



Taking Over the Charge of a Branch

AIUCBOF Empowerment Series Chapter 18

Taking over the Charge of a Branch

Being an officer, it is imperative that sometimes he/she is required to take over the charge of a branch, an assignment which is very much different with higher responsibility than acting as an officer of a Branch or Department. Apart from administrative ability and leadership quality, the officer should be having a fair knowledge about different functional areas of the branch. Branch Management not only requires HR Management with spirit of Team Building, motivating the employees and officers to extract best from them but also the capacity of delegation /direction followed by exercising overall supervision, control and monitoring over them to ensure that the branch is progressing in every key parameters viz. Business Development ,recovery of NPA, increasing non-interest income etc. Hence before taking over the charge of a branch, a cautious and analytical approach is required to know the health of the branch, its potential and deficiencies, business practices, competition from other quarters, communication facilities, availability and reliability of relevant market information, types of organized markets in the place, leading business houses etc. Relationship with the fraternal bankers, Local bodies, Government offices etc. will be of much value and facilitate smooth deliverance of the services in an effective manner.

Keeping this end in view, the action points to be adopted by incoming incumbent against important areas of branch functioning are furnished hereunder.

Sl No	Particulars	Action points
1	Furniture, fixture equipment	Physical verification from the furniture fixture Register.
2	Security printings, Stationery	DD, FDR, etc.-Physical verification with the Security Printing Register & Inventory in CBS
3	Loans/Advances	Documents -Physical verification to ascertain as to whether filled up correctly, within the limitation period, and duly executed/signed by borrower & Guarantor preceded by their identification under KYC norms Whether all the securities taken , charge created as well as the required documents as prescribed in Manual/sanction letter /scheme have been taken and kept in joint custody with attestation memo signed by two officers.
4	Equitable mortgage Register and Documents	Availability of original Title deeds, verification Reports by two different officers, lawyer's opinion about genuineness of the deed , Non-Encumbrance Certificates, valuation Reports & Form D, etc - Physical verification. In depth scrutiny to ascertain whether Certified copy has been brought from Sub Registry office and particulars tallied in the deed vis a vis certified copy and reflected in prescribed format duly signed by two officers.
5	Past inspection report	Counter remarks and rectification position relating to the latest inspection report- Present Status
6	Old Records Register	Verification of records.
7.	Branch premises	Availability of Lease Deeds. Whether registered and when it is due for renewal-How much rent? Whether any proposal for rent hike is pending? Alteration, if any? Meeting the landlord and to ascertain whether white/colour washing of the branch/office premises is done as per in-built provision of lease deed and rent is paid regularly .
8	Manual of Instructions, Library Books and other important publications, if any	Availability of books on Bipartite Settlements/Awards, Important circulars Bound Volumes, Old circulars, inspection manual, Policy documents, books of authorized signature-of our bank, BSR I & II Booklets, etc.

9 i) Others: Locker keys (for unused lockers).- physical verification.

ii) 1st Day vouchers, SBI/M.O. safe custody receipt for duplicate keys.

iii) Past half-yearly closings (BS forms) files.

iv) Service Records of all staff members.

v) Safe Custody Articles

vi) Verification of jewel loan packets.

- vii) Physical verification of entire cash balance & G.L. Stamps
- viii) Meeting high value customers/ borrowers availing limit on hypothecation basis and Inspection of stock/machinery / factory of major advances to the extent feasible.
- ix) Discussion with outgoing Manager to be aware of pending matters especially about advances with steps to be taken for early disposal.

I. Advances:

- 1) Major advances: verification of limit sanction letters to ensure that the terms of sanction, nature and charge over securities, collateral security, rate of interest, Margin and Guarantee etc., have been fulfilled with due renewal of limit .
- 2) NPA/ Potential NPA Accounts: Latest statement (RB 5,6, 7 and SWR)-discussing latest position and strategy for follow-up. Scrutiny of ML accounts and prospect of recovery
- 3) Verification of TOD sanction register for the last six month with Refer Book and generation of CC report to be acquainted with the extent of facilities normally allowed by outgoing Manager, the relevant consideration and the conduct of such accounts .
- 5) Checking of the CGTMSE register.
- 6) Position of invocation of claim with CGTMSE and ECGC if any.
- 7) Insurance Policy Register-verifications of Policies on hand and identifying accounts for which renewal is due shortly.
- 8) Meeting with Bank's advocate along with the outgoing Manager for getting an idea about all pending suits and execution of decrees with special emphasis on proceedings under SARFAESI.
- 9) Ascertaining as to whether all bills & Doc. received under IBC/FIBC are being Physically verified, If not, verification be done on this occasion.
- 10) Any pending correspondence of importance.

II. Branch routine:

- a) Positions of balancing of books
- b) HO/SBI/ATM/MO reconciliation
- c) Submission of periodical returns/statements and availability of relevant files
- d) Suspense A/cs, O/S and status of follow-up with pending correspondence
- e) Any other matter of special importance (Fraud/ decoity / misappropriation) relating to the branch.

III. Statement of deceased claims with pending cases

IV. Confidential files from Manager, if any.

V. Introduction with staff members and convening a staff meeting

VI. Meeting important Government and other functionaries.

vii) Preparing Charge hand over /take over certificate as per format below(Annexure –I) and sending a copy of the same , duly signed by incoming and outgoing incumbents to Controlling office.

viii) Changing all related passwords and cancelling / blocking related menus to avoid access by the previous incumbent into the CBS system of the Branch.

VIII. Signing Key Register and issuance of Office Order.



Dated:

Name of the Officer taking over charge	PFM No.	Post/Designation if from same Branch/Office	Whether charge taken over temporarily or permanently
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- Officer handing over charge

FOR USE OF THE BRANCH/OFFICE

From Branch	Identification No	To
.....Branch		Zonal Office.....

The above Charge Certificate is sent herewith for your information and record.

Chief/Senior Manager

CC To: PAD, Zonal Office ...

Encl: As above