## 

**Respected Sir,**

**Sub: Approval for new module for updating all branch photos and penalty for not updating in timeline and its circular issue process flow CRF.**

For verifying branch ambience from Ho level , the below photos need to upload from branch and new module need to introduce

Branch ambience photos upload for below items

1.sign board horizontal ( 1 photo)

2.sign board vertical(1 photo)

3.direction board ( 3 photo)

4.step and stickers ( 3 photo)

5.out side camera ( 1 photo)

6.grill gate ( 1 photo)

7.shutter ( 1 photo)

8.open board ( 1 photo)

9.scrolling board ( 1 photo)

10.notice board ( 1 photo)

11.floor customer side( 1 photo)

12.customer chairs ( 4 photo)

13.water dispenser(1 photo)

14.windows(3 photo)

15.walls ( 4 photo)

16.fans ( 5 photo)

17.tube lights ( 5 photo)

18.bh cabin, ( 1 photo)

19.gl1 counter ( 1 photo)

20.gl2 counter ( photo)

21.cash cabin( 1 photo)

22.nvr monitor ( 1 photo)

23.fire extinguisher ( 1 photo)

24.founder photo ( 1 photo)

25.computers (4 photo)

26.printers ( 2 photo)

27.scanners ( 2 photo)

28.staff chair ( 3 photo)

29.bh chair ( 1 photo)

30.electronic weighing balance ( 1 photo)

31.manual weighing balance ( 1 photo)

32.grill gate focused camera ( 1 photo)

33.router ( 1 photo)

34.network box ( 1 photo)

35.foot panic switch ( 1 photo)

36.safe room/strong room ( 1 photo)

37.cellular safe/cage ( 3 photo)

38.gps tracker ( 1 photo)

39.bathroom ( 2 photo)

40.wash basin ( 1 photo)

41.safe room inside camera ( 1 photo)

42.cash cabin/customer focused camera ( 1 photo)

43.ac ( 1 photo)

44.cooler ( 1 photo)

45.floor inside branch employee side ( 1 photo)

46.floor safe room ( 1 photo)

47.switch boards ( 4 photos )

All items column need to add working condition yes or no and not available, not applicable

If branches put not available or not applicable, that item photo not need to upload

Any employee of the branch can upload the photos

Next AH need to verify and after Rm need to approve, fzm , ho employees can reject the report with comments . Confirm /reject/ exit

After executing the module branch need to enter the reports within 5 days , if not penalty Rs.500 per daily for BH .after BH updation with in 2 days AH need to verify the photos , if delay days Rs.500 per penalty . after Ah verification Rm need to approve the photos within 5 days , if delay penalty 500/- per lag days.

Report must show in E & P department, operation department

ZONE-REGION-AREA-Branch name-id –photos uploaded

If reject need remarks column for reason and this must show in branch

After completion of every 1 year , the updated photos will expire and new photos need to update as per above .

>>Reports at each level in the prescribed format- as Status report. Access for report to E&P, Operation Dept., FZM, RM, AH.

**Hence MD&CEO may kindly sanction the new module for branch ambience.**