

May 2023



*Rights without duties
make anarchy
Duties without rights
make slavery*
- Francis Bacon

VIGILANT

A State Bank of India Staff Union Amaravati Circle's Monthly Journal
"The People United will never be defeated"

SBIMACCS LTD., 30th ANNUAL GENERAL BODY MEETING HELD

ON 28th MAY 2023



State Bank of India Staff Mutually Aided Co-operative Credit Society Ltd., Visakhapatnam, 30th Annual General Meeting held on 28th May 2023, at Visakhapatnam, which was attended by our Beloved President Com. S. Kiran Kumar Reddy and our Beloved General Secretary Com. L. Chandra Sekhar as chief guest. Com. R. Narendra Kumar, DGS, Head Quarters, Com. A. Sushma, Visakhapatnam Module, DGS Com. K.V.S.N. Murthy, Vice President Com. V.V. Prasad, Tirupati Module, DGS Com. V. Bhavani Prasad, Vice President Com. V.S.R. Sekhar, Vijayawada Moulde, DGS. Com. N. Srinivasacharyulu, Guntur Module, DGS Com. P. Vidya Sagar, Vice President Com. K. Khader basha, Kurnool Module, Central Committee members of the union have attended the meeting and all other office bearers of Visakhapatnam Module attended the meeting. Sri Pankaj Kumar, DGM (B&O), SBI Visakhapatnam and Sri P. Praveen Kumar, Chief Regional Secretary, SBI Officer's Association (AC) also graced the event.

More than 500 members attended the meeting and Com. G.S. Chandra Sekhar, Vice President, SBISUAC Visakhapatnam Module was felicitated on account of his superannuation from bank's service on 31st May 2023 who joined the bank on 15th December 1986 as Clerk, Dimili Branch, he served as local secretary in the year 1990, became as Regional Secretary in the year 2013 and elected as AGS in the year 2018, later he became Vice President in the year 2020. He Retired as Chief Associate from our Bank on 31st May 2023. He rendered his services to Union with great commitment.



Com. N. Adinarayana, Organising Secretary (SC/ST) of State Bank of India Staff Union Amaravati Circle, Visakhapatnam & Rajahmundry Modules, was felicitated on account of his superannuation from bank's service on 30.06.2023. in SBIMACCS, 30th Annual General Body Meeting conducted on 28th May 2023. Com. N. Adinarayana joined in the bank on 01st July 1984 as Messenger, Sriharipuram Branch, he got elected as organising secretary for Substaff (Visakhapatnam & Rajahmundry Modules) in the year 2000-2010 and became as organizing secretary for SC/ST (Visakhapatnam & Rajahmundry Modules) in the year 2010. He served as Organising Secretary (SC/ST) for Visakhapatnam and Rajahmundry Modules till his superannuation. He rendered his services to Union at his best level.

CASH-IN-CHARGE DO's AND DON'Ts

DO's

- Be the joint custodian of Cash and other valuables like Gold, Gold ornaments, Safe Deposit Articles and Security Forms other than Cheque books.
- Supply cash/ cash boxes to SWOs in the morning. Take possession of excess/ surplus cash or deliver/ supply cash from/ to SWOs and bulk cashier(s), as and when required during the day.
- Carry out surprise verification of the cash holding in the cash boxes of SWOs and carry out intraday cash verification at the SWO Counters. The periodicity of verification is twice in a week at irregular intervals
- Ensure that all the notes received are shroffed and sorted into issuable and non- issuable notes. Arrange for sorting out ATM fit notes for delivery to CAC and remit Soiled Notes to the RBI, with the help of SWOs from time to time
- Ensure that the non-issuable note bundles prepared are pasted with note slips duly signed by the SWOs on the top and bottom of the bundles confirming the quantity and quality of the n
- Arrange for receipt/ payment of bulk cash from important customers.
- Verify the purity and the weight of Gold offered as security by Gold loan customers and to keep Gold/ Gold ornaments after sanction in joint custody as per instructions
- Ensure Weighing Balances Certificate are current and in order
- Save the Cash related reports daily and keep a hard copy of all the reports properly filed for future reference.
- While processing Gold loans, Systems and Procedures laid down in regard to KYC Norms, appraisal, sanction, Joint custody of ornaments and follow-up of Gold Loans should be complied with meticulously.
- Cash-in-charge is purely responsible for the purity of the ornaments pledged. Testing of ornaments by touch stone method; nitric acid and specific gravity method etc. should be meticulously carried out for finding the purity of ornaments.
- Balance the No. of Gold loan A/cs with the Loan Balance File and also Gold Loan In/Out Register at Monthly intervals.
- Reputed Jewel Appraiser's services for testing of gold ornaments for purity should be carried out for loans exceeding Rs.1.00 lac and his certificate should be obtained and kept on record at borrower's cost.
- Every effort in follow-up of gold loan advances should be made and record the efforts made. Ensure that no gold loan account turns to be NPA.
- Responsibility for the proper conduct of work in the cash department, for ensuring that adequate safety measures are taken in the handling of cash, etc. and that the instructions laid down by the Bank with regard thereto are duly observed.
- Ensure excess / short cash found should be entered in the Excess /short register and duly authenticated by the Branch Manager.
- Ensure Bank's instructions for cash remittance to be accompanied by Messenger / Armed / Police escort according to the value of remittance.
- Follow procedure for "preparation of Packets of Notes of denomination below Rs.500. Thereafter, SWO will hand over the note packet to the Cash Officer /Special Assistant verifying the correctness of the

quantity of the notes. The Cash Officer /Special Assistant will verify the correctness of the quantity of the notes in the presence of the Assistant (Cash) etc. who prepared the note packet. After satisfying himself the Cash Officer /Special Assistant will tie a ring of twine vertically on the right-hand side and horizontally along the width of the note packet and affix a paper seal at the intersection of the vertical and horizontal twines on the right-hand side and affix his signature for having verified the correctness of the quantity of the notes. At the end of the day as and when ten packets of 100 pieces are ready, the Assistant (Cash) etc. will prepare a bundle (1000 pieces) of ten packets prepared by SWO. Then with the help of a bundling machine / jute string the bundle will be prepared by tying /strapping it both horizontally and vertically in a crisscross manner.

- The Assistant (Cash) etc. preparing the packets remains responsible for both the quality and quantity of the notes in the packets prepared by him for denominations from Rs. 1 to Rs.200. The Assistant (Cash) etc will be responsible for quality of notes of Rs.500 and above. Cash Officer /any other authorized official who recounted such packets will be responsible for quantity of notes in such packets. The responsibility for the quality and quantity of notes continues till such time as the packets are broken and counted in the presence of an authorized official by an Assistant (Cash) etc. and found correct. If any shortage /defective note is detected in any packet/bundle, the Assistant (Cash) etc. or Cash Officer etc. who prepared or recounted it will be responsible for the shortage. If, however, while turning out the packets from the vault to paying Assistant, the assistant detects any discernible prima facie evidence of tampering on a packet and if shortages are discovered in such a packet the Cash Officer will be held responsible for the shortage.
- In Branch while dealing with Counterfeit currency, Issue Receipt to tenderer Confiscate the currency and stamp as "Counterfeit Note" Enter in Forged Note Detection and Impounding Register Enter on the same day in Counterfeit Currency Reporting (CCR) portal Lodge FIR, at the end of the month in case of detection of counterfeit notes up to 4 pieces, in a single transaction, Lodge FIR, on the same day in case of detection of counterfeit notes of 5 pieces and more, in a single transaction Forward a copy of the above to the Nodal Officer for information Acknowledgement to be obtained and kept on record.
- Exchange of soiled notes, where the number of notes presented by a person is up to 20 pieces with a maximum value of Rs.5000 per day, banks should exchange them over the counter, free of charge. Where the number of notes presented by a person exceeds 20 pieces or Rs.5000 in value per day, banks may accept them, against receipt, for value to be credited later subjected to service charges.
- Cash Officer's Jotting Book is classified summary of Day's cash transactions. The responsibility for arriving at the daily branch cash balance figure and agreeing the same with the actual cash in hand lies with Cash-in-charge. The Branch Cash Balance Book will be authenticated by both the Cash-in-charge and will be authenticated by both the Cash-in-charge and the Joint Custodian of cash.
- At the end of the day he/she should check whether physical cash balance tallies with BGL Balance (98903 and 98912)
- If any counterfeit notes of 5 and above in a single transaction is found, FIR has to be lodged with the Police.
- All SWO should maintain the hand balance of Rs. 25,000/- and Chief Associate up to Rs. 50,000/-
- Intraday cash verification has to be carried out twice a week at irregular intervals.

- Required number of cash boxes together with padlocks has to be purchased and proper record of original and duplicate keys to be maintained for proper movement of cash in locked boxes.
- Branch Cash balance should not exceed the retention limit. If it exceeds inform Branch Manager and should be reported to the controllers.
- Ensure that the security arrangements like CC Cameras / proper functioning of SWO counter lock & key , hand balance box keys ,etc ..at branch are always in working condition.

ATM/CDM/RECYCLER

- ATM cards returned undelivered should be kept in official's custody.
- Delivery of returned ATM cards should be done by the Officials.
- Decrease in admin balance should be noted in Cash Replenishment register, duly approved by the Branch Manager and letter to be sent to controllers.
- Armed Guard & Messenger should invariably accompany for replenishment of cash into ATM.
- Change of password should be done every 3 months or whenever there is a change in joint custodian audit should be recorded in the branch documents. (BD)
- The practice of keeping Password written on a piece of paper and kept as BD should be withdrawn and fresh password should be kept in BD in sealed covers.
- Branch should ensure that the two parts of the ATM passwords are kept in separate custodians as well as per extant instructions. Ensure usage of OTC for cash replenishment at ATM / ADWN to avoid handling by single custodian.
- Single custodian should not go to ATM for any purpose.
- Secrecy of password should be carried out during office hours.
- In evacuation, no difference should not be marked without physical verification of cash from CDM/Recycler.
- Loading of ATM & off-loading from CDM must be done with Armed Guard escort if its done outside the premises/compound of the branch.
- Change the password of the cash bin of the ATM/CDM after reporting to duty from leave.
- Three components namely physical cash, Admin Balance and ATM cash balance account 3198.....should tally.
- Back up register to be maintained. Total amount of cash replenishment / evacuation to be entered and acknowledged by the branch head.
- Corrections have to be marked in the backup register and to be authenticated by the Branch head.
- Ensure that any "Cash Decrease" through "Admin" function performed by the joint custodians is approved by the Br. Manager and noted in the Cash replenishment Register.

JOINT CUSTODIANS: IN-CHARGE OF CASH TAKING OVER AND HANDING OVER

“We have to advise that the Chief Associate from Award Staff cadre are posted to branches as in-charge of Cash at Non-Currency chest Branches. They are to discharge the duties. Functions and responsibilities of the cash officer as joint Custodians. As they have the custody of all cash, gold ornaments and security discharges the duties, functions and responsibilities of the cash officer as joint Custodians. As they have the custody of all cash, gold ornaments and security forms keys of unrented lockers etc., it is very essential to take charge in full from the existing official/Special Assistant. As per the extant instructions, this should be recorded at the Branch and confirmed to the Controller. It has been observed that in a few cases they have not taken full charge as is deemed necessary”.

Don'ts:

- Don't do cash withdrawal fro/depositing into the Vault without the presence of other joint custodian.
- Don't deposit the cash into the Vault, without recounting the sections of Rs. 500/- and above, if cashier in charge happens to be maker of the section of Rs. 500/- and above, ensure recounting has been done by concerned official.
- Do not hold/accept the Cash Officer's keys in currency chest branches.
- Do not authorize the queue of single transaction of above Rs. 10 lakh (Transfer), even if it comes under capability level of “5”
- Don't handle Branch DocumentsBD register. It should be maintained by the officials only.
- Never allow third person like temporary messenger / other joint custodian to operate the strong room / master key of Locker room in any circumstances.
- Systems and Procedures laid down in regard to KYC Norms, appraisal, sanction, Joint custody of ornaments and follow-up of Gold Loans should be complied with meticulously.
- Ensure that no loans are granted against gold bar/bullion.
- Ornaments with alphabetic initials/names should not be accepted.
- At the time of sanction of Gold Loan to the existing borrowers, there should not be more than three Gold loans including the proposed one under P-segment.
- At the time of sanction of Agri gold loan the aggregate limit to a single borrower/ CIF should be restricted to Rs25.00 lakh. No. of gold loans, exceeding 5 accounts per borrower / CIF, should be referred to the next higher authority for approval before sanction under Agri segment.

ASTONISHING FACTS

- Saudi King's official title is "Custodian of the Two Holy Mosques"
- A 90-minute scary film can burn up to 113 Calories, same as 30-minute walk
- Color red doesn't make bull angry, they are color blind
- Gandhi never won Nobel Peace prize, despite being nominated five times
- Abraham Lincoln kept his speech notes and important documents inside his hat
- Chimpanzees can catch human cold and other illnesses
- Hippos can run faster than Humans
- The Titanic wreckage is disappearing. It is gradually being corroded by a unique type of bacteria.
- Ants don't have lungs
- Rain contains vitamin B12

Quiz Time

1. How many schedules are there in the Constitution of India?
2. The Salary and allowances of Important office bearers of India are mentioned in which schedule of Indian Constitution? ^{2nd}
3. Tenure of Chief Election Commissioner?
Residual powers of India are vested in?
4. The path of Satellite around THE SUN is?
5. The line between India and China is?
6. Due to Scattering, Sun appears in which color during the Dawn?
7. Where is the image formed on Human eye?
8. Father of Modern Chemistry?
9. Atomic Theory of matter was first proposed by?

APR'23 QUIZ TIME Answers

1. Qutubuddin Aibak
2. MK Gandhi
3. American
4. The Governor
5. 1949
6. Primary (Agricultural) Sector
7. Ottawa
8. Geneva, Switzerland
9. New Delhi
10. Majilis

May'23 Puzzle

7	1		4					2
9					8	4		
				5	6	8		
		3	1					6
		1			4	3		8
2			3					
		6						
	5		9		7	2	6	
						7		

Apr' 23 Puzzle Solution

6	7	9	8	5	3	4	2	1
8	5	3	2	1	4	7	9	6
4	2	1	9	7	6	5	3	8
9	8	7	3	6	2	1	5	4
2	3	6	1	4	5	8	7	9
5	1	4	7	9	8	3	6	2
7	4	8	5	2	9	6	1	3
3	9	5	6	8	1	2	4	7
1	6	2	4	3	7	9	8	5