

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.50/2026

Date: 15.02.2026

To All Members (Please Circulate)

EMPOWERMENT SERIES WEEKLY KNOWLEDGE UPDATE

08.02.2026 to 14.02.2026

As a part of "WEEKLY KNOWLEDGE UPDATE", we have once again compiled gist of e-circulars for the period 08.02.2026 to 14.02.2026 We are delighted to bring out this compilation under **Empowerment Series** for circulation amongst members.

SYNOPSIS OF CIRCULARS ISSUED BETWEEN 08.02.2026 & 14.02.2026

SI NO	CIRCULAR DATE	MASTERS SR NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
1	09/02/2026	1240/2025 - 26	CDO/ORG-STRUCTURE/4/2025 - 26	REVIEW OF AGENDA AND DISCUSSION POINTS OF CIRMAC MEETING	To align the agenda items of the CirMAC meeting with other synergy / RMCC meetings in Circles, it has been decided to exclude the agenda items related to Compliance, Risk and Fraud Prevention & Monitoring from the CirMAC meeting and continue with the merged Synergy meeting in the Circles. The revised agenda / discussion points of CirMAC are attached Annexure-I .
2	09/02/2026	1241/2025 - 26	ABU&GSS/AGR-I/ICGL/61/2025 - 26	ABU & GSS DEPARTMENT : AGRI GOLD LOANS : ISE 2025 – IRAR REPORT DEFICIENCIES OBSERVED BY RBI-SSM TEAM DURING BRANCH VISITS REITERATION OF EXTANT GUIDELINES FOR BRANCHES/ CONTROLLERS	RBI team of officials has carried out branch visits recently and made observations on deficiencies in handling of Agri Gold Loans during branch visits by RBI officials. In this regard, we reiterate the extant instructions of Agri Gold Loans issued vide Master Circular no NBG-AB-IC&GLIABUICGL-GOLDLOAN/37/2024 - 25 dated 18.10.2024 and SOP circular no NBG-AB-IC&GL/ABU-ICGL GOLDLOAN/14/2022 - 23 dated 24.06.2022 for branches on the deficiencies observed by RBI during review of gold loans which are appended in the circular.
3	09/02/2026	1242/2025 - 26	R&DB/AGNYBK G-CC/24/2025 - 26	GREEN INITIATIVE DISCONTINUATION OF SHRINK WRAPPING OF SOILED NOTES	Plastic waste contributes extensively to pollution, harms wildlife, and poses long-term threats to our ecosystems. With the increasing awareness of these environmental challenges, it becomes imperative for organizations, especially financial institutions like ours that hold a prominent role in society, to lead the way in promoting more sustainable practices. It has, therefore, been decided to discontinue shrink wrapping of soiled notes bundles sent to RBI.
4	09/02/2026	1243/2025 - 26	NBG/RL/EL /24/2025 - 26	ADDENDUM TO EDUCATION LOAN MASTER CIRCULAR DATED 12.09.2025	Master Circular for Education Loan has been issued vide Circular no. NBG/RL/EL/14/2025 - 26 dated 12.09.2025, incorporating updation of various instructions till 30.06.2025. On 23.01.2026, Circular No. NBG/RL/EL /22/2025 - 26 was issued, to advise the operating units, not to insist for KYC documents from customers who are existing KYC compliant customers of the bank.
5	09/02/2026	1244/2025 - 26	CDO/P&HRD-IR/52/2025 - 26	STAFF: MISCELLANEOUS - PAYMENT OF DEARNESS ALLOWANCE FOR THE MONTHS OF FEBRUARY, MARCH & APRIL 2026	The rate of Dearness Allowance payable to Workmen & Officer employees for the months of February, March and April 2026 shall be 25% of 'pay' (0.01% change in DA on 'pay' for change in every second decimal place of CPI 2016 over 123.03 points).
6	10/02/2026	1245/2025 - 26	R&DB/PBU/CD &e-COM-PL/25/2025 - 26	ADDENDUM TO SBI SURYA GHAR SCHEME FOR SOLAR ROOF TOP FINANCE CIRCULAR	SBI Surya Ghar scheme for Solar Roof Top Finance Circular has been issued vide circular no. R&DB/PBU/CD&e-COM-Demand loan/2/2025-26 dated 21.04.2025, detailing the product features and related revised instructions. A modification to the existing circular is hereby advised under serial No.5(PAN) & serial No.36 (Documents to be obtained) and are placed in the circular.
7	10/02/2026	1246/2025 - 26	CAG/FIG/1/2025 - 26	SOP ON MANAGEMENT & RESOLUTION OF ASBA COMPLAINTS	The improvements made to ASBA through automation, the SOP has been revised to reflect these changes. The revised SOP is enclosed as Annexure - I . The SOP can also be accessed on 'SBI Times' Portal with the following navigation path: " My Workplace >>Manuals / Master Circulars / SOP / Policies>> FIG>> SOP on Management & Resolution of ASBA Complaints ".

Shubhajyoti Chattopadhyay

General Secretary

Mobile : 9434551152

State Bank of India Officers' Association
(BENGAL CIRCLE)

: 2 :

SI NO	CIRCULAR DATE	MASTERS SR NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
8	10/02/2026	1247/2025 - 26	NBG/SMEBU-OPER/98/2025 - 26	STANDARD OPERATING PROCEDURE FOR SANCTION OF LOANS (INCLUDING TAKEOVER OF LOANS) - NON-DIGITAL PROCESS UPDATED AS ON 31.01.2026	To obviate complaints of delay, rejection, and enable timely decision on sanction, etc. a Standard Operating Procedure was circulated vide Circular No. NG/SMEBU-OPER/73/2023 - 24 dated 26.02.2024. The SOP has been reviewed for the benefit of the operating functionaries and same is enclosed as Annexure .
9	10/02/2026	1247/2025 - 26	NBG/PBU/AL-AUTOLOAN/16/2025 - 26	RETAIL LOANS: AUTO LOAN- ADDENDUM TO AUTO LOAN MASTER CIRCULAR DATED 12.02.2025	Master Circular on Auto Loan has been issued vide Circular no. NBG/PBU/AL-AUTOLOAN/23/2024-25 dated 12.02.2025, incorporating product features and related instructions updated till 01.01.2025. Consequent upon issuance of e Circular No. NBG/PBU/AL-AUTOLOAN/14/2025-26 dated 23 rd January 2026 advising modification in KYC related instructions pertaining to auto loans, a modification to the existing master circular is hereby approved by competent authority under (KYC criteria) as addendum and are placed in the circular.
10	11/02/2026	1248/2025 - 26	NBG/MEGSS/15/2025 - 26	REVIEW OF SOP FOR LODGEMENT OF CLAIMS UNDER CGSSI	The SOP has been reviewed by the competent authority after updating the instructions for better understanding of operating functionaries. The revised SOP is placed as follows: <ul style="list-style-type: none"> •Annexure I: SOP on Lodgment of Claims under CGSSI •Annexure II: Process Flow for Claim Lodgment at NCGTC Portal •Annexure III: Process Flow for Updating Recovery Details •Annexure IV: File Format for Recovery Update
11	11/02/2026	1249/2025 - 26	NBG/MEGSS/16/2025 - 26	REVIEW OF SOP: PROCESS FLOW OF CGFMU GUARANTEE COVER FOR MICRO LOANS	The Standard Operating Procedure (SOP) on process flow of guarantee cover for micro loans has been reviewed by the competent authority after incorporating the revised process of guarantee fee payment by branches. The revised SOP, along with the following annexures , is appended in the circular. <ul style="list-style-type: none"> • Annexure I: Portfolio Life Cycle • Annexure II: New CBS Process Flow and Mis Functionality • Annexure III: Process Flow Chart The SOP has also been placed in SBI Times> Manuals/ Master Circular/ Policies, SOP>ABU & GSS .
12	12/02/2026	1250/2025 - 26	CCO/CPPD-ADV/97/2025 - 26	AUTOMATION OF RECOVERY OF EVENT-TRIGGER BASED PENAL CHARGES IN LLMS	Bank has developed necessary IT functionality on LLMS to recover event based Penal Charges viz. non-submission of Stock Statements, non-submission of renewal data, non-completion of perfection of security within the stipulated timelines, non-submission/ delayed submission of FFRs on due date etc. through Maker-Checker concept. The functionality will also preserve proper audit trail and MIS data. Henceforth, all event based Penal Charges are to be recovered mandatorily through LLMS utilizing new IT functionality only. The path on LLMS is as under: LLMS Navigation: CBS Integration>>CIF Level Activity>> Event Driven Penal Charges .
13	12/02/2026	1251/2025 - 26	NBG/SME/SCFU-e-DFS/112/2025 - 26	ELECTRONIC DEALER FINANCE SCHEME (E-DFS) NEW TIE-UP WITH H K JEWELS PRIVATE LIMITED (HKJPL) FOR FINANCING THEIR FRANCHISEE	We have entered into new tie-up with H K Jewels Private Limited (HKJPL) for financing their Franchisees. H K Jewels Private Limited (HKJPL) is in the business of manufacturing and trading of gold jewellery. Terms and Conditions of the tie up are placed at Annexure-I & II .
14	12/02/2026	1252/2025 - 26	NBG/CPC/4/2025 - 26	AUTOMATED MARKING OF WELCOME LETTERS RETURNED UNDELIVERED AND SUBSEQUENT PROCESS	The Circular stands withdrawn.
15	12/02/2026	1253/2025 - 26	NBG/CPC/4/2025 - 26	AUTOMATED MARKING OF WELCOME LETTERS RETURNED UNDELIVERED AND SUBSEQUENT PROCESS	Auditors have observed instances of non-marking and delayed action on undelivered Welcome Letters, resulting in RFA deviations. Under the existing process the undelivered welcome letter marking in CBS and subsequent process was done by the branches manually. To strengthen controls, ensure uniformity, and reduce manual dependency, the Bank as implemented an automated mechanism for the following: <ol style="list-style-type: none"> Automated marking of undelivered Welcome Letters in CBS for Saving Bank and Current accounts: and System driven debit freeze / unfreeze in CBS for Current account only, through backend automation.

Shubhajyoti Chattopadhyay
General Secretary
Mobile : 9434551152

State Bank of India Officers' Association
(BENGAL CIRCLE)

: 3 :

SI NO	CIRCULAR DATE	MASTERS SR NO.	DEPARTMENTS NO.	SUBJECT	GIST OF CIRCULAR
16	13/02/2026	1254/2025 - 26	NBG/NBG/AC-NBG-ATM/10/2025 - 26	REPLACEMENT AND DISPOSAL OF ATM/ ADWM (RECYCLER)/ CDM/ SWAYAM/GCC/ KIOSK	The existing guidelines for Replacement and disposal of ATM/ADWM/(Recycler)/CDM/Swayam/GCC/Kiosk has been reviewed and modification have been made in the existing user manual (SOP) to provide more clarity to the operating staff. The detailed SOP for the operating staff is enclosed as Annexure-I.
17	13/02/2026	1255/2025 - 26	NBG/SME/SCFU-e-DFS/113/2025 - 26	NBG/SME/SCFU-e-DFS/113/2025 - 26	Bank had entered a tie up with Hari Prasad Gopi Krishna Saraf Pvt. Ltd. (HPGKSPL) for financing their Dealers/ Franchisee/ Associates. The company engaged in jewellery business. Terms and condition of the tie up are placed as Annexure-I and format of recommendation letter is placed as Annexure-II.
18	13/02/2026	1256/2025 - 26	NBG/RE,H&HD-HL/72/2025 - 26	REHBU: HANDLING OF DOCUMENTS OF HOME AND HOME RELATED LOANS IN HOME LOAN CENTRES(HLCS) AND RASMECS	A Standard Operating Procedure (SOP) has been prepared for handling Home and Home related Loan documents for submission of Loan proposals at Home Loan Centre to closure of the account and delivery of the title deeds thereafter. The SOP is enclosed as Annexure-I. SOP has also been placed under SBI Times>Workplace>Manuals/ Master Circular/ Policies/ SOP>SOP>REHBU
19	13/02/2026	1257/2025 - 26	NBG/SME/SCFU-e-DFS/114/2025 - 26	ELECTRONIC DEALER FINANCE SCHEME (E-DFS) VIVO MOBILE INDIA PVT LTD. & ALL ITS STATE DISTRIBUTORS (SDS) FOR FINANCING THEIR DEALERS/ (DISTRIBUTORS) REVIEW OF TIE-UPS WITH REVISED TERMS AND CONDITIONS	Bank had entered a tie up with Vivo Mobile India Ltd. and its 17 state distributors (SDs) in October 2020 and October - December 202. The competent authority has approved the modification in Security requirement and rate of interest parameter in terms and conditions for all the 17 state distributors (common for all) and the changes have been placed in the circular.
20	13/02/2026	1258/2025 - 26	R&DB/PBU/CD&e-COM-GL/26/2025 - 26	RETAIL LOANS: P GOLD LOANS STANDARD OPERATING PROCEDURE (SOP)	To enable the operating functionaries to have current instructions in one place, an updated SOP on Gold loan has been prepared and appended as per the Annexure-I. The SOP on P Gold Loans has also been placed at SBI Times>>Manuals/ Master Circulares/ Policies/ SOP>>SOP Head>>PBBU>>SOP on P Gold Loans.
21	13/02/2026	1259/2025 - 26	CCO/CPD-ADV/98/2025 - 26	MARGINAL COST OF FUNDS BASED LENDING RATE (MCLR) WITH EFFECT FROM 15TH FEBRUARY 2026	It has been decided by the Appropriate Authority that MCLR effective from 15.02.2026 are placed in the circular.

With revolutionary greetings,



Shubhajyoti Chattopadhyay
(General Secretary)