

From:	Report	02
	Date	
	Subject	Review of Admn. Dept.

It is generally observed that activities of Administration department are not subject to review by outside agency. List of various aspects, which can be subjected to review jointly by outside agency and inspection department of the bank is given below.

Objectives of such Review:

1. To ensure safety and maintenance of Bank's Assets.
2. To ensure co-ordination and control over branch administration.
3. To assemble vital information at HO for decision-making.

List of various activities / topics to be studied and reviewed are listed below.

Sr. No.	Topic	
1.0	Insurance: Adequacy, Renewal, Records	
1.1	Cash in safe	
1.2	Cash in transit	
1.3	Gold in safe	
1.4	Gold in transit	
1.5	Property	
1.6	Furniture & Fixture, computer	
1.7	Vehicle	
2.0	Printing & Stationery:	
2.1	Printing & Stationery Stock records	
2.2	Procurement	
2.3	Distribution to branches	
2.4	Rubber stamps	
3.0	Vehicles:	
3.1	Records	
3.2	Log book	
3.3	Maintenance	
3.4	Payment of RTO taxes, Insurance	
3.5	Driving license	
4.0	Old Records:	
4.1	Listing	
4.2	Storing arrangement etc.	
5.0	Filing, Correspondence:	
5.1	List of files	
5.2	Postage accounting	
5.3	Letter reference system	
5.4	Storing	

6.0	Service Contracts:	
6.1	Computers, Printers	
6.2	UPS	
6.3	Pass book printer	
6.4	Air conditioner	
6.5	Water cooler	
6.6	Cash counting machine	
6.7	Siren	
6.8	Pest control	
6.9	Token indicators	
6.10	Shutter	
6.11	EPABX system	
6.12	Gold scale	
7.0	Licenses, Agreements:	
7.1	Shop & establishment license-renewal, display	
7.2	Gold scale& weights- certification	
7.3	Neon sign license	
7.4	Agreement with Gold valuer.	
7.5	Premises agreement	
8.0	Premises:	
8.1	Routine cleaning	
8.2	Painting and civil repairs.	
8.3	Approved civil & electrical contractors etc.	
8.4	Name board cleanliness and repairs.	
8.5	Payment of rent, property taxes, water charges, electricity etc.	
8.6	Telephone- payments, records.	
9.0	Due date diary:	
9.1	Month wise / job wise to control timely payments, renewals.	
10.0	Furniture & Fixtures, Office equipments:	
10.1	Verification procedure	
10.0	Repairs, scrap	
10.3	Numbering	
11.0	Misc.:	
11.1	Key register	
11.2	Display boards of deposits, loans, and directors.	
11.3	Cash in transit register	
11.4	Volume of vouchers	