Standard Operating Procedure (SOP) for Data Flow at LBS Fora

i)   Head Office (HO) of each bank shall generate the report pertaining to LBS related data and data available on CBS/ MIS, in the prescribed format, which includes district and block names and codes, on quarterly basis.

ii) HO of each bank shall provide the district and block level report in the prescribed format to state level controlling offices of the bank.

iii) Each SLBC shall ensure that their data feeding web portal has a provision for upload of data by controlling offices of each bank in the prescribed format.

iv) Each bank's designated controlling office shall upload the data in SLBC portal by 15th of succeeding month, after the end of the quarter.

v)   Data pertaining to State Government/ other data (which are not available on CBS or MIS of the bank) would be collated and uploaded by the controlling office/ Lead District Manager (LDM), on the SLBC web portal by 20th of succeeding month of the end of the quarter.

vi) The SLBC Convenor bank should provide the LDMs, access to the SLBC web portal to enable them to download the block-wise data of their respective districts.

vii) SLBC Convenor bank should provide access to the SLBC web portal to the designated controlling offices of banks in the state to enable them to download the data to verify correctness.

Role of banks' Head Offices

i)   Banks' HOs shall generate district-wise and block-wise data of each state in the prescribed format.

ii) Banks' HOs shall ensure that the mapping of their branches to the block level has been carried out.

iii) HO of each bank shall provide the report in prescribed format to the state level controlling office.

iv) The state, district and block codes should be as per the latest Government of India census data.

v) The amount column in the report should be furnished in actual and not in lakh, crore, etc.

Role of Controlling Office of bank working at state level

i) Each banks' controlling office at state level shall be responsible for uploading the data of the state on the SLBC portal.
ii) For data pertaining to State Government/ other data (which is not available on CBS or MIS of the bank), the controlling office of the bank at state level will collate the same in the format prescribed by the SLBC and upload on the SLBC portal.

Role of SLBC Convenor Bank

i) SLBC Convenor bank shall ensure that their data feeding web portal has a provision for upload of data by the designated controlling offices of each bank in the state.
ii) There are 29 formats (flat files) for the data pertaining to CBS or available through MIS of the bank.
iii) Additionally, there are four excel formats for data pertaining to FLCs and RSETIs, which are required to be collected from the state level controlling offices of banks.
iv) For data pertaining to State Government/ Other data (which is not available on CBS or MIS of the bank), SLBC Convenor bank may follow their existing procedure or devise new procedure.
v) SLBC Convenor bank shall ensure that LDMs are able to access web portal of SLBC to download the block wise data of their respective district.
vi) SLBC Convenor bank should provide access to controlling offices of banks of respective state on SLBC web portal to download the uploaded data and verify correctness.
vii) SLBC Convenor bank shall ensure that their data feeding web portal has a provision to enable upload of block-wise ACP target data in approved format, by LDMs.

Role of Lead District Managers (LDMs)

i) LDMs shall upload the block wise ACP target of the district on SLBC portal of the state, by 15th April, i.e., beginning of the financial year.
ii) LDMs shall download the block wise information of their district for review purposes.

The flow chart describing the procedure to be followed in this regard is as follows:

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                        ┌─────────────────┐
                        │      Start      │
                        └────────┬────────┘
                                 │
                                 ▼
                          ╱─────────────╲
                         ╱  Data pertaining ╲          No      ┌──────────────────────────────┐
                        ╱   to LBS is        ╲──────────────▶  │ Each bank's controlling office at the │
                        ╲   available in      ╱                │ state level will collate and upload the │
                         ╲  CBS?             ╱                 │ data on the web portal of the SLBC.  │
                          ╲─────────────╱                      └──────────────────────────────┘
                                 │ Yes
                                 ▼
                        ┌─────────────────────────┐
                        │ HO of each bank will generate the │
                        │ data in approved format.          │
                        └────────┬────────────────┘
                                 │
                                 ▼
                        ┌──────────────────────────────┐
                        │ HO of each bank will provide the │
                        │ district and block level report in the │
                        │ approved format to the controlling │
                        │ office of the bank at state level. │
                        └────────┬─────────────────────┘
                                 │
                                 ▼
                        ┌──────────────────────────────┐
                        │ Each bank's controlling office at the │
                        │ state level will upload the data on │
                        │ the SLBC web portal of that state. │
                        └────────┬─────────────────────┘
                                 │
                                 ▼
                        ┌──────────────────────────────┐
                        │ LDMs of the state will download the │
                        │ district and block level data and │
                        │ upload the yearly block wise ACP │
                        │ target of the district, data like │
                        │ RSETIs/ FLCs, etc. │
                        └────────┬─────────────────────┘
                                 │
                                 ▼
                        ┌─────────────────┐
                        │    Complete     │
                        └─────────────────┘
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