

The Chief General Manager,
State Bank Of India,
Local Head Office
All Circles/CAG / MCG /SAMG

S&P/VK/281

Date:29.01.2016

Dear Sir,

Rationalisation of Registers being maintained at Branches/CPCs

The list of registers to be maintained at BPR centre branches/ non-BPR centre branches/CPCs, as applicable, was last circulated vide e-Circular no NBG/S&P-SP/8/2011-12 dated 29.02.2012.

2. In this connection, as a part of centralisation/ outsourcing of stationery management, a committee was constituted for rationalisation and standardisation of stationery items, including inter alia, various registers to be maintained at branches / CPCs. Further, the Directors of the Audit Committee of the Board (ACB) had also desired that in view of large scale automation in the Bank, maintenance of various Registers be rationalized.

3. Accordingly, based on the recommendations of Rationalisation and Standardisation Committee, duly approved by the appropriate authority, a total of 193 Registers have been identified for maintenance by branches (both BPR & non-BPR)/ CPCs as mentioned hereunder:

- a) 72 registers as detailed in Annexure-A, shall be compulsorily maintained for the purpose of Audit by Branches (both BPR & non-BPR)/ CPCs, as applicable.
- b) 121 registers, as detailed in Annexure-B shall be maintained by Branches/CPCs as applicable, as per their requirements/usage i.e. these registers will be used as per operational requirement of branches/CPCs.

4. Please bring the contents of this circular to the knowledge of all Branches/CPCs under your control for meticulous compliance.

Yours faithfully,

Sd/-

For Deputy Managing Director &
Corporate Development Officer

LIST OF REGISTERS TO BE MAINTAINED BY THE BRANCHES/CPCs FOR AUDIT PURPOSE.

SI No	i-STAMS item Code	Name of the Register	Branch	CPC
1	204999074	Branch Dossier Register	To be maintained	Not Applicable
2	200999083	Visit Book	To be maintained	To be maintained
3	200999020	Customer Call Register	To be maintained	Not Applicable
4	200999016	Complaint Register	To be maintained	Not Applicable
5	211999019	Police Beat Register	To be maintained	Not Applicable
6	211999021	Fraud Register	To be maintained	To be maintained
7	200199003	Pass Book Issued Register	To be maintained	Not Applicable
8	207999018	Welcome Kit Issued Register	To be maintained	Not Applicable
9	202501001	INB Kit Issued Register	To be maintained	Not Applicable
10	200999013	Cheque Referred & Returned Register	To be maintained	To be maintained
11	205999106	TDS Register	To be maintained	Not Applicable
12	200199001	Nomination Register	To be maintained	To be maintained
13	200999034	Mail Register/ Mail Undelivered Register	To be maintained	To be maintained
14	200999067	Postage/Courier Register	To be maintained	To be maintained
15	200502007	ATM Pin Mailer Issued Register	To be maintained	Not Applicable
16	200502001	ATM Cards Received From LCPC & also ATM Cards Destroyed Register	To be maintained	Not Applicable
17	200399006	Late Attendance Register	To be maintained	To be maintained

18	200399009	Officiating Allowance Register	To be maintained	To be maintained
19	202301002	Overtime Register	To be maintained	To be maintained
20	203999016	Office Order Issued Register	To be maintained	To be maintained
21	200399003	Bonus Register	To be maintained	To be maintained
22	200399011	Subordinate Clothing/Staff Uniform Register	To be maintained	To be maintained
23	200999018	Concessions Register For Misc. concessions to customers.	To be maintained	Not Applicable
24	204999076	Locker Applications Received Register	To be maintained	Not Applicable
25	200999052	Locker Access Register	To be maintained	Not Applicable
26	200999053	Locker Key Register	To be maintained	Not Applicable
27	200201017	Securities Ledger	To be maintained	To be maintained
28	200201018	Securities Register	To be maintained	To be maintained
29	200999077	Safe Custody Ledger	To be maintained	Not Applicable
30	200999078	Safe Custody Register	To be maintained	Not Applicable
31	200999007	Branch Key Register	To be maintained	Not Applicable
32	200999006	Branch Document Register	To be maintained	To be maintained
33	200999055	AMC Register	To be maintained	To be maintained
34	200999084	Stamp Register	To be maintained	Not Applicable
35	202999036	Unclaimed IOI/BC Register	To be maintained	To be maintained
36	200999027	IOI Cancelled And Destroyed Register	To be maintained	To be maintained
37	200999059	Missing Voucher Register	To be maintained	To be maintained
38	206999001	Cheque Book Issued By LCPC but Returned Undelivered Register &	To be maintained	Not Applicable

		also ChequeBook Issued Register		
39	200499019	Vault Register	To be maintained	Not Applicable
40	200499006	Branch Cash Balance Book	To be maintained	Not Applicable
41	202499001	Intra Day Cash Verification Register	To be maintained	Not Applicable
42	200499010	High Value Transactions Register	To be maintained	Not Applicable
43	202499005	Cash Found Excess/Short Register	To be maintained	Not Applicable
44	202999007	Remittance Received/Sent Register	To be maintained	Not Applicable
45	200999066	Petty Charges Account Register (Petty Cash Register)	To be maintained	Not Applicable
46	205999101	Safe Custody Article Register	To be maintained	Not Applicable
47	200499015	Mutilated Notes Exchange Register	To be maintained	Not Applicable
48	202499004	Forged Notes Detection/ Impounding Register	To be maintained	Not Applicable
49	200499009	Cash Receipt&Delivery Register	To be maintained	Not Applicable
50	205502013	ATM Cash Replenishment Register	To be maintained	Not Applicable
51	203499006	Excess/Short Cash in ATM Register	To be maintained	Not Applicable
52	205502011	ATM Cash/Physical Cash Balance Register	To be maintained	Not Applicable
53	200299014	Loan Application Received & Disposal Register	To be maintained	Not Applicable
54	206200001	Inspection Register	To be maintained	To be maintained
55	200202003	Document Execution Register (For Cash Credit & Term Loan)	To be maintained	To be maintained
56	200299028	Title Deed Register	To be maintained	To be maintained
57	206299010	Equitable Mortgage Register	To be maintained	To be maintained
58	200299027	Suit Filed Register	To be maintained	To be maintained
59	200200008	DCB Register	To be	Not

			maintained	Applicable
60	204201058	Post Dated Cheque Register	To be maintained	To be maintained
61	202299001	Compromise /OTS Register	To be maintained	Not Applicable
62	200999073	Record Register	To be maintained	To be maintained
63	206999004	Record Requisition Register	To be maintained	To be maintained
64	211999024	Old Record Destruction Register	To be maintained	To be maintained
65	200999051	Local Purchase/ Printing of Stationery Register	To be maintained	To be maintained
66	200500010	System Room Access Register	To be maintained	To be maintained
67	200500001	Computer Hardware Access Register	To be maintained	To be maintained
68	200104003	Foreign Currency Notes Sale/ Purchase Register	To be maintained by branches dealing in forex business	Not Applicable
69	202104001	Foreign Currency Stock Register	To be maintained by branches dealing in forex business	Not Applicable
70	203902002	VishwaYatra Card Issued Register	To be maintained by branches dealing in forex business	Not Applicable
71	202204001	G R Form Register	To be maintained by branches dealing in forex business	Not Applicable
72	203299007	Pre Shipment/Post Shipment Finance Register	To be maintained by branches dealing in forex business	Not Applicable

LIST OF THE REGISTERS TO BE MAINTAINED BY BRANCHES/CPCs AS PER THEIR REQUIREMENT

SI No	i-STAMS Item Code	Name of the Register
1	200101003	Deceased Constituent Assets-Claims Register
2	200104001	Encashment Of Rupee Drawing (NRE) Register
3	200104004	Foreign Currency Payment Order Register
4	200200001	Inspection Register. (Common Inspection Register)
5	200201004	Gold Loan Ledger
6	200201005	Interest Realised On Securities Register
7	200201007	Miscellaneous Security Register
8	200201008	Pending Specified Securities Register
9	200201009	RACPC Advocates Fees Cheques Received Register
10	200201011	RACPC Documents Received Register
11	200201012	RACPC I T R Verification Charges Received Register
12	200201013	RACPC Log Book/Visit Book -RMPB-
13	200201014	RACPC P D C Record Register
14	200201015	RACPC Register Of High Networth Individuals
15	200202008	SMECC Account Maintenance Register
16	200202009	SMECC Advocate Fee Collection Account Register
17	200202010	SMECC AMO Register
18	200202011	SMECC Branch Manager's Discretionary Power Register
19	200202012	SMECC Commission Received From Insurance Company Register
20	200202013	SMECC Documents Execution Against Cheques Under Collection Register
21	200202014	SMECC Equitable Mortgage Register
22	200202015	SMECC Monthly List Of PDCs To Be Lodged Register
23	200202016	SMECC Processing / Upfront Fee/Mortgage Charges Cheques Received Record Register
24	200202017	SMECC Processing Fee / Upfront Fee Recovered Register
25	200202018	SMECC Review Register
26	200202019	SMECC ROC/Search Report Fee Collection Account Register
27	200202020	SMECC Stamp Duty Charges Collection Account Register
28	200202021	SMECC Stamp Franking Account Register
29	200202022	SMECC Subsidy Receivable For PMRY/SJSRY/SCP Register
30	200202023	SMECC Title Search Valuation Control Register
31	200202024	SMECC Tracking Sheet Register
32	200202025	SMECC Valuers Fee Collection Account Register
33	200204006	Duty Drawback Register
34	200204013	Register for Retirement Of Documents (at Applicants Link Office)
35	200204019	TFPCPC Buyers Credit Register
36	200204021	TFPCPC SWIFT Messages Received Register
37	200204022	TFPCPC SWIFTOutgoing Messages Register
38	200299001	Bad Debt Written Off/Compromise Proposal Register

39	200299010	Lead Bank Returns Backup Register
40	200299012	Liability Register For Deferred Payment Guarantees H/E
41	200299022	Non-Performing Asset Register
42	200299023	Power Of Attorney Register
43	200399002	Attendance Register
44	200499002	CAC ATM Cash Balance Verification Register
45	200499003	CAC ATM Cash Replenishment Register
46	200499004	CAC Escort Cum Log Book
47	200499013	Currency Chest Book -T.E.1-
48	200499014	Defective Notes Register
49	200499017	Small Coin Depot Book
50	200500009	Storage Media Record Register
51	200502003	ATM Cash Back Up Register
52	200502004	ATM Debits-Claim Register
53	200502005	ATM Maintenance Register
54	200502006	ATM Movement Register
55	200599001	GLIF Entry Reconciliation Register
56	200900008	Government Account Cheque Register
57	200900015	Register For Recording Corrections-SGL
58	200901004	CCPC Outward Cheques Received Register
59	200901005	CCPC Outward Clearing Returns Register
60	200901006	Clearing House Register
61	200999008	Branch Security Information Register
62	200999011	Charges Account Register Backup/Details
63	200999015	Complaint Book
64	200999019	Cost Reduction Register-Control Register For Interest Paid On Delayed CT/Associate Bank Txn/ Govt.Txn/ RBI Txn
65	200999021	Customer Contact Register For Business Facilitator For Advances
66	200999022	Customer Contact Register For Business Facilitator For Deposits
67	200999024	Daily Transaction Register For Business Facilitator/ Coordinator
68	200999036	L.S.C. Register
69	200999037	L.S.C. Cheques Register
70	200999039	LCPC Applications Received From Branches Register
71	200999040	LCPC Daily Output Reporting Register
72	200999043	LCPC Extraction Reports Delivery Register
73	200999044	LCPC Inward Outward Maintenance Register
74	200999046	LCPC Returned Articles Register
75	200999048	LCPC Welcome Kit Creation And Despatch Register
76	200999049	LCPC Base Stationery Inventory Control Register
77	200999050	Local Collection Register
78	200999054	Lockers Nomination Register
79	200999056	Memo Book 100 Pages.
80	200999057	Memo Book 200 Pages
81	200999062	Obsolete Security Forms Register
82	200999063	OL/SL/RMSL Received / Replied Register
83	200999065	Peon Book/Local Delivery Book
84	200999070	RBI Remittance Encashed Register
85	200999074	Registered Letter Despatch Register

86	200999076	Safe Custody Articles Nomination Register
87	200999079	Safe Deposit Articles Nomination Register
88	200999080	Safe Deposit Register
89	200999082	Security Forms Received at Branch Register
90	201499001	Cash Box Receipt Delivery Register
91	202999032	Control Register
92	203101008	Green Remit Card Register
93	203299003	Inspection Jotting Book.
94	203499002	Inter Branch Cash Handling Register
95	205299032	Subsidy Claimed/Received Register
96	205299034	Record Of Advances Proposals Received from Branches at Controlling Office
97	205299035	Term Loan Register
98	206499004	Cash Transaction Register (Outreach)
99	206999002	Drop Box / GrahakMitra Register
100	206999029	Suggestion-Cum-Complaint Register (Outreach)
101	207201002	RACPC Sanction/Control Register
102	207201003	RACPC Personal Segment Document Verification Register
103	207201004	RACPC Appointment List Book
104	207201005	RACPC File Movement Register
105	207499004	Strong Room Access Register
106	207499005	Chest Verification Register
107	207900005	State Government Transaction / Currency Transaction Register
108	208499004	Deposit Withdrawal From Currency Chest Register
109	209299014	Register 9-Certificate Cases Register
110	209399002	Control Register For Disciplinary Cases
111	209999004	Equal Remuneration Register.
112	211200001	AGL Advance Control Return-1
113	211200002	AGL Advance Control Return-2
114	211299012	SHG Linkage Back Up Register
115	212299003	Risk Register
116	213200003	Tour Diary For Field Officers
117	213399002	Subsidiary Book To Bonus Register
118	213399003	Statement of Advances (Staff).
119	213999010	Motor Vehicle Log Book
120	213999021	Weapons Handing/Taking Over Register
121	207999004	O.L.PAD 100 sets each (R.O.)