAIGN (Q4 FY2022-23) – (01ST JANUARY 2023 – 31ST MARCH 2023) STAFF CAMPAIGN FOR FOREX BUSINESS GROWTH	To encourage operating units to focus on forex business growth, Forex Campaign (Q4 FY2022-23) is being launched. Forex business performance during Q4 (FY 2022-23) vis-à-vis average quarterly performance during Q1 (FY 2022-23), Q2 (FY 2022-23), Q3 (FY 2022-23) will be considered for STAFF CAMPAIGN FOR FOREX BUSINESS GROWTH
3	26/12/2022	1083/2022- 23	CCO/CPDP- ADV/99/2022 - 23	GUIDELINES ON DIVERSION OF FUNDS	It was decided that a tool be developed to enable monitoring of the review being undertaken by the branches. Accordingly, functionality to record the status of periodic review of diversion of funds has been developed in LLMS and is available at: LLMS -> PSM -> Audit Compliance Module
4	26/12/2022	1084/2022- 23	CDO/STU-MNDTRY LEAR/9/2022 - 23	MANDATORY LEARNING GUIDELINES FOR EMPLOYEES UPTO SMGS-V FY 2022-23 : FULL EXEMPTION FOR VISUALLY IMPAIRED EMPLOYEES	In view of the constraints faced by visually impaired employees in completion of the e#lessons on e-Gyanodaya portal, it has been decided to include visually impaired employees under full exemption category in FY 2022-23.
5	26/12/2022	1085/2022- 23	CCO/CPDP- ADV/100/ 2022 - 23	MODEL ESCROW AGREEMENT - FORMAT	As per the directions of RBI, a MODEL ESCROW AGREEMENT, has been drawn by IBA in consultation with member banks. A copy of MODEL ESROW AGREEMENT is placed as Annexure I.
6	26/12/2022	1086/2022- 23	R&DB/P&SP- DEBITCARD/5/2022 - 23	STATE BANK DEBIT CARDS - INSURANCE COVERS AVAILABLE ON DIFFERENT VARIANTS OF SBI DEBIT CARD	THIS CIRCULAR STANDS WITHDRAWN
7	26/12/2022	1087/2022- 23	NBG/SME/SCFU-e- DFS/149/ 2022 - 23	ELECTRONIC DEALER FINANCING SCHEME (E-DFS) RENEWAL OF EDFS TIE-UP WITH GUJARAT STATE FERTILIZERS AND CHEMICALS LIMITED (GSFC) FOR FINANCING THEIR STOCKISTS/DISTRIBUTORS	Bank had entered into tie up with Gujarat State Fertilizers and Chemicals Limited (GSFC) in the year 2017. The tie up was last renewed in the month of January 2021 and instructions were circulated vide NBG/SME/SCFU-e-DFS/205/2020-21 dated 12-01-2021 for a period of 1 year.
8	27/12/2022	1088/2022- 23	NBG/PBU/AL- AUTOLOAN/29/202 2 - 23	AUTO LOAN CAMPAIGN "NAYA SAAL NAYI SHURUAT" FROM 16.12.2022 TO 31.01.2023	To capture year-end sales and New Year bonanza, the competent authority has approved AL campaign "NAYA SAAL NAYI SHURUAT" from 16.12.2022 to 31.01.2023(inclusive of both dates). 2. Target - 90,000 no. of car loans Circle wise targets is attached as Annexure – A
9	27/12/2022	1089/2022- 23	NBG/PBBU/NRI- GEN/33/ 2022 - 23	CAMPAIGN – "SEND MONEY OVERSEAS: OUTWARD REMITTANCE FESTIVAL- 2.0" OUTWARD REMITTANCE THROUGH FX-OUT UNDER LIBERALISED REMITTANCE SCHEME (LRS)	In order to sustain existing momentum and to imbibe the culture of digital transaction for FX-Out through INB it has been decided to launch a campaign "Send Money Overseas: Outward Remittance Festival- 2.0". It will also help in strengthening our forex market share. Details of the Campaign are as follows: Period: 01.01.2023 to 31.03.2023 (both days inclusive) Target Remittance: USD 693.34 mio (or equivalent) Eligibility: All NBG Branches
10	27/12/2022	1090/2022- 23	R&DB/CM&CS - CS/7/2022 - 23	CUSTOMER RIGHTS, GRIEVANCE REDRESSAL AND COMPENSATION POLICY 2022 (VERSION 3)	The copy of the approved Policy on Customer Rights, Grievance Redressal and Compensation is placed as an Annexure. The Policy has been placed on the Bank's Website and also on SBI Times under the following paths: a) My Workplace – Manuals/Master Circular/Policies/SOP – Policies – Customer Service. b) My Workplace – Departments 1 – Customer Experience Enhancement Department & BCRNM
11	28/12/2022	1091/2022- 23	NBG/SHG/8/2022 - 23	STANDARD OPERATING PROCEDURE (SOP) FOR SOURCING SHG CREDIT LINKAGE THROUGH BC SAKHI / BANK SAKHI	A Standard Operating Procedure (SOP) on onboarding, sourcing & payment of remuneration for carrying out sourcing of SHGs through BC Sakhis & Bank Sakhis has been prepared which will act as a guiding force for the Circle operating functionaries for smooth conduct of business. Detailed SOP is enclosed as Annexure 1.

Shubhajyoti Chattopadhyay

General Secretary

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**State Bank of India Officers' Association**  
(BENGAL CIRCLE)

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SL NO	CIRCULAR DATE	MASTERS NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
12	28/12/2022	1092/2022- 23	NBG/SHG/9/2022 - 23	<b>CLARIFICATIONS ON REQUIREMENT OF PAN/FORM NO. 60 FOR OPENING SHG ACCOUNTS</b>	Bank draw attention of all operating functionaries to the Master Direction- Know Your Customer (KYC) Direction (Cir. No. RBI/DBR/2015-16/18 on Master Direction DBR.AML.BC. No.81/14.01.001/2015-16, dated 25th Feb,2016 to open accounts of SHGs/SHG members under DAY-NRLM on submission of either Form 60/ PAN of members. Branches should not insist only for PAN of the SHGs/members of SHGs.
13	28/12/2022	1093/2022- 23	NBG/WMBU-CAMPAIGN/3/2022 - 23	<b>SBI WEALTH: CAMPAIGN FOR SBIMF SCHEMES "LAKSHYA FOR WEALTH - PHASE II - FY 2022-23"</b>	Customer Value Enhancement Business Unit (CVEBU) has launched Lakshya Campaign Phase II from 1st December 2022 to 31st March 2023, with an aim to achieve the Net Sales of INR 10,050 Crores vide CVE-BU Circular no: NBG/CVE#BU/SBI MF/34/2022-23 dated 8th December, 2022. WMBU proposes to launch "LAKSHYA FOR WEALTH - PHASE II, FY 2022-23" campaign for the period from 1st December 2022 to 31st March 2023 for SBI Wealth Officials on the same lines as LAKSHYA Campaign Phase II, FY 2022-23 of CVEBU.
14	28/12/2022	1094/2022- 23	NBG/SME/SCFU-e-DFS/150/ 2022 - 23	<b>SUPPLY CHAIN FINANCE UNIT: ELECTRONIC DEALER FINANCE SCHEME (E-DFS): RENEWAL OF TIE-UP WITH SHREE CEMENT LTD. (SCL) FOR FINACING THEIR DEALERS</b>	Bank had entered into a tie up with Shree Cement Limited (SCL) for financing their dealers under e-DFS scheme in January 2018. The tie-up was last renewed on 13.10.2021 and instructions were issued vide e-Circular No. SME/SCFU/NRS/Cir#87/2021-22 dated 28.10.2021. Now the tie-up has been renewed for the period of 12 months on the terms and conditions, placed at Annexure-I.
15	29/12/2022	1095/2022- 23	CDO/RTI-RTI/3/2022 - 23	<b>HANDBOOK ON OPERATING GUIDELINES ON THE RIGHT TO INFORMATION ACT 2005 (UPDATED UP TO 31.07.2022)</b>	The Handbook on operating guidelines on Right to Information Act, 2005 (updated upto 01.03.2019) was last approved and released on 20.05.2019 and circulated to branches. During the last three years, several changes have taken place in the domain of Right to Information and hence the Handbook on Operating Guidelines on RTI Act, 2005 is completely revised and updated up to 31.07.2022. The Handbook is available in two parts at SBI Times as per the path given below: - SBI Times-->My Workplace--> Department 2--Right to Information Dept
16	29/12/2022	1096/2022- 23	R&DB/P&SP-DEBITCARD/6/2022 - 23	<b>STATE BANK DEBIT CARDS - INSURANCE COVERS AVAILABLE ON DIFFERENT VARIANTS OF SBI DEBIT CARD</b>	The Insurance Coverage on Debit Cards has since been renewed w.e.f. 8th August 2022 which includes covers under: (i) Personal Accidental Insurance with Add on covers (Family Transportation & Transportation of Mortal Remains and checked-in Baggage Loss Cover), and (ii) Purchase Protection Cover, which are available for Gold, Pride (Business Gold), Platinum, Premium (Business Platinum) and Signature Debit Card variants and additional Purchase Protection Cover for Salary Package account holders of all MasterCard/VISA variants.
17	29/12/2022	1097/2022- 23	NBG/ABUAC*IR-CROPLOANS/11/2022 - 23	<b>MODIFIED INTEREST SUBVENTION SCHEME FOR SHORT TERM LOANS FOR AGRICULTURE AND ALLIED ACTIVITIES AVAILED THROUGH KISAN CREDIT CARD (KCC) DURING THE FINANCIAL YEARS 2022-23 AND 2023-24</b>	Modified interest subvention scheme for short term loans for agriculture and allied activities availed through Kisan Credit Card (KCC) during the FY 2022-23 and 2023-24. Necessary documents are attached as Annex-I, Annex-II, Annex-III, Annex-IV, Annex-V
18	30/12/2022	1098/2022- 23	NBG/PBU/OPS-MISCELLANEOU/ 2/2022 - 23	<b>INSTRUCTIONS FOR ISSUANCE OF INTEREST CERTIFICATE/ BALANCE CERTIFICATE / NO DUES CERTIFICATE.</b>	All operating functionaries have to ensure as under: a) "Balance certificates should be issued as generated through CBS. No manual balance certificates are to be issued by Branches." b) Documents to be obtained for providing Balance Certificate to legal heirs: i. Copy of the death certificate of the deceased account holder. ii. KYC of the legal heirs to ascertain identification of the legal heirs. c) Documents to be obtained for providing Balance Certificate to legally assigned person: i. Documents which assign the rights to such legally assigned person (like executor of will etc.), for claiming the amount from the account of the deceased account holder. ii. KYC documents of legally assigned person. d) The path of printing Balance Certificate in CBS is as under: Deposit/CC/OD Accounts & Services -> Enquiries -> Print Balance Slip. e) Interest Certificate/ No Dues Certificate to be issued as per extant instructions.
19	30/12/2022	1099/2022- 23	NBG/PBU/LIMA-TD/24/2022 - 23	<b>FLOATING RATE BULK TERM DEPOSIT (FRBTD) REVISION IN INTEREST RATE W.E.F. 01/01/2023</b>	With increase in policy Repo Rate by 35 bps from 5.90% to 6.25% from 07/12/2022, it has been decided to realign interest rate on Floating Rate Bulk Term Deposit factoring in revised Repo Rate. Accordingly, revised Interest Rates effective from 01.01.2023 shall be as circular
20	30/12/2022	1100/2022- 23	NBG/SMEBU-CGTMSE/62/2022 - 23	<b>MODIFICATIONS IN CREDIT GUARANTEE SCHEME-I OF CREDIT GUARANTEE FUND TRUST FOR MICRO AND SMALL ENTERPRISES (CGTMSE)</b>	Modifications in Credit Guarantee Scheme-I of Credit Guarantee Fund Trust for Micro and Small Enterprises (CGTMSE) i) Obtention of URC mandatory for CGTMSE Cover wef 16.01.2023 ii) Modification in Annual Guarantee Fee Structure iii) Modification in extent of Guarantee Coverage iv) Alignment of Guarantee for Retail/Wholesale Trade with other Segments v) Circulating Process Flow for obtaining CGTMSE cover through LLMS Module(API with CGTMSE for Guarantee Initiation)
21	30/12/2022	1101/2022- 23	NBG/SME/SCFU-e-DFS/151/ 2022 - 23	<b>SUPPLY CHAIN FINANCE ELECTRONIC DEALER FINANCING SCHEME (E-DFS) RENEWAL OF TIE-UP WITH PHILIPS INDIA LIMITED (PIL) FOR FINANCING THEIR DEALERS /DISTRIBUTORS</b>	We had entered into a tie up with Philips India Limited for its Healthcare and Personal Health Business & Lighting Division, in 2014. Tie up with Philips India Limited was last renewed in May 2021 and instructions were circulated vide e circular No.: NBG/SME/SCFU-e-DFS/50/2021-22, Dated 3rd August,2021. The tie-up has now been renewed for a period of one year. Terms & conditions of the tie-up arrangement are placed as Annexure-I & Comfort Letter format in Annexure-II.

**Shubhajyoti Chattopadhyay**  
General Secretary  
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SL NO	CIRCULAR DATE	MASTERS NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
22	31/12/2022	1102/2022- 23	CDO/P&HRD-CM/58/2022 - 23	ONLINE OPTIONS SMGS IV / V OFFICERS FOR FY 2023-24	The portal will be available online on HR site with a ticker link on SBI Times from 02nd January 2023 (Monday) to 17th January 2023 (Tuesday), to enable SMGS-IV/V Generalist officers to submit their preference for inter-circle transfer, repatriation and posting to CC/ GITC/ CCEs including IAD and ATIs.
23	31/12/2022	1103/2022- 23	TB/TB/PS-MAB/6/2022 - 23	EMPOWERMENT OF CIRCLES REVIEW OF DELEGATION OF DISCRETIONARY POWERS FOR SANCTION OF CONCESSIONARY PROPOSALS	Merchant Acquiring Business (MAB): Empowerment of Circles Review of Delegation of Discretionary Powers for Sanction of Concessionary Proposal
24	31/12/2022	1104/2022- 23	TB/PS-BBPS/7/2022 - 23	SBI UNIPAY – BHARAT BILL PAYMENT SYSTEM (BBPS) DELEGATION OF DISCRETIONARY POWERS TO CIRCLES/CAG/CCG FOR SANCTION OF CONCESSIONARY PROPOSALS	In order to expand the biller portfolio under SBI Unipay and to optimize the potential in the market, the following changes have been made in the discretionary power for approving concessions in charges based on the percentage of concession offered to the Biller vis-à-vis the Card Rates as detailed as per circular
25	31/12/2022	1105/2022- 23	IAD/IAD-RFIA/12/2022 - 23	RFIA: INCENTIVE FOR TIMELY SUBMISSION OF COMPLIANCE REMARKS & ZERO FALSE COMPLIANCES, DISINCENTIVE FOR MULTIPLE RETURNS OF COMPLIANCE REMARKS	To improve compliance culture and encourage auditee units submit Compliance Remarks timely and accurately, Internal Audit department has come up with incentivizing / disincentivizing auditee units as under: i) Incentive for timely submission of compliance remarks ii) Incentive for Zero False compliances iii) Disincentive for multiple returns of compliance remarks
26	31/12/2022	1106/2022- 23	CCO/CPD-ADV/101/2022 - 23	T-BILL LINKED INTEREST RATES - EXPORT PACKING CREDIT (EPC) AS RUNNING ACCOUNT FACILITY	Operating units are advised to align the effective rate for running EPC facilities as per the above instructions, at the earliest
27	31/12/2022	1107/2022- 23	NBG/SMEBU-CAMPAIGN/63/2022 - 23	MSME ADVANCES EXTENSION OF "SME STAR" CAMPAIGN UPTO 31.03.2023 FOR SOURCING OF SME LEADS	It has been decided to extend the Campaign "SME Star" up to 31.03.2023. Accordingly, Branches/operating units are advised to take advantage of the extended period as an opportunity to motivate staff for maximum sourcing and conversion of the leads. The leads entered in CRM up to 31.03.2023 to be sanctioned in LLMS by 30.04.2023 for inclusion under the campaign. All other features / instructions issued under the Campaign shall remain the same and shall apply mutatis mutandis except for extension of campaign period up to 31.03.2023.
28	31/12/2022	1108/2022- 23	TB-S&SP/PA/SBlePay/2/2022 - 23	SBIPAY: DELEGATION OF SANCTIONING POWERS TO CIRCLES	the Competent Authority has approved following changes in the discretionary power structure for Sanctioning of SBlePay proposals. Details as per circular.
29	31/12/2022	1109/2022- 23	Stressed Assets Resolution Group/SOP/18/2022 - 23	PROCEDURAL DOCUMENT FOR ACCELERATED PROVISIONING IN WILFUL DEFAULTER/NON-COOPERATIVE BORROWAL ACCOUNTS IN THE CCDP SYSTEM	Procedural Document for Accelerated Provisioning in Wilful Defaulter/Non-Cooperative Borrowal Accounts in the CCDP system
30	31/12/2022	1110/2022- 23	NBG/PBU/CVE-BU/NPS/ 37/2022 - 23	NPS: TAX BACHAO-PENSION BHI PAO CAMPAIGN 1ST JAN 2023 TO 31ST MAR 2023	The Competent Authority has approved launch of "TAX BACHAO-PENSION BHI PAO" campaign from 01.01.2023 to 31.03.2023 with objective of achieving the remaining target of 1.50 lakh NPS accounts as per annual Budget of the Bank, for the current financial year.
31	31/12/2022	1111/2022- 23	IT/GLOBALIT-ITOPS/15/2022 - 23	BACK-END BULK DATAFIX IN CBS DATABASE REVISED GUIDELINES	GITC has been receiving many requests from different business units for back-end data#fix to update/insert/delete records in CBS database tables.
32	31/12/2022	1112/2022- 23	NBG/PBBU-PMD-GL/17/2022 - 23	GOLD LOANS: MARKET VALUE AND ADVANCE VALUE OF GOLD FOR AGRI, SME & PB EFFECTIVE FROM 01.01.2023	Gold Loans: Market Value and Advance Value of Gold for Agri, SME & PB Effective from 01.01.2023
33	31/12/2022	1113/2022- 23	NBG/CVE-BU/SBI General/38/2022 - 23	CVE BU: SBI GENERAL: CAMPAIGN MARCH TO GLORY (1ST JANUARY 2023 TO 31ST MARCH 2023)	It has been decided to launch a new campaign 'March to Glory' for the period 1st January 2023 to 31st March 2023, with a focus on achieving SBI General commission budget for the FY 2022-23. The salient features of the Campaign are as under: (i) The campaign will be based on the commission target achievement. (ii) Both fresh as well as renewal business shall be considered for the campaign. (iii) The Controllers as well as the sourcing staff (Branch Managers/Head RACPC/SMECC/RACC and SPs/SWOs) have been included in the campaign. (iv) All the SBI General products will be considered for the Campaign. Campaign details are attached as Annexure A.
34		1114/2022- 23	NBG/PBU/LIMA-TD/25/2022 - 23	CAMPAIGN: MONEY MULTIPLIER (M2) MOBILISATION OF TERM DEPOSITS UNDER INDIVIDUAL SEGMENT PERIOD: 01.01.2023 TO 31.03.2023	It has been decided by Competent Authority to launch a campaign for mobilization of term deposits from Individual customers. Details of campaign are as follows: Name: MONEY MULTIPLIER (M2) Period: 01.01.2023 to 31.03.2023 (both dates inclusive) Target: Rs.76,931 cr. (i.e., 5 % over deposit base under Individual segment as on 30.11.2022) Eligibility: All R&DB branches

With revolutionary greetings,



**Shubhajyoti Chattopadhyay**  
(General Secretary)

**Shubhajyoti Chattopadhyay**

General Secretary  
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