|  |  |
| --- | --- |
| 01 | **Zone/ Branch/ Sub-Branch:**  System shall have all the following features to Manage from Zone/ Branch/ Sub-Branch/  Agent Banking as per Bank Requirements. |
| 02 | **Customer/Investment Information:**  System shall have the facility to maintain {extract from CBS based on availability) Customer/  Investment related Information such as Zone Name, Branch Name, Account/Client's Name, Enter First Letter, Category of lnvestment{s),Original Suit Value, Client is traceable *I*untraceable, Filed by *I* against the Bank, Private/Public Limited Company, Type of Customer, Charges registered with RJSC/Not Registered, Information if any, Mortgagor(s) Guarantor(s),3rd party Mortgagor(s),3rd party Guarantor(s),lnclusion of Legal Heirs (in case of death of Proprietor/ Mortgagor/ Guarantor), Market value of the Security, Force sale value of the Security etc. |
| 03 | **Court Information:**  System shall have the facility to maintain Court related Information. Possible attributes are (not limited to) Type of Court, Name of Court, City Corp./ District etc. |
| 04 | **Lawyer/ Law Farm:**  System shall have the facility to maintain Lawyer/ Law Farm related Information and  corresponding Fees. Possible attributes are (not limited to) Name of Law Farm/ Lawyer, Court Name, Address, Region, Enlistment Date, Delist Date, Remarks. Attributes for Fees- Type of Work, Fees Chart, Special Fees Chart, Approval Date, Beneficiary of S/F Chart, Remarks. |
| 05 | **Newspaper Publication:**  System shall have the facility to maintain Newspaper Publication related Information and  shall relate with the Suit. Such as- Name of News Paper, Date of Enlistment, Approval Date, Delist Date etc. |
| 06 | **Court Representative:**  System shall have the facility to maintain Court Representative related Information. Such as Employee ID, Name of Representative, Court Name, Enlistment Date, Address, Delist Date, Branch Name etc. |
| 07 | **Legal Notice:**  System shall have the facility to Manage Legal Notice Under ARA, Nl (Negotiable Instrument) act etc with Notice Status. Possible attributes are (not limited to) Branch Name, Client Name, Nature of Notice, Suit No., Suit Filing Date, Suit Value, Date, Maturity Date, Law Farm/ Lawyers Name, Present Status, Plaintiff wise etc. |
| 08 | **Case/litigation:**  System shall have the facility to Manage Case/ Litigation from the Branch/ HO with Case  Status and Ageing and delay reason.  **Civil Suit- Under Trial Stage (Artha Rln/ Money)**  System shall have the following possible attributes (but not limited to) for Civil Suit-  Nature of Suit  Suit No.  Date of filing Suit  Filed by/against the Bank  Conducting Lawyer  Suit/Case Value· (Original)  Name of the Court  Service/Return of Summon  Written Statement/Written Objection  Information if any  Plaint Amendment *I* Additional Statement  Settlement Conference *I* Mediation (ADR)  Petition Hearing (for both parties)  Framing of Issue  Settling date  Examination of Witnesses  Submission of Original Security Documents in the Court  Withdrawal of Original Security Documents from the Court  Peremptory Hearing (P.H.)  Argument  Date of Judgment  Judgment & Decree Passed (Contested *I* Expartel Partial Judgement)  Information if any  Decretal Amount  Tenure of Repayment  Date of Payment  Date of Reschedulement  Description of Reschedulement  Waiver Amount  Payable Amount  Date of Last Repayment  Date of Solenama/ Partial Adjustment  Description of Solenama *I* Partial Adjustment  Previous Date  For what Step  Next Date  For what Step  **Misc. Case Under Trial Stage**  System shall have the following possible attributes (but not limited to) for Misc. Cases Under Trial Stage-  Misc. Case No.  Date of Filing  Filed by/against the Bank  Conducting Lawyer  Filing Affidavit/Written Objection/Written Statement  Petition Hearing  Date of Judgement and Order  Information if any  Previous Date  For what Step  Next Date  For what Step  **Appeal to District Judge Court**  System shall have the following possible attributes (but not limited to) for Appeal to District Judge Court-  Appeal No.  Date of filing of Appeal  Filed by *I* against the bank  Conducting Lawyer  Written Statement/Written Ob  Argument  Date of Judgment and decree  Contested Decree/ Exparte Decree  Information if any  Previous Date  For what Step  Next Date  For what Step  **Revision to District Judge Court**  System shall have the following possible attributes (but not limited to) for Revision to District  Judge Court-  Revision No.  Date of filing of Revision  Filed by *I* against the Bank  Conducting Lawyer  Written Statement/Written Objection  Hearing Argument  Date of Judgment and Order  Contested Order/ Exparte Order  Information if any  Stayed by the Order of Writ/Appeal/Misc. Case (Civil/Criminal) /Revision/Negotiation with Parties  Description of Stay Order  Previous Date  For what Step  Next Date  For what Step  **Cases under Execution Stage**  System shall have the following possible attributes (but not limited to) \_for Cases under  Execution Stage-  Nature of Execution Case  Execution Case No.  Date of filing Execution Case  Filed by *I* against the Bank  Conducting Lawyer  Name of the Court  Decretal Amount  Execution Value  Service *I* Return of Summons  Sale Proclamation Notice in the News Paper  Attachment of the Mortgage Property  Drum Beating  Auction Notice under section 33(1 ), 33(2), 33(3) and 33(4) of the Artha Rin Adalat Aln- 2003  Auction Date  Auction Accepted/Not Accepted  Information if any  Auction stayed by the Court/Not Stayed  Information if any  Certificate obtained under section-33(5)/33(7) of the Artha Rin Adalat Ain- 2003  Possession recovery through Court Officials /Police  Possession taken by the Bank  Auction under section-33(5) of the Artha Rin Adalat Ain- 2003  Civil Imprisonment under section 34 of the Artha Rin Adalat Ain - 2003  Execution Arrest of Warrant  Settlement Conference/ Mediation (ADR)  Revival of the TriaVExecution Case  Date of Reschedulement  Description of Reschedulement  Waiver Amount  Payable Amount  Date of Last Repayment  Date of Solenama/ Partial Adjustment  Description of Solenama *I* Partial Adjustment  Previous Date  For what Step  Next Date  For what Step  **Cases under 2nd Execution Stage**  System shall have the following possible attributes (but not limited to) for Cases under 2nd  Execution Stage-  2nd Execution Case No.  Date of filing  2nd Execution case value  Attachment (New Property)  Sale Proclamation Notice in the News Paper  Auction Notice under section 33(1), 33(2), 33(3) and 33(4) of the Artha Rin Adalat Ain- 2003  Auction Date  Information if any  Civil Imprisonment  Execution Arrest of Warrant  Settlement Conference/ Mediation (ADR)  Previous Date  For what Step  Next Date  For what Step  **Cases under 3rd Execution Stage**  System shall have the following ·possible attributes (but not limited to) for Cases under 3rd  Execution Stage-  3ro Execution Case No.  Date of filing  3ro Execution case value  Attachment (New Property)  Sale Proclamation Notice in the News Paper  Auction Notice under section 33(1 ), 33(2), 33(3} and 33(4) of the Artha Rin Adalat Ain- 2003  Auction Date  Information if any  Civil Imprisonment  Execution Arrest of Warrant  Settlement Conference/ Mediation (ADR)  Previous Date  For what Step  Next Date  For what Step  **Misc. Case under Execution Stage •**  System shall have the following possible attributes (but not limited to) for Misc. Case under  Execution Stages  Misc. Case No.  Date of Filing  Filed by/against the Bank  Conducting Lawyer  Filing Written Objection Statement  Petition Hearing  Date of Judgement and Order  Information if any  Previous Date  For what Step  Next Date  For what Step  Stayed by the Order of Lower Court/High Court in Writ/Appeal/Misc. Case (Civil/Criminal)  /Revision/Negotiation with Parties  Description of Stay Order  **Criminal Case- under N. I. Act**  System shall have the following possible attributes (but !'lOt limited to) for Criminal Case - under N. I. Act-  Criminal Case No.  Date of filing  Filed by/against the Bank  Conducting Lawyer  Name of the Court  Case Value (Original)  Summon Stage  Warrant of Arrest  Framing of Charge  Publication in the Newspaper (in case of absconding)  Examination of Witnesses  Argument  Date of Judgement  Accused Convicted/ Acquitted  Information of Judgement if any  Previous Date  For what Step  Next Date  For what Step  **Criminal Case- under Other than N.l. Act**  System shall have the following possible attributes (but not limited to) for Criminal Case -  under Other than N. I. Act-  Case No.  Date of filing  Relevant Act.  Filed by/against the Bank  Conducting Lawyer  Name of the Court  Money involved (if any)  Summon Stage  Warrant of Arrest  Framing of Charge  Publication in the Newspaper (in case of Absconding)  Examination of Witnesses  Argument  Date of Judgement  Accused Convicted/ Acquitted  Information of Judgement if any  Previous Date  For what Step  Next Date  For what Step  **Misc. Case under Other than N.l. Act**  System shall have the following possible attributes (but not limited to) for Misc. Case under  Other than N.l. Act-  Misc. Case No.  Date of Filing  Filed by/against the Bank  Conducting Lawyer  Name of the petition  Petition Hearing/Bail hearing  Date of Judgement and Order  Information if any  Previous Date  For what Step  Next Date  For what Step  **Criminal Appeal / Revision in Sessions Court**  System shall have the following possible attributes (but not limited to) for Criminal Appeal *I*  Revision in Sessions Court-  Criminal Appeal/ Revision  Criminal Appeal/ Revision No.  Date of filing of Appeal/ Revision  Filed by/against the Bank  Conducting Lawyer  Written Statement  Argument  Date of Judgment and Order  Judgement Contested *I* Exparte  Information if any  Previous Date  For what Step  Next Date  For what Step  Stayed by the Order of Writ! Criminal Misc. Appeal/ Criminal Misc. Case/Criminal Revision  Description of Stay Order (if any)  **Cases in the Labour Court**  System shall have the following possible attributes (but not limited to) for Cases in the Labour  Court-  Name of the Ex- Employee  Case No.  Date of filing  Filed by/against the Bank  Name of the Court  Conducting Lawyer  Service of Summons  Submission of Written Statement  Examination of Witnesses  Argument  Date of Judgement and Order  Information if any  Previous Date  For what Step  Next Date  For what Step  **Cases In the Bankruptcy Court under Bankruptcy Act, 1997**  System shall have the following possible attributes (but not limited to) for Cases in the  Bankruptcy Court-  Bankruptcy Case No.  Date of Filing  Filed by *I* against the Bank  Case Value  Conducting Lawyer  Name of the Court  Service of Summons through Newspaper  Written Statement/Written Objection  Petition Hearing  Examination of Witnesses  Argument  Date of Judgement and Qecree  Information if any  Appointment of Receiver  Attachment of the Mortgage Property  Date of Auction  Information if any  Previous Date  For what Step  Next Date  For what Step |
| 09 | **Case/ Litigation against BANK:**  System shall have the facility to Manage Case/ Litigation against AIBL in Trial Court/ Appellate  Division etc.  **Appeal filed In Labour Appellate Tribunal**  System shall have the following possible attributes (but not limited to) for Appeal filed in  Labour Appellate Tribunal-  Appeal No.  Date of filing  Filed by/against the Bank  Name of the Court  Conducting Lawyer  Written Objection  Argument  Date of Judgement and Decree  Information if any  Previous Date  For what Step  Next Date  For what Step  **Writ Petition In the High Court**  System shall have the following possible attributes (but not limited to) for Writ Petition in the  High Court-  Writ Petition No.  Date of Filing  Parties of the Writ  Writ Petition filed by *I* against the Bank  Suit Value (Original)  Conducting Lawyer  Stay Order Granted/ Not Granted  Information if any  Stay Order Further Extended *I* Not Extended  Information if any  Affidavit in Opposition  Reply to Affidavit in Opposition  Hearing  Date of Judgement  Information if any  Rule absolute/ discharge  **Appeal (Civil/ Criminal) In High Court**  System shall have the following possible attributes (but not limited to) for Appeal (Civil/  Criminal) in High Court-  Appeal (Civil/ Criminal) No.  Date of Filing  Appeal filed by/ against the Bank  Parties to the Appeal  Suit Value (Original/ Execution)  Conducting Lawyer  Stay Order issued/ Not Granted  Information if any  Submission of Paper Books  Affidavit in Opposition  Reply to Affidavit in Opposition  Hearing  Date of Judgement  Information if any  Rule absolute/ Discharged  Discontinued Appeal by the Bank  Date of Discontinuation  **Revision (Civil/ Criminal) in the High Court**  System shall have the following possible attributes (but not limited to) for Revision (Civil/  Criminal) in the High Co1,1rt-  Revision (Civil Criminal) No.  Date of filing  Revision filed by *I* against the Bank  Conducting Lawyer  Parties to the Revision  Suit Value (Original)  Conducting Lawyer  Stay Order issued *I* Not issued  Information if any  Affidavit in Opposition  Reply to Affidavit in Opposition  Hearing  Date of Judgement  Information if any  Discontinued Revision by the Bank  Date of Discontinuation  **Leave to Appeal In Appellate Division of the Supreme Court**  System shall have the following possible attributes (but not limited to) for Leave to Appeal in  Appellate Division-  Leave to Appeal No.  Date of filing  Filed by/against the Bank  Leave to Appeal arising out of Writ Appeal/ Revision  Conducting Lawyer  Hearing  Date of Judgment  Information if any |
| 10 | **Home Loan Legal Documentation:**   1. Land File Drafting/Vetting/Title search & charge documents prepare 2. Land file redemption and cancellation 3. Legal Opinion and Title search Bill processing 4. Turnaround Time (“TAT”) 5. Dashboard based on user role 6. Various alerts would be sent for example when something needs to renewed, documents to be submitted |
| 11 | **Estate Management Legal Documentation:**   1. Own Property Database 2. Lease Management 3. Land File Drafting/Vetting/Title search & charge documents prepare 4. Land file redemption and cancellation 5. Legal Opinion and Title search Bill processing 6. Turnaround Time (“TAT”) 7. Dashboard based on user role 8. Various alerts would be sent for example when something needs to renewed, documents to be submitted |
| 12 | **Legal Documentation:**   1. Legal Drafting/Vetting of Legal Documents 2. Legal Opinion (FAQ OR Send Instruction) 3. Land File Drafting/Vetting/Title search & charge documents prepare 4. Land file redemption and cancellation 5. Legal Opinion and Title search Bill processing 6. Turnaround Time (“TAT”) 7. Dashboard based on user role 8. Various alerts would be sent for example when something needs to renewed, documents to be submitted |
| 12 | **Case History:**  System shall have the facility to maintain case history along with financial information. |
| 13 | **Lawyer *I* Professionals Bill:**  System shall have the facility to Process Lawyer/ Professionals Bill. |
| 14 | **Lawyer payment records:**  System shall have the facility to maintain lawyer payment records. |
| 15 | **Lawyer Performance:**  System shall have the facility to analysis performance of the Lawyer and generate  Performance Report of a lawyer and cases. |
| 16 | **Data Migration:**  System shall have necessary arrangement for Existing Data Migration. |
| 17 | **Dashboard:**  System shall have Dashboard required for Management on various activities such as Legal  Notice, Litigation, Cost/ Expenses, Lawyer etc. |
| 18 | **Integration with CBS:**  System shall have the Integration facility with CBS to extract Investment, Security, Recovery  etc. related information. |
| 19 | **Reports on Legal Notice-**  -Under ARA/ Nl Act/ Mise Purpose  -Pending Status of Notice  -Dash Board of Notice  -Assigned Employee |
| 20 | **Reports on Litigation-**  Case Status with Ageing  -Total Ac View  -Total Pending Case Status-ARA/ ARAE/ Nl Act/ HCD/ Ap D/  Others  -Zone/ Branch Wise Case Status  -Status u/s 33(5), u/s 33(7) of ARA  -Case Status Lawyer wise  -Case disposal month/ year wise  -Dashboard on case file & disposal  -Dashboard on case Monitoring  -OS year & above pending cases  -Case against AIBL in Trial Court/ Appellate Division/ Other  Court  -Case Disposal Report  -Case Wise, Month/ Year wise Litigation Expenses |
| 21 | **Report on Panel Lawyer-**  -Total List of Panel Lawyer Zone/Branch Wise  -Performance of Panel Lawyer |
| 22 | **General Information (Report)**  Total List of Adjusted Account through Legal Process (Auction)  Date of Adjustment  Total List of Adjusted Account through Amicable Settlement  Date of Adjustment  List of Panel Lawyers in Dhaka City  List of Panel Lawyers outside of Dhaka City  Suit to be Discontinued (Name of the Borrower)  Suit to be Discontinued (Name of the Branch)  Total list of Discharged Disposed of Writ Petition  Date of Absolute/ Discharged  Total List of Discontinued Writ Petition  Date of Discontinue  Total List of Discontinued Appeal  Date of Discontinued Appeal  Total List of Discharged Revision  Date of Discharged Revision  Total List of Discontinued Revision  Date of Discontinued Revision  Total list of Al low *I* Dismissed Appeal  Date of Allow *I* Dismissed Appeal  Cr. Mise case before High Court Division  CMP/CP before High Court Division  Review before AD  List of Panel Lawyer  Legal notice/Reply  Visit report  Copy of judgment |
| 23 | System shall have the facility to generate all reports required for the Bank and Bangladesh Bank. |
| 24 | System shall have Holiday Declaration and Alert generation facility before next hearing date. |
| 25 | Complete and comprehensive security from unauthorized access and misuse should be available along with necessary audit trail detailing every users' activity. |
| 26 | System must have a Login 10 and password for each user based on acceptable password policy of the bank and as per guidelines of Bangladesh Bank. |
| 27 | Passwords must be kept encrypted In the database and should not be visible using any source. |
| 28 | The number of levels /rights assigned to each level should be configurable by admin. |
| 29 | Option to grant modular access to the different menu options and fields to. the different users should be configurable by the admin. |
| 30 | System should provide Maker/Checker facility for all critical modules with some exception, if required. |
| 31 | Access to the system for all users should be available only through menu selection of the user interface. |