

Master Circular

**Board of Directors of
Primary (Urban) Co-operative Banks**

Reviews to be submitted to the Board of Directors of Primary (Urban) Co-operative
Banks

[Vide paragraph 4]

I. Monthly

1. (a) Funds Management
(b) Position regarding compliance with Cash Reserve/Statutory Liquidity Ratio
2. Trial Balance - Income/Expenditure Statements
3. Comparative position of deposits/advances
4. Credit proposals sanctioned under delegated authority including Temporary Overdrafts
5. Report on serious irregularities/frauds/misappropriation which have come to light during the month, if any
6. Comparative position of overdues

II. Quarterly

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|--|----------------|---------------|------------------|--------------------|
| 1. Review of Deposit Mobilisation/Target/Achievement (bank as a whole) | April (1-3) | July (4-6) | October (7-9) | January (10-12) |
| 2. Branch-wise performance of deposits and advances - Targets/Achievements | | --do-- | | |
| 3. Review of at least 25% of large borrowal accounts (Rs. 5 lakhs and above in case of non-scheduled banks and Rs. 10 lakhs and above in case of scheduled banks - All such accounts to be reviewed within a year) | | --do-- | | |

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| 4. Review of recovery performance as also action against defaulters | | --do-- | | | |
| 5. Inter-branch Reconciliation / House-keeping position of branches | | --do-- | | | |
| 6. Action taken on major frauds/ serious irregularities | April (1-3) | July (4-6) | October (7-9) | January (10-12) | |
| 7. Review of action taken on internal inspection reports and compliance | | --do-- | | | |
| 8. Advances to directors/their relatives - observance of RBI guidelines | May (1-3) | August (4-6) | November (7-9) | February (10-12) | |
| 9. Advances to single party/ connected group - observance of RBI guidelines | | --do-- | | | |
| 10. Review of Annual Business Plan | April (1-3) | July (4-6) | October (7-9) | January (10-12) | |

III. Half-yearly

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|--|--|-----------------|--|---------------|--|
| 1. Review of capital expenditure vis-à-vis capital budget | | January (7-12) | | July (1-6) | |
| 2. Review of distribution of deposits/ advances and credit deposit ratio | | February (7-12) | | August (1-6) | |
| 3. Review of action taken on concurrent audit report | | --do-- | | --do-- | |
| 4. Review of action taken on the findings of RBI Inspection Report/ Statutory Audit Report | | April (10-3) | | October (4-9) | |
| 5. Review of priority sector/weaker section lendings | | --do-- | | --do-- | |

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| 6. Review of performance in mobilisation of deposits under NRE/FCNR scheme | --do-- | --do-- |
| 7. Review of Merchant Banking Business | --do-- | --do-- |
| 8. Review of action taken on Audit/ Vigilance Committee of the Directors | --do-- | --do-- |
| 9. Review of Customer Service | May (10-3) | November (4-9) |
| 10. Review of security arrangements | --do-- | --do-- |
| 11. Half-yearly working results/ Review of performance of branches - income and expenditure | August (10-3) | February (4-9) |

IV. Annual

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| 1. Review of bad debts proposed to be written-off | (April) |
| 2. Report on frauds and action taken | (April) |
| 3. Review of foreign exchange business | (April) |
| 4. Review of donations made during the year | (April) |
| 5. Bank's Balance Sheet, Profit & Loss A/c., Working results | (May) |
| 6. Review of loss making branches | (May) |
| 7. Analysis of wide variations in expenditure heads | (May) |
| 8. Comprehensive note on income recognition, asset classification and provisioning towards non- performing assets | (May) |

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| 9. Review of human resources development and training of staff | (June) |
| 10. Review of mechanisation and computerization | (June) |
| 11. Review of branch expansion/pending licences | (July) |
| 12. Review of Statutory Audit Report | (September) |
| 13. Review of Annual Business Plan | (February) |
- (Note: 1.....12 indicate the calendar months)
e.g. 1 represent January. 12 represent December