

STATE BANK OF INDIA OFFICERS' ASSOCIATION

(BENGAL CIRCLE)

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

1, STRAND ROAD, KOLKATA-700 001.

Phone: (033) 2210 2210



e-mail: sbioabengalcircle@gmail.com
www.sbioabengal.com

Circular No. 112/2025

Date: 31.08.2025

To All Members (Please Circulate)

EMPOWERMENT SERIES WEEKLY KNOWLEDGE UPDATE

24.08.2025 to 30.08.2025

As a part of "WEEKLY KNOWLEDGE UPDATE", we have once again compiled gist of e-circulars for the period 24.08.2025 to 30.08.2025. We are delighted to bring out this compilation under **Empowerment Series** for circulation amongst members.

SYNOPSIS OF CIRCULARS ISSUED BETWEEN 24.08.2025 & 30.08.2025

SI NO	CIRCULAR DATE	MASTERS SR NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
1	25.08.2025	587/2025-26	NBG/RE,H&HD-HL/30/2025-26	REAL ESTATE AND HOUSING BUSINESS UNIT DUE DILIGENCE IN REDEVELOPMENT PROJECTS STANDARD OPERATING PROCEDURE (SOP)	The competent authority has approved SOP for processing Home Loans in Redevelopment projects (Annexure-I). The SOP will come into immediate effect for approval of redevelopment projects under Builder Tie Up. In case of Home Loans under redevelopment projects, the clause for mandatory approval of project under Builder Tie-up/Screened/Cleared project will come into effect from 01.10.2025, whereas all other due diligence norms will be made applicable with immediate effect.
2	25.08.2025	588/2025-26	NBG/SME/SCFU-e-DFS/43/2025-26	ELECTRONIC DEALER FINANCE SCHEME(e-DFS) NEW TIE-UP:KRISHI NUTRITION COMPANY LIMITED (KNCL)FOR FINANCING THEIR DISTRIBUTORS/DEALERS. PROPOSED LIMIT CAP:Rs.100 CRORES.	The bank has entered a tie-up with animal feed manufacturing company Krishi Nutrition Company Limited (KNCL) for financing their dealers/distributors. E-circular dated 10.12.2024 (SOP) and 17.02.2025 (e-DFS product review) will be followed for strict compliance.
3	25.08.2025	589/2025-26	ABU&GSS/AGRI-CORP/38/2025 - 26	AGRICULTURE BUSINESS UNIT & GSS KCC ANIMAL HUSBANDRY&FISHERY SCHEME (KCCAH&E) REVIEW OF ASSET PRODUCT WITH MODIFICATIONS	With reference to the e-Circular dated 15.01.2024 on KCC Animal Husbandry and Fisheries Scheme. The enables the farmers to meet the short-term working capital requirements for rearing of animals and other aquatic organisms including capture of fish. In order to improve product features and to add risk mitigations in the product, certain modifications have been made in the product features during the recent product review. The detailed product feature are given in Annexure A.
4	26.08.2025	590/2025-26	NBG/SME/SCFU-e-DFS/44/2025 - 26	ELECTRONIC DEALER FINANCE SCHEME (e-DFS) NEW TIE-UP: FUJIYAMA POWER SYSTEMS LIMITED (FPSL)FOR FINANCING THEIR DISTRIBUTORS/DEALERS PROPOSED LIMIT CAP: RE. 150 CRORES	Bank has entered a tie-up with Fujiyama Power Systems Limited (FPSL) for financing their dealers/distributors. The Company is engaged in the manufacturing of comprehensive solar solutions, including solar batteries, panels, inverters and lithium battery systems. Terms and Conditions of the tie-up is placed at Annexure-I, and format of Recommendation Letter is placed at Annexure-II. E-circular dated 10.12.2024 (SOP) and 17.02.2025 (e-DFS product review) will be followed for strict compliance.
5	26.08.2025	591/2025-26	IAD/1AD-RFIA/13/2025 - 26	RISK FOCUSED INTERNAL AUDIT (RFIA) PAPFRI REPORTING PROCESS FOR ALL CATEGORY OF BRANCHES CORRIGENDUM	With reference to SI. NO.15 on page 2 of e-Circular dated 01.08.2025 advised that the "Management Letter soft copy along with Annexure A/B/C/D (system generated) is to be sent to branch" be read as "Management Letter soft copy along with Annexure AIR/C/D (system generated) should not be sent to branch. Accordingly, the revised list of documents being handled by the IAS during the audit process and the applicability of each report, along with designated recipients w.r.to the report/ annexed with the circular.

Shubhajyoti Chattopadhyay

General Secretary

Mobile : 9434551152

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6	26.08.2025	592/2025-26	NBG/PBU/LIMA-TD/19/2025 - 26	MULTIOPTION DEPOSIT SCHEME (MODS) SAVINGS PLUS ACCOUNTS (AUTO SWEEP) REVISION IN PRODUCT FEATURES	With reference to e-circular dated 14.11.2024 and e-circular dated 27.01.2015, wherein the details of product features of MODS and Savings Plus were issued. The existing product features have been revised to align with competitors and bring more traction in the product. The details of product features both existing and revised are enumerated in Annexure-I. The instructions contained in this circular will supersede all earlier instructions issued in this regard.
7	26.08.2025	593/2025-26	NBG/RE.H&HD-HL/31/2025 - 26	REHBU: HOME AND HOME RELATED LOANS ROLLOUT OF NEW FUNCTIONALITEIS FOR HANDLING MISMATCH IN LOAN REPAYMENT (EMI) DUE DATE WITH STANDING INSTRUCTIONS (SI) / NACH DATE	In a Root Cause Analysis (RCA) of the accounts slipped into SMA/NPA, it has been observed that, repayment mandate in the form of SI/NACH was not available or there was mismatch of EMI due date and SI/NACH date. To fix these issues, following developments have been rolled out in RLMS: i. Auto Creation of Si at the time of first disbursement. ii. Mandatory availability of SI/NACH before subsequent disbursement. iii. Limiting repay date/ SI dates up to first 20 days of the month. iv. Providing default moratorium up to one month to borrowers where customer wants to match the cash flow date with SI/NACH date (From 1 st to 20 th of month). v. Removal of chase days functionality on failed SI and implementation of hold functionality.
8	26.08.2025	594/2025-26	NBG/PBU/LIMA-SB/20/2025 - 26	ACTION TO BE TAKEN BY THE BRANCHES ON RECEIPT OF INFORMATION OF DEATH OF A CUSTOMER CLARIFICATION	With reference to e-Circular dated 19.09.2024 SOP on "Actions to be taken by the branches on receipt of information of death of a customer" has been revised to bring more clarity as: "Information of death of a customer may be oral and/ or in writing. If such information is received orally at the Branch, the authenticity must be verified and a written confirmation along with documented evidenced proof of death should be obtained from nominee/ legal heirs/ family members of the deceased". All other instructions shall remain unchanged.
9	28.08.2025	595/2025-26	FINANCE/FC-ACCOUNTS/4/2025 - 26	Dashboard For Banker's Cheque Payment to Third Parties for Monitoring by Controllers	To strengthen oversight by Controller on Banker's Cheque Payment to Third Parties, A Dashboard named "Banker's Cheque Payment to Third Parties" is now available for the Controllers in Analytics Department site for better surveillance and monitoring of outlier transactions. The outlier entries populated in the Dashboard, requires Authentication by the Controllers within 03 days to confirm the transactions as : 1. In Order 2. Not in Order. If the Banker's Cheque Payment to Third Parties are not found in order, then further scrutiny exercise needs to be completed within one week.
10	28.08.2025	596/2025-26	R&DB/P&SP/FTC/11/2025 - 26	State Bank Foreign Travel Cards (SBFTC) Introduction of FTC Load/ Reload through YONO Application for Self and Close Relatives.	To enhance customer convenience and provide more options to customers to load/ reload SB FTC Cards through digital channels, a new functionality has been introduced enabling load / reload of SBFTC (Single and Multi-Currency Visa Card) through YONO application for Self and Close Relatives. The detailed step-by-step process for loading/reloading SBFTC through YONO along with the roles and responsibilities of various stakeholders has been documented in the SOP enclosed as Annexure for information and meticulous compliance by concerned operating functionaries.
11	28.08.2025	597/2025-26	NBG/TBU-LTP/9/2025 - 26	STANDARD OPERATING PROCEDURE (SOP) FOR OPENING CURRENT ACCOUNT FOR NON-INDIVIDUAL CUSTOMERS VERSION 3.0	The Standard Operating Procedure (SOP) - Version 2.0 for opening of Current Accounts by Non-Individual customers was issued vide e-Circular dated 22.06.2022 The SOP has since been reviewed and is appended. The revised SOP Version 3.0 for opening of Current Account by non-individual customers placed in annexures for compliance.
12	28.08.2025	598/2025-26	CCG/TFR/5/2025 - 26	Trade Finance Revamp (TER) Standard Operating Procedure (SOP) 1. Import LC Lifecycle 2. Import LC Bills Lifecycle 3. Import Collection Bills Lifecycle	With reference to Circular Dated 21/06/2025 through which the operating units were advised regarding roll out of various Import and FBG journeys under TF Revamp including Import LC, Import LC Bills and Import Collection Bills Lifecycles. For the benefit of operating staff, SOPs have been formulated enlisting complete process of the captioned journeys and the same are available as: Annexure - I Import LC Lifecycle Annexure- I Import LC Bills Lifecycle Annexure- III Import Collection Bills Lifecycle 2. The SOPs are also placed on 'SBI Times' at the following path: "My Workplace >> Manuals/ Master Circular / Policies / SOP >> SOPs >> CCG".

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					<p>3. The SOPs are subject to review every three years or whenever there is change/modification in the instruction/processes.</p> <p>4. Details of SOPs for different TF Revamp journeys already issued till date have been enumerated in Annexure-IV.</p> <p>5. Operating functionaries may refer to Trade Finance & Yono Business, CCG under CGM (OPBS), Corporate Centre, for any query/clarification related to the above SOPs.</p>
13	28.08.2025	599/2025-26	NBG/SDL/43/2025 - 26	PRATHAM BUSINESS RULE ENGINE(BRE) MODIFICATIONS IN THE EXISTING BRE GUIDELINES	<p>In view of the various representations from Circles regarding the suggestions related to BRE(including BRE computed limits lower than the need based limits), the Competent Authority has approved the following modifications in the exiting BRE Model:</p> <ol style="list-style-type: none"> 1. Relaxation in projected sales more than cap of 15%. 2. Relaxation in enhancement of Limit over the existing cap. 3. Approval of Takeover of Limits processed through BRE by obtaining CGTMSE cover in respect of units with existing collateral coverage up to 75% with other Banks.
14	28.08.2025	600/2025-26	CRO/RM FPMD/4/2025 - 26	FAQS ON: FILING OF COMPLAINTS IN FRAUD CASES WITH LAW ENFORCEMENT AGENCY (LEA) AND TAKING ADMINISTRATIVE/ PENAL ACTION FOR THE MISCONDUCT COMMITTED BY THIRD PARTY ENTITIES (TPEs)	<p>To implement Bank's Policy on Fraud Risk Management, the SOP on Classification, Reporting and Management of Frauds was issued vide e-Circular dated 31.01.2025. In order to provide clarity a set of Frequently Asked Questions (FAQs) along with the relevant formats are prepared and placed as Annexure, for ensuring expeditious filing of complaint with the applicable LEA and reporting of delinquent TPEs to applicable regulatory/professional bodies of TPEs.</p>
15	29.08.2025	601/2025-26	NBG/PBU/RES-RES/1/2025 - 26	Extension of Campaign- "Ghar Ghar SBI" Objective: To Enhance Awareness and Usage of Doorstep Banking Services through PSB Alliance Channel Extended Period of Campaign: 16.08.2025 to 30.11.2025	<p>The campaign "Ghar Ghar SBI" was launched from 15.07.2025 to 15.08.2025 to popularizing Doorstep Banking Services. The campaign had a very minimal impact but created awareness among the branch functionaries. To continue with the momentum gained and to further maximize the benefits out of Doorstep Banking Services the campaign "Ghar Ghar SBI" has been extended till 30.11.2025. The circle wise target is placed as Annexure I. Other features of the campaign remain as per the e-circular dated 23.07.2025.</p>
16	29.08.2025	602/2025-26	DB & T Business/ACDM/CRM-BU/1/2025-26	CUSTOMER RELATIONSHIP MANAGEMENT (CRM) STANDARD OPERATING PROCEDURE FOR COMPREHENSIVE LEAD JOURNEY IN CRM	<p>A Standard Operating Procedure (SOP) on "Comprehensive Lead Journey" in CRM application has been prepared for the guidance of operating functionaries. Details of lead creation in CRM with screenshots and relevant menus have been mentioned therein. This will enable operating functionaries to provide comprehensive guidelines and information about various functionalities in lead creation and uses in CRM.</p>
17	29.08.2025	603/2025-26	IBG/IBG-Domestic(IBD)/17/2025 - 26	RBI A.P. (DIR SERIES) CIRCULAR NO 08 DATED AUGUST 05, 2025 INTERNATIONAL TRADE SETTLEMENT IN INDIAN RUPEES (INR)	<p>To promote growth of global trade with emphasis on exports from India and to support the increasing interest of global trading community in INR, RBI issued guidelines on international trade settlement in INR vide A.P. (Dir Series) Circular 11.07.2022. In Para 10 of the Circular it was stipulated that AD bank will seek approval from the Reserve Bank with details of the arrangement before opening of Special Rupee Vostro Accounts (SRVAs) of Correspondent Banks. On a review, RBI has decided to allow AD banks to open SRVAs of overseas correspondent banks without referring to the Reserve Bank for approval. The revised instruction is applicable with immediate effect.</p>
18	29.08.2025	604/2025-26	IBG/IBG-Domestic(IBD)/18/2025 - 26	RBI A.P. (DIR SERIES) CIRCULAR NO 09 DATED AUGUST 12, 2025 INVESTMENT IN GOVERNMENT SECURITIES BY PERSONS RESIDENT OUTSIDE INDIA THROUGH SPECIAL RUPEE VOSTRO ACCOUNT.	<p>RBI Guidelines on investment of rupee surplus balance in Special Rupee Vostro Account (SRVA) by persons resident outside India in Central Government Securities (including Treasury Bills). RBI has further advised that these directions shall come into immediate effect and necessary operational instructions in this regard have been incorporated in the Master Direction - Reserve Bank of India (Non-resident Investment in Debt Instruments) Directions, 2025.</p>

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19	29.08.2025	605/2025-26	RB&O/COO/Ops/VM (Non-IT)/1/2025 - 26	STANDARD OPERATING PROCEDURE (SOP) ON MANAGEMENT OF COMPLAINTS AGAINST VENDORS (VER 2.0)	With reference to e-Circular Dated 14.12.2018 on SOP on Management of Complaints against Vendors. The SOP has now been reviewed and duly approved by the Competent Authority (placed as Annexure). This SOP is also being made available in SBI Times under below mentioned path: My Workplace>Manuals/Master Circular/Policies/SOP>SOP on Management of Complaints against Vendors.
20	29.08.2025	606/2025-26	NBG/PBBU-PMD-GL/12/2025 - 26	Gold Loans Market Value of Gold for Agri, SME & PB Gold Loans Effective from 01.09.2025	With reference to e- Circular dated 31.07.2025, advising the Market Value of gold w.e.f. 01.08.2025 for Agri, SME & Personal Banking (PB) Gold Loans. The revised Market Value per gram of Gold with effect from 01.09.2025 is mentioned in the circular. The gold rates will be monitored daily and in the event of an increase / decrease by 5% or more, the Market Value will be revised accordingly.
21	29.08.2025	607/2025-26	CDO/STU-MNDTRY LEAR/1/2025 - 26	MANDATORY LEARNING GUIDELINES: FY 2025-26 FOR OFFICIALS IN TOP EXECUTIVE GRADE (TEG)	The Mandatory Learning guidelines for Top Executive Grade Officers for the current financial year, 2025-26, have been revisited and reviewed.:
22	29.08.2025	608/2025-26	CDO/STU-MNDTRY LEAR/2/2025 - 26	MANDATORY LEARNING FOR EMPLOYEES UPTO SMGS-V GUIDELINES FOR 2025-26	The Mandatory Learning guidelines are reviewed and updated annually to enhance employee capabilities in line with the Bank's evolving requirements. With the assessment of current learning needs, the guidelines for employees up to SMGS-V for the financial year 2025-26 have been reviewed and modified. The details guidelines has been placed in annexure.

With revolutionary greetings,



Shubhajyoti Chattopadhyay
(General Secretary)