

STATE BANK OF INDIA OFFICERS' ASSOCIATION

(BENGAL CIRCLE)

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

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Date: 28.09.2025

To All Members (Please Circulate)

EMPOWERMENT SERIES WEEKLY KNOWLEDGE UPDATE

21.09.2025 to 27.09.2025

As a part of "WEEKLY KNOWLEDGE UPDATE", we have once again compiled gist of e-circulars for the period 21.09.2025 to 27.09.2025. We are delighted to bring out this compilation under **Empowerment Series** for circulation amongst members.

SYNOPSIS OF CIRCULARS ISSUED BETWEEN 21.09.2025 & 27.09.2025

SI NO	CIRCULAR DATE	MASTERS SR NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
1	22/09/2025	705/2025 - 26	CCG/TFR/10/2025 - 26	TF REVAMP SOP INWARD REMITTANCE (TRADE RELATED)	Refer to Circular No.: DB & T/DB & T - B/2/2025-26 dated 06.09.2025 through which the operating units have been advised regarding roll out of various Export journeys under TF Revamp including Trade Related Inward Remittance. For the benefit of operating staff, an SOP has been formulated enlisting complete process of the captioned journey and the same is available as an Annexure-I to this circular. The SOP is also placed on 'SBI Times' at the following path: "My Workplace >> Manuals/ Master Circular / Policies / SOP >> SOPs >> CCG"
2	22/09/2025	706/2025 - 26	CDO/STU-TRAINING/3/2025 - 26	SUMMER INTERNSHIP GUIDELINES	The Summer Internship Scheme is in place in the Bank, wherein students pursuing various educational courses are selected and assigned a project identified by the bank for around 8-10 weeks duration with/without payment of stipend. The Summer Internship guidelines for FY 2025-26 have been reviewed and revised the details are appended in the circular.
3	23/09/2025	707/2025 - 26	NBG/FI & MM/BC/CSP/9/2025 - 26	FINANCIAL INCLUSION: BUSINESS CORRESPONDENT (BC) CHANNEL: ACCOUNTS OPENED THROUGH OVD AT CSPs: MIGRATION OF 2ND SCRUTINY AND CKYC PROCESS TO LCPC	Refer to Standard Operating Procedure (SOP) on account opening process at CSP outlets issued vide e-Circular No-NBG/FI & MM/BC/CSP/17/2022-23 dated 14.03.2023 and e-Circular No- NBG/FI & MM/BC/CSP/12/2023 - 24 dated 04.03.2024. To make the process uniform and channel agnostic, the competent authority has approved for shifting of "and Scrutiny and CKYC Process" from RBO to LCPC w.e.f. 01.10.2025 for OVD based accounts opened through BC Channel. The detailed process flow is appended in the circular.
4	23/09/2025	708/2025 - 26	IBG/IBG-Domestic (IBD)/2/2025 - 26	EDPMS/ IDPMS: CONCERNS AND GAPS OBSERVED IN RECONCILIATION	Refer to e-Circular No. IBG/IBG-Domestic (IBD)/6/2021-22 dated 03.06.2021, No. BG/BG-Domestic (IBD)/17/2023-24 dated 16.03.2024, No. CCO/CPD-ADV/18/2024-25 dated 09.05.2024 and other various communications on reconciliation of EDPMS/ IDPMS entries. In this reference, RBI vide e-mail dated 08.08.2025, has inter alia communicated that: "We draw your attention to our previous communication on this issue as well as our periodical communications wherein it is urged to reconcile the outstanding entries at the earliest. It is pertinent to note that as per Section 10(4) and 10(5) of the Foreign Exchange Management Act (FEMA), 1999, AD Banks are obligated to ensure timely reconciliation of Export/ Import transactions in E/IDPMS. Settling transactions without reconciliation and closing them in the system constitutes non-compliance with regulatory requirements."
5	23/09/2025	709/2025 - 26	AML-CFT/AML-CFT-MEASURES/3/2025 - 26	ANTI-MONEY LAUNDERING (AML) / COMBATING FINANCING OF TERRORISM (CFT) GUIDELINES FOR OPERATING UNITS	This circular stands withdrawn.
6	23/09/2025	710/2025 - 26	NBG/CPC/2/2025 - 26	LCPC PROCESS MANUAL AND LCPC ROLE MANUAL	We are pleased to advise that LCPC Process Manual and Role Manual have been updated as on 31" March 2025. Copies of the approved manuals can be accessed through SBI Times in the category of manuals under Path: SBI Times > Manuals/Master Circular/ Policies/ SOP > Manuals > BPR Manuals Operating functionaries are, however, advised to refer extant instructions at the time of opening / processing the accounts.

Shubhajyoti Chattopadhyay

General Secretary

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: 2 :

SI NO	CIRCULAR DATE	MASTERS SR NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
7	23/09/2025	711/2025 - 26	NBG/SDL/55/2025 - 26	PRATHAM BUSINESS RULE ENGINE (BRE) INCLUSION OF PRODUCTS UNDER BRE	Refer to the introduction of revised process flow for sanction of MSME loans using BRE vide circular no. NBG/SMEBU/SME ADVANCE/53/2023-24 dated 04.12.2023 for loans above Rs 10.00 lakh to Rs 50.00 lakh, circular no. NBG/SMEBU/SME ADVANCE/81/2023-24 dated 27.03.2024 for loans above Rs 50.00 lakh to Rs. 5.00 Crores and NBG/SMEBU/SCFU-e-DFS/55/2024 dated 06.07.2024 for e-DFS loans up to Rs. 5.00 Crores. In order to optimally utilize the improved assessment of the MSME loan proposals through Business Rule Engine (BRE) and better underwriting standards, Competent Authority of the Bank has accorded approval for addition of the following Schemes to be processed through BRE for loan Journeys from Rs.10 lacs to Rs.5 crores.
8	24/09/2025	712/2025 - 26	CCG/TFR/11/2025 - 26	TF REVAMP SOP EPC PCFC	Refer to Circular No.: DB & T/DB & T - B/2/2025-26 dated 06.09.2025 through which the operating units have been advised regarding roll out of various Export journeys under TF Revamp including EPC/PCFC journeys. For the benefit of operating staff, an SOP has been formulated enlisting complete process of the captioned journeys and the same is available as an Annexure-I to this circular. The SOP is also placed on 'SBI Times' at the following path: "My Workplace >> Manuals/ Master Circular / Policies / SOP >> SOPs >> CCG"
9	24/09/2025	713/2025 - 26	GMUK/GMU/SP-MISC/16/2025 - 26	COMPILATION OF R RETURN: REPORTING UNDER FETERS REVISED INSTRUCTIONS ON ENSURING ERROR FREE REPORTING	Refer to our e-Circulars, dated 11.07.2024; 27.02.2023; 02.11.2022; 01.10.2021; 21.06.2021; and dated 10.01.2020, wherein guidelines for submission of error free data in the R Return being submitted to RBI has been issued from time to time. The Nodal offices of Authorized Dealer (AD banks are required to report the Purpose Code, Country Code, Ultimate Country Code and Currency of their foreign exchange sale and purchase transactions in the form of Foreign Exchange Transaction Electronic Reporting System (FETERS) to the Reserve Bank of India on a fortnightly basis. Given the significance of the R-return data in compilation of India's Balance of Payments statistics, ensuring sound data quality of the R-return is of paramount importance.
10	24/09/2025	714/2025 - 26	CRO/RMD-CRMD/11/2025 - 26	MAPPING OF INTERNAL AND EXTERNAL RATINGS	In supersession of our earlier e-circular No. CRO/RMD-CRMD/8/2024-25 dated 19.09.2024, on Mapping of Internal and External Ratings of borrowers, the revised guidelines are issued as follows. The appended approach must be adopted with respect to the mapping exercise at the time of Credit Risk Assessment as well as review of External Rating.
11	24/09/2025	715/2025 - 26	NBG/TBU-LTP/14/2025 - 26	REVIEW OF STANDARD OPERATING PROCEDURE (SOP) FOR OPENING OF CURRENT ACCOUNT OF ALTERNATIVE INVESTMENT FUNDS (AIFS)	Refer to the e-Circular no. NBG/TBU-LTP/18/2022 - 23 dated 23.08.2022. The Competent Authority has approved a revised SOP for opening and maintenance of AIFs. AIFs raise funds and make investment in companies which include Startup Companies also. This presents the opportunities to source high-value AIF Current Accounts and also Startup Current Accounts. The revised SOP is enclosed as Annexure-I.
12	24/09/2025	716/2025 - 26	AML-CFT/AML-CFT-MEASURES/4/2025 - 26	ANTI-MONEY LAUNDERING (AML) / COMBATING FINANCING OF TERRORISM (CFT) GUIDELINES FOR OPERATING UNITS	The guidelines were reviewed by the Bank vide e-Circular No. AML-CFT/AML-CFT MEASURES/3/2024-25 Dated 07.08.2024 as a compendium of major AML/CFT guidelines applicable to the Operating Units / Money Laundering Reporting Officers (MLROs)/ Administrative offices/Business & Product owners. The Guidelines have been updated as of 31st July 2025 and placed as an Annexure to the e-circular. A thorough understanding will help the staff members to contribute towards strengthening the AML/CFT operational framework in the bank. The guidelines are also available in the AML/CFT website under "Circulars and SOP" Section.
13	25/09/2025	717/2025 - 26	NBG/PBU/RES-RES/3/2025 - 26	CLOSURE OF INOPERATIVE REGULAR SAVING BANK (RSB) ACCOUNTS WITH NIL BALANCES	Saving Bank Accounts are treated as Inoperative if there are no customer induced transactions (financial/non-financial/KYC updation) in the account for a period of over two years. Inoperative accounts have maintenance/ carrying cost and therefore concerted efforts are made to ensure that these inoperative accounts are either made operative or be closed. The competent authority has approved for closure of inoperative RSB accounts having nil balances and are inoperative for more than 01 year. Accounts falling in the mentioned categories have been excluded from the list of accounts to be closed are appended in the circular.
14	25/09/2025	718/2025 - 26	NBG/WMBU-WEALTH/1/2025 - 26	WEALTH MANAGEMENT & PREMIER BANKING - PREMIER SAVINGS BANK ACCOUNT FOR PREMIER SEGMENT CUSTOMERS	Wealth' and 'Premier' customer segments have been carved out based on defined criteria which includes Total Relationship Value (TRV), salary account type and loan amount. At present, Premier Segment customers are served by the designated Virtual Relationship Associates (VRAs) on pilot basis in Bengaluru & Mumbai Metro Circles to cater to their banking and investment needs with the objective of deepening customer relationship, enhancing Product Per Customer (PPC) and growing investment AUM. Accordingly, Premier Savings Account was created and approved by Overall Product Committee (OPC) in its meeting No. 4/2024-25 dated 12.08.2024. Process of creation of new product codes was taken up with CBS IT team.

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: 3 :

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15	25/09/2025	719/2025 - 26	NBG/RE,H&HD-HL/35/2025 - 26	REHBU : SCREENED PROJECTS - PROJECTS NOT COVERED UNDER BUILDER TIE-UP (BTU)	Many Builders Project are not covered under Builder Tie-up arrangements, mainly due to non-fulfilment of prescribed eligibility norms or non- submission of requisite documentation by the builders. For such projects, operating units have been sanctioning Individual Home Loans by obtaining separate TIR (Title Investigation Report) / Valuation Report for each case. This process increases cost to applicants and adversely impacts the Turnaround Time (TAT) for sanction.
16	25/09/2025	720/2025 - 26	CFO/FRT-TAX/7/2025 - 26	RESTRICTION IN REVISION OF TDS/TCS RETURNS BY INCOME TAX DEPARTMENT	The time limit of 2 years for filing revised TDS/TCS returns is applicable from the end of relevant financial year in which the original TDS/TCS return is required to be filed. Consequently, revised TDS returns pertaining to the period from Q4 of Financial Year (FY) 2018-19 to Q3 of FY 2023-24 shall be accepted only up to 31st March 2026 by Income tax Department. Accordingly, all Branches/Offices are requested to raise correction request, if any, in TAX-CPC app in CBS latest by 31.12.2025. (Please refer the master circular dated 30.09.2024 on TDS for complete process. Please note that no amendment will be allowed in TDS/TCS returns after 31st March 2026 for the period upto Q3 FY 2023-24.
17	25/09/2025	721/2025 - 26	NBG/GAD-GOVT AC/17/2025 - 26	NATION-WIDE DIGITAL LIFE CERTIFICATE (DLC) CAMPAIGN 4.0: 1ST NOVEMBER TO 30TH NOVEMBER 2025	Refer to Office Memorandum No. File No. 1(2/2025 - P&PW(H)-10819 dated 30.07.2025 issued by Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners Welfare (DoPPW), Govt. of India (Annexure-A), in terms of which, comprehensive guidelines on the Nation-wide Digital Life Certificate Campaign 4.0 have been provided. DLC campaign 3.0 was held at all the district headquarters across the country. DOPPW has extended the DLC Campaign 4.0 (01" Nov 2025 to 30" Nov 2025) to sub divisional headquarters also and it proposes to cover 2000 towns/cities, with a saturation approach and the objective of outreach to pensioners in the remotest corners in the country. For this campaign, 2000 cities and towns have been identified all over the country, of which 102 cities (5 locations / Branches in each city) have been identified by DoPPW, where our Bank will be required to organize the Camps for obtaining Digital Life Certificates through Face Authentication Technology. (Annexure-B).
18	26/09/2025	722/2025 - 26	CDO/P&HRD-PM/24/2025 - 26	SBI STAR (STAFF TALENT ACKNOWLEDGMENT & RECOGNITION) AWARDS ANNUAL EMPLOYEE EXCELLENCE AWARDS: "CELEBRATING OUR PEOPLE, OUR PRIDE"	Our Bank has always believed in the holistic development of employees. Employee engagement remains a cornerstone of our Bank's HR strategy, shaping initiatives that strengthen the bond between employees and the organization. 2. The Competent Authority has approved introduction of an Annual Employee Excellence Awards titled as "SBI STAR" (Staff Talent Acknowledgment & Recognition), a structured and prestigious framework to recognize employees' excellence outside professional spheres. 3. The details of the program including eligibility criteria, process flow, and evaluation/selection framework have been placed in Annexure-I. Composition of shortlisting committee/selection jury has been placed in Annexure-II. The Evaluation/selection criteria has been placed in Annexure-III.
19	26/09/2025	723/2025 - 26	CDO/P&HRD-PM/25/2025 - 26	STAFF: SUPERVISING REVISION OF FACILITIES FOR LIAISON / SECURITY / FIRE OFFICERS	The Liaison, Security, and Fire Officers of the Bank across various grades are entitled to specific perquisites and benefits, provided at regular intervals. The eligibility limits for these perquisites are aligned with the officers' grade, post or assignment, and the nature of their roles, with periodic reviews conducted as necessary. In this connection, it has been decided to revise the existing out-of-pocket reimbursement for Liaison Officers and discomfort allowance available to Liaison, Security, and Fire Officers are appended in the circular.
20	26/09/2025	724/2025 - 26	NBG/GAD-GOVT AC/18/2025 - 26	ANNUAL ZEROISATION EXERCISE AS ON 31.10.2025 IN CENTRAL GOVT. ACCOUNTS OF ALL DEALING BRANCHES	Under the GBSS Phase-I Accounting System, daily transactions / funds are transferred from Central Government Accounts to GAD through 'DB-GBSS-GGA Mirror BGL (2399825) of the Branch. Hence, balances in Central Government Accounts and the said Mirror BGL of the Dealing Branches keep accumulating over the period and are contra to each other. Once in a year, the cleared balances in all the Dealing Branches' Central Government Accounts are zeroised by passing system generated contra entries through CBS in the individual Central Govt. Accounts of each Branch and corresponding entries to the Mirror BGL 'DB-GBSS-GGA' (2399825) of the respective Branch.

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: 4 :

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21	26/09/2025	725/2025 - 26	CDO/P&HRD-PM/26/2025 - 26	STAFF: SUPERVISING REVISION IN RENTAL CEILING AND OTHER PROVISIONS OF LEASED ACCOMMODATION FACILITY	Refer to e-Circular No. CDO/P&HRD-PM/20/2012-13 dated 03.07.2012, CDO/P&HRD-PM/42/2012-13 dated 15.10.2012 and CDO/P&HRD-PM/84/2021-22 dated 04.01.2022 on the captioned matter. In this connection, the Executive Committee of Central Board in its meeting held on 16.09.2025 has approved the revision of rental ceiling for leased accommodation and modification of the existing provisions in this regard are appended in the circular.
22	26/09/2025	726/2025 - 26	NBG/SMEBU-CBWRF/56/2025 - 26	COMMODITY BACKED WAREHOUSE RECEIPT (WHR) FINANCE LAUNCH OF CAMPAIGN "UNLOCK THE WHR POTENTIAL"	Loan against warehouse receipt was reviewed with modification on 14.02.2025 and comprehensive instructions were issued for WHR financing vide Circular No. NBG/SMEBU-WAREHOUSE/1/2025-26 dated 01.04.2025. With an objective to be ready for disbursement for the ensuing season, it is required to be proactive and reach out to potential customers and get the proposal sanctioned well before 30.11.25. Accordingly, the Campaign "Unlock the WHR Potential" has been launched for sanction of new WHR loans/ Renewal and enhancement of existing limits/ Take over of WHR loans, by the branches. The Campaign period is from 15.09.2025 to 30.11.2025.

With revolutionary greetings,



Shubhajyoti Chattopadhyay
(General Secretary)