


DISBURSEMENT OF APPROVED CREDIT FACILITIES

1. Internal Audit has observed instances, in the past where the proceeds of approved advances disbursed after documentation had either;
 - i. exceeded the amount approved or
 - ii. violated the instructions of the approving authority, to grant a loan amount which is less than the amount proposed in the credit paper.
2. Please note that such fraudulent activities will be considered as grave acts misconduct warranting disciplinary action leading to termination of service. This would involve staff members authorized to upload data, verify data, and authorize the transaction at branch level and Head Office.
3. To monitor the disbursement of approved and documented credit facilities (Loans and Lease advances) the following procedure should be adopted with immediate effect.
4. To monitor the disbursements of approved facilities the Internal Audit should generate the daily summary report of the previous day.
5. Disbursement data in the aforesaid report should be verified against the **image scan of the approved credit paper** uploaded to the system file of the particular loan Account.
6. Any discrepancies observed by the Internal Audit Department during the verifications process should be brought to the notice of CEO /Executive Director immediately to initiate an inquiry / disciplinary proceeding as appropriate as per paragraph (2) above.
7. It is also very important to ensure that all data uploaded on to the loan & deposit modules are completed accurately with emphasis on the accuracy of borrowers' addresses, as we observe that large number of reminder letters are returned by postal authorities undelivered due to lack of street names, premises numbers etc.,

Please bring the contents of this circular to the notice of all staff members and ensure compliance.


Deputy General Manager
(Credit and Recoveries)
CEO/ Executive Director