

STATE BANK OF INDIA OFFICERS' ASSOCIATION

(BENGAL CIRCLE)

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

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Circular No.25/2023

Date: 05.02.2023

To All Members (Please Circulate)

EMPOWERMENT SERIES WEEKLY KNOWLEDGE UPDATE (29.01.2023 to 04.02.2023)

As a part of "WEEKLY KNOWLEDGE UPDATE", we have once again compiled gist of e-circulars for the period 29.01.2023 to 04.02.2023. We are delighted to bring out this compilation under **empowerment series** for circulation amongst members

SYNOPSIS OF CIRCULARS ISSUED BETWEEN 29.01.2023 TO 04.02.2023

SL NO	CIRCULAR DATE	MASTERS NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
1	30/01/23	1230/2022- 23	NBG-AB-IC&GL/ ABU-ICGL- GOLDLOAN/33/22- 23	AGRICULTURE BUSINESS UNIT - YONO AGRI GOLD LOAN - STANDARD OPERATING PROCEDURE (SOP) - SELF-ASSIST AND BRANCH ASSIST PROCESSES	A Standard Operating Procedure (SOP) on Agri Gold Loan through YONO for self-assist and branch assist processes has been prepared for the benefit of the operating functionaries. Detailed SOP is enclosed as Annexure-I .
2	30/01/23	1231/2022- 23	Stressed Assets Resolution Group/SARG/OTS/2 0/2022 - 23	NPA MANAGEMENT SPECIAL SBI OTS SCHEME 2022-23 FOR NPA AND AUCA WITH NIL SECURITY OUTSTANDING ABOVE INR 20.00 LAKHS AND UPTO INR 50.00 CRORES	Special SBI OTS Scheme 2022-23 for NPA and AUCA with Nil Security is implemented to boost recovery in NPA and AUC Accounts. The details of the Scheme are furnished in the attached Annexure-A .
3	30/01/23	1232/2022- 23	NBG/RE,H&HD- HL/52/2022 - 23	REHBU: INDIVIDUAL HOME LOAN SCHEME (IHLS) FOR STAFF END TO END JOURNEY THROUGH RAAS AND RLMS USER MANUAL	To augment the understanding of the Individual Home Loan Scheme (IHLS) for Staff journey, step by step comprehensive User Manuals have been prepared and attached as Annexure . The User Manuals are also placed at SBI Times » My Workplace » Departments 2 » REHBU » Product » SOP.
4	31/01/23	1233/2022- 23	NBG/PBU/PL- PERLOANS/55/22- 23	PRE-APPROVED PERSONAL LOANS (PAPL) THROUGH YONO/ RINB : PAN & DOB VALIDATION UNDER THE JOURNEY	It has been decided by the Competent Authority to add a new functionality to obtain PAN & Date of Birth (DOB) from the eligible customer during PAPL journey through YONO & RINB and to further validate the same with CBS
5	31/01/23	1234/2022- 23	IBG/IBG- Domestic(IBD)/31/20 22 - 23	STANDARD OPERATING PROCEDURE (SOP) ON DATA ENTRY IN EXIM FOR OPENING OF FOREIGN BANK GUARANTEE (FBG) BACKED BY COUNTER GUARANTEE (CG) OF FOREIGN BANKS (FBS) AND OUR FOREIGN OFFICES (FOS)	Revised Standard Operating Procedure (SOP) on Data Entry in Exim for opening of Foreign Bank Guarantee (FBG) backed by Counter Guarantee (CG) of Foreign Banks (FBs) and our Foreign Offices (Fos) is placed as " Annexure A ".
6	31/01/23	1235/2022- 23	NBG/PBBU-PMD- GL/18/2022 - 23	GOLD LOANS: MARKET & ADVANCE VALUE OF GOLD FOR AGRICULTURE, SME & PB EFFECTIVE FROM 01.02.2023	Gold Loans: Market Value and Advance Value of Gold for Agri, SME & PB Effective from 01.02.2023
7	31/01/23	1236/2022- 23	NBG/SMEBU-SME ADVANC/67/2022- 23	PROJECT PRATHAM - PRATHAM APP PROVISION OF REIMBURSEMENT OF TABLETS AND DATA PLAN IN HRMS FOR RELATIONSHIP MANAGERS, SME	As part of Project Pratham, Pratham App is one of the key initiatives launched by the Bank and all Circle has been chosen for piloting the above Initiative. Pratham App is ideated to be the frontend for all RMs SME and CSOs to give them the freedom to operate while on field and provide them with a better overview of the business. All RMs SME shall be eligible for a Tablet as per the specifications (as per Annexure)
8	31/01/23	1237/2022- 23	NBG/PB/C^ITU- CSP/10/2022 - 23	MASTER CIRCULAR SALARY PACKAGES: CSP/ SUSP/ RCA/ DSP/ CAPSP/ ICGSP/ CGSP/ SGSP/ RSP/ PSP	Bank has been issuing Circulars/ Instructions containing operating instructions on the Salary Packages from time to time. To enable the operating functionaries to have current instructions at one place, a Master Circular incorporating all the existing Circulars/ Instructions has been prepared and is appended. We advise that this Master Circular consolidates all the previous instructions issued up to 15.01.2023. vide the Circulars listed in the Annexure-33
9	01/02/23	1238/2022- 23	CCO/PPD- ADV/115/2022 - 23	STANDARD OPERATING PROCEDURES (SOP) FOR BACK-END CHANGES IN LLMS	To bring uniformity across the Bank, the appropriate authority has approved Standard Operating Procedures (SOP) and Format for seeking approval for back-end changes in LLMS which are attached as Annexure-I & II respectively.
10	01/02/23	1239/2022- 23	NBG/OPS-FATC- CTDS/5/2022 - 23	FATCA & CRS : DIGITISATION OF SELF-CERTIFICATIONS- REVISED WORKFLOW	Bank has revised the workflow process for digitisation of self-certification of FATCA & CRS
11	01/02/23	1240/2022- 23	NBG/SMEBU- OPER/68/2022 - 23	SME BUSINESS: PROJECT PRATHAM PRE & POST SANCTION FUNCTIONALITIES	In view of the above, the competent authority has approved the following functionalities. A. Simplified formats for: i. Inspection Report ii. Stock Statement for loans upto Rs. 50 lacs and (The simplified formats have been rolled out in LLMS for use by Branch Officials). B. Bureau Check.

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12	01/02/23	1241/2022- 23	CCO/CPD-ADV/116/2022-23	MASTER CIRCULAR ON CONDUCT OF STOCK AND RECEIVABLE AUDIT (SRA)	Consolidation of Guidelines on conduct of Stock & Receivable Audit (SRA). The updated Master Circular on conduct of Stock & Receivable Audit (SRA) along with detailed process of digitization is placed as Annexure – I to this Circular
13	01/02/23	1242/2022- 23	CDO/P&HRD-PM/70/2022-23	TDS ON SALARIES OF EMPLOYEES FINANCIAL YEAR 2022-23 (ASSESSMENT YEAR 2023-24)	A summary of changes brought out in the Income Tax Rules/Guidelines in respect to TDS on salary under section 192 of Income Tax Act, 1961 for the F.Y. 2022-23 is furnished in Annexure-I. All other details are annexed as under: Annexure- I -The changes made in the Income Tax Rules/ Guidelines in respect to TDS on salary under section 192 of Income Tax Act, 1961 for the F.Y. 2022-23. Annexure – II (A&B) - Interest rates prevailing on 1st April, 2022. Annexure - III&IV - Format for calculating Income Tax on perquisites. Annexure - V - Form 12BB Annexure - VI - Details of Taxability of various perquisites. Annexure - VII -Calculation of tax payable by the employees where PAN or Aadhaar Number is not furnished by them.
14	01/02/23	1243/2022- 23	NBG/ABUAC*IR-CROPLEANS/16/22-23	REVISED KISAN CREDIT CARD (RKCC): PRODUCT CODE- 65301001: MASTER CIRCULAR	The details of the product are given in Annexures as under: Annexure-A Revised Kisan Credit Card (KCC) Scheme Annexure-B Illustrations on assessment of KCC limits -Small Farmer Annexure-C Illustrations on assessment of KCC limits - Other Farmer Annexure-D Credit Scoring Model for Crop Loan Annexure-E Frequently Asked Questions (FAQs) Annexure-F Affidavit while financing to Tenant / Oral Lessee/Sharecropper Annexure-G Application form for Agricultural Credit.
15	01/02/23	1244/2022- 23	NBG/CVE-BU/SBI Card/40/2022-23	SBI CARD CAMPAIGN: VIJAYPATH FROM 01ST FEBRUARY 2023 TO 31ST MARCH 2023	The Competent Authority has approved launch of campaign SBI Card "Vijaypath" from 01st February 2023 to 31st March 2023. Card applications sourced from 01/02/2023 to 31/03/2023 and approved up to 21/04/2023 will be considered for recognition of performance. Details of the campaign are furnished in Annexure 'A'
16	02/02/23	1245/2022- 23	NBG/RE,H*HD-BF/53/2022-23	REAL ESTATE & HOUSING BUSINESS UNIT SBI ASSET BACKED LOAN FOR RESIDENTIAL HOUSING (ABL-RH) REVIEW CUM MODIFICATION IN PRODUCT FEATURES	The modifications in the ABL-RH Scheme are approved by the Competent Authority and the same is placed at Annexure I. The revised consolidated product features incorporating the changes / modifications, is enclosed as Annexure-II. Details of the product codes and scheme codes are furnished at Annexure-III and the format for quarterly / monthly review to be put up to General Manager (Network) is enclosed as Annexure-IV.
17	02/02/23	1246/2022- 23	Stressed Assets Resolution Group/ SOP/21/2022 - 23	MODIFICATION IN COMPOSITION OF COMMITTEE SOP FOR REVIEW OF NPAS/AUCAS	Modifications proposed as per the new organisational structure of SARG and feedback received from operating functionaries
18	02/02/23	1247/2022- 23	NBG/PBU/PL-PERLOANS/56/2022 - 23	XPRESS CREDIT & PENSION LOAN SCHEMES : WAIVER OF PROCESSING FEE AND ROI CONCESSION OF ADDITIONAL 50 BPS : EXTENSION FROM 01.02.2023 TO 31.03.2023	In order to provide an additional enabler to our operating functionaries for achievement of our annual budget under Xpress Credit loans, it is now decided by the Competent Authority for continuation of following concession in Xpress Credit (All variants) and Pension Loans (All variants) up to 31.03.2023: i. Concession of 50 bps in spread across all variants for Xpress Credit. ii. Concession of 50 bps in spread across all variants for Pension Loans. iii. Waiver in processing charges in all variants of Xpress Credit and Pension Loans.
19	02/02/23	1248/2022- 23	R&DB/P&SP/FTC/7/2022 - 23	SBI DEBIT CARD - CARD ON FILE TOKENISATION (COFT)	THIS CIRCULAR STANDS WITHDRAWN
20	02/02/23	1249/2022- 23	R&DB/P&SP/FTC/8/2022 - 23	COMPLIMENTARY SBFTC TO GLOBAL ED-VANTAGE LOAN BORROWERS	The competent authority has accorded approval to vest CPC Head with power to waive the FTC issuance charge (Rs.100.00 + GST) and offer FTC as a Complimentary card to GE Loan borrowers on case-to-case basis, subject to - (i). Issuance of one Complimentary FTC per GE loan account. (ii). Complimentary FTC shall be issued in the name of student availing GE Loan. (iii). Complimentary Card shall be limited to Fresh Sale / New issuance only. This will help CPCs to pitch FTC to GE loan borrowers and improve FTC penetration and topline.
21	03/02/23	1250/2022- 23	R&DB/P&SP-DEBITCARD/9/2022- 23	SBI DEBIT CARD - CARD ON FILE TOKENISATION (COFT)	For extending facility of CoFT, Bank has subscribed to CoFT solution provided by Card Networks., MasterCard, Visa and RuPay and is operational. A facility is provided to cardholder in SBI Quick mobile App to view the list of merchants in respect of whom the CoFT has been opted by her / him, and to de-register any such token. Detailed process to view / delete token is furnished in Annexure-A .
22	03/02/23	1251/2022- 23	NBG/FI & MM/BC/CSP/14/2022 - 23	SOP ON HANDLING UNAUTHORIZED / FRAUDULENT AEPS TRANSACTION IN BC CHANNEL	Incorporation of revised instructions for the benefit of operating functionaries & back offices. The SOP is also available in SBI Times at My workplace > Manuals/ Master Circular/ Policies/SOP

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SL NO	CIRCULAR DATE	MASTERS NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
23	03/02/23	1252/2022- 23	NBG/CVE-BU/SBI Life/41/2022 - 23	CVE BU: SBI LIFE: LAUNCH OF NEW PRODUCT: SBI LIFE-SMART LIFETIME SAVER	"SBI Life-Smart Lifetime Saver" plan has been launched by SBI Life for customers of the Bank. This is an individual, non-linked, participating (PAR), Whole Life Insurance Savings product. It offers Guaranteed Survival Income starting from the end of Premium Payment Term and also Additional Non-Guaranteed Survival Income (Cash Bonus), starting from end of 7 th policy year till age of 100 years. Details are available in circular
24	03/02/23	1253/2022- 23	NBG/RE,H^HD-BF/54/2022 - 23	REAL ESTATE & HOUSING BUSINESS - BUILDER FINANCE QUARTERLY REVIEW REPORT ON FUNDED PROJECTS	The functionality of submitting quarterly review report has now been rolled out in LLMS. The workflow in LLMS for Branches in RB & O vertical and CCG Vertical is incorporated in Annexure I while screenshots of all stages of the process are attached herewith as Annexure II for information of the operating functionaries.
25	03/02/23	1254/2022- 23	R&DB/OPS-KYC/KYC/9/2022 - 23	KNOW YOUR CUSTOMER (KYC) GUIDELINES ACCOUNTS OF POLITICALLY EXPOSED PERSONS DOS AND DONTs	THIS CIRCULAR STANDS WITHDRAWN
26	03/02/23	1255/2022- 23	NBG/RE,H^HD-BF/55/2022 - 23	ADMINISTRATIVE APPROVAL BY CIRCLE CGM FOR PROCESSING NEW REAL ESTATE RESIDENTIAL PROJECT LOANS FOR EXPOSURE ABOVE RS. 5 CRORES	Bank has entered into tie up with V Guard Industries Ltd (VGIL), in 2015. The tie up was last renewed in October, 2021 and details of the tie-up were issued vide Circular NBG/SME/SCFU-e-DFS/76/2021-22, dated 05.10.2021. Now, the tie-up has been renewed for the further period of 12 months on existing terms and conditions placed at Annexure-I .
27	03/02/23	1256/2022- 23	NBG/SMEBU-SPLPROJ/69/2022-23	SMEBU ACQUISITION OF STANDARD LOAN EXPOSURE THROUGH ASSIGNMENT ROUTE STANDARD OPERATING PROCEDURE	Central Board has approved the policy on Acquisition & Transfer of Loan exposures which are not in default on 14th December 2022. The said policy also covers Acquisition of Standard Loan Exposure Through Assignment Route (Annexure 2 of the policy).
28	03/02/23	1257/2022- 23	R&DB/OPS-KYC/KYC/10/2022- 23	KNOW YOUR CUSTOMER (KYC) GUIDELINES ACCOUNTS OF POLITICALLY EXPOSED PERSONS DOS AND DONTs	For reiterating the guidelines and for the better understanding for operating functionaries on precautions to be taken while opening the accounts of PEPs, Bank produce "Dos" and "Don'ts" for opening the accounts of PEPs as per detailed in the circular.
29	04/02/23	1258/2022- 23	NBG/PBU/PREM-CAPGAIN/1/2022 - 23	MASTER CIRCULAR: SBI CAPGAINS PLUS - UNDER CAPITAL GAINS ACCOUNTS SCHEME 1988	An updated Master Circular incorporating all existing Circulars / instructions issued up to 31.12.2022 have been prepared and attached as Annexure to enable operating functionaries to have current instructions at one place. This Master Circular consolidates all previous instructions issued upto 31.12.2022 vide Circulars listed in the annexure
30	04/02/23	1259/2022- 23	CDO/P&HRD-IR/71/2022 - 23	PAYMENT OF DEARNESS ALLOWANCE FOR THE MONTHS OF FEBRUARY, MARCH & APRIL 2023	The rate of Dearness Allowance payable to Workmen & Officers for the months of February, March and April 2023 shall be 41.16 % of 'pay'. While arriving at Dearness Allowance payable, decimals from third place may please be ignored.
31	04/02/23	1260/2022- 23	NBG/SME/SCFU-SCF/178/2022 - 23	ELECTRONIC DEALER FINANCE SCHEME (E-DFS) RENEWAL OF TIE-UP WITH V GUARD INDUSTRIES LTD (VGIL) FOR FINANCING THEIR DISTRIBUTORS / DEALERS	We have entered into tie up with V Guard Industries Ltd (VGIL), in 2015. The tie up was last renewed in October, 2021 and details of the tie-up were issued vide Circular NBG/SME/SCFU-e-DFS/76/2021-22, dated 05.10.2021. Now, the tie-up has been renewed for the further period of 12 months on existing terms and conditions placed at Annexure-I .
32	04/02/23	1261/2022- 23	Stressed Assets Resolution Group/SARG/OTS/22/2022- 23	SPECIAL SBI OTS SCHEME 2022-23 FOR NPA AND AUCA WITH NIL SECURITY OUTSTANDING ABOVE INR 20.00 LAKHS AND UPTO INR 50.00 CRORES MODIFICATION IN TIMELINES	To have better coverage of all eligible cases and success of the Scheme, Bank propose to modify the timelines in the Scheme as under: Sr. No. Timeline for Existing Dates Revised Dates 1 Intimation to all eligible borrowers should be sent before 15.02.2023 instead of 05.02.2023 2 Last date for receipt of application 03.03.2023 instead of 20.02.2023 3 Last date for conveying sanction 10.03.2023 instead of 27.02.2023 4 Scheme ends on 07.06.2023 instead of 29.05.2023.
33	04/02/23	1262/2022- 23	NBG-AB-IC&GL-INVESTMENT CREDIT/34/2022 - 23	ABU & GSS DEPARTMENT - FINANCING TO AGRICLINICS & AGRIBUSINESS CENTRES (ACABCS)	Bank has modified the product name to reflect that both Agri Clinics and Agri Business Centres are being financed under the Product. A few modifications have been made to realign the Product and for ease of Branch functionaries. All the current instructions are compiled and enclosed as Annexures. This circular will replace all the previous instructions issued in this regard. Annexure - I Financing to Agri-Clinics & Agri-Business Centres - Features Annexure - II Frequently Asked Questions (FAQs)
34	04/02/23	1263/2022- 23	NBG/GAD-GOVT AC/26/2022 - 23	RISK BASED SUPERVISION: RAR OBSERVATION GUIDELINES FOR MONITORING CLOSURE OF RBI AUDIT REPORT IN BRANCHES / OFFICES HANDLING GOVERNMENT BUSINESS	As new formats for submission of Monthly Compliance Certificate have been attached vide SOP dated 12-01-2023, the formats so far in use as per Annexure - 1 & 2 of our e-Circular no. NBG/ GAD-GBU/ 12/ 2022-23 dated 03-10-2022 will be discontinued from December-2022 onwards. Monthly compliance certificate for the month of January-2023 onwards is to be submitted as per format A3, B 3, C 3 and C4 attached to SOP dated 12-01-2023.

With revolutionary greetings,



Shubhajyoti Chattopadhyay
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