

Master Circular on

Boards of Directors

**Reviews to be submitted to the Board of Directors of
primary (urban) co-operative banks**

[Vide para 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

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--		
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

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--

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

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)

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| 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) |
| 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