

From:	Annexture	
	Bank & Branch	
	Subject	Review of Interest & Service Charges Recovery
	Period	
	Date of Review	

Sr. No.	Ref. No.	Particulars	PL	Para meters	Recovered up to	To Recover	To Refund	Note
1.0		Interest rates on loan were changed last w. e. f.						
2.0		Whether changes in interest rates during the year have been incorporated in loan master? If yes, whether record to that effect has been kept?						1
3.0		Whether loan register to record all types of loans sanctioned to one borrower is kept to ensure that interest is recovered at correct rate?						
4.0		Whether following service charges are recovered as per circular no.						2
4.01		Minimum balance charges						
4.02		A/C closing charges						3
4.03		Unused cheques						
4.04		Inward cheque return						4
4.05		Outward cheque return.						4
4.06		Cheque book charges Whether cheque book charges are reconciled as per cheque book issue register?						5
4.07		SB						5
4.08		CD, CC, OD						5
4.09		Stop payment instruction						6
4.10		Duplicate pass book						
4.11		Duplicate Statement of account						
4.12		Ledger folio charges from CA, OD, CC						
4.13		Failure to deposit RD installment in time						
4.14		Non operating charges - SB						
4.15		Non operating charges - CD						
4.16		Charges for excess number of cash withdrawals						

4.17	Loan application form						
4.18	Processing charges						7
4.19	Visit charges (Loans)						8
4.20	Visit charges (Recovery)						8
4.21	Scrutiny charges						9
4.22	Non-submission of stock statements by 15 Th						10
4.23	Overdue CC, CCC, BD limits						
4.24	Gold valuation charges						11
4.25	Marking lien on NSC						12
4.26	Encashment of NSC						12
4.27	Bank guarantee commission.						13
4.28	Solvency certificate						14
4.29	Cheque purchase / discounting						
4.30	Overdue bill charges						
4.31	Cheque purchase / discounting						
4.32	Evening Cash charges						15
4.33	Notice Charges						16
4.34	Vehicle seizing charges						17
4.35	Marking charge on vehicle						18
4.36	Cancellation of charge on vehicle						18
4.37	Membership form						
4.38	Nominal membership fee						
4.39	Membership fee						
4.40	Franking charges						19
4.41	Outstation cheques sent for collection.						
4.42	Outstation bills sent for collection						
4.43	Pay order issued.						20
4.44	Duplicate DD / PO						
4.45	Revalidation of DD / PO						
4.46	To cancel PO						
4.47	Locker rent						21
4.48	Key deposit from locker holders						22
4.49	Locker operative charges						23
4.50	Lost Token						

4.51		Authentication of Signatures						
4.52		Faith Enquiry (Cheques deposited by customers)						24
4.53		Faith Enquiry (Cheques issued by customers)						24
4.54		Demand Draft						25
4.55		Cancellation of DD						
4.56		Demand Draft						25
4.57		Cancellation of DD						

Note	
1.1	Effective date in slab entry should be changed whenever interest rates are changed & record to that effect should be kept. Multiple limit register should be kept.
1.2	Interest Application register should give renamed file name, no. of accounts, date & time of interest application, total interest applied, interest applied by whom etc.
1.3	Interest on loans has been accounted on Cash basis except CC interest, interest on secured housing loan & staff housing loan.
1.4	The Branch has compiled statement of effective (weighted) rate of interest received but has not reviewed the same.
2	Parameters in respect of minimum balance, folio charges, PO charges, cheque book charges, stock statement charges, notice charges, stop payment charges etc. have been incorporated by EDP dept. Print out of said parameters has not been made available to branch & to auditor.
3	A/c closing charges should be mentioned in register and reconciled with PL- monthly.
4	The Inward cheque return charges should be mentioned on Cheque return print out & totaled & tallied with PL-4198. Date of recovery should be mentioned. The Outward cheque return charges should be mentioned in Outward cheque return register. The same should be totaled and tallied with PL-
5	Cheque book charges should be reconciled with Computer report & Cheque book issue register. Date of recovery of charges should be mentioned in cheque book register.
6	Stop payment charges should be mentioned in register & should be totaled & Tallied with PL- monthly. The said charges should be levied on daily basis and also reconciled with Computer report.
7	Register should be kept for recovery of processing charges. The said recovery then should be totaled every month & tallied with PL-
8	Following details should be mentioned in visit register such as Loan a/c no, limit, charges etc. The said recovery then should be totaled every month & tallied with PL- .Actual conveyance expenses should be debited to this a/c.

9	Register should be kept for recovery of scrutiny charges.
10	Non-submission of stock statement charges should be recovered through system at end of the month. The said charges should be credited to PL- It was observed that these charges have been wrongly credited to PL-
11	Gold Valuation charges should be recovered on gross weight.
12	Register should be kept for recovery of Marking lien on NSC & Encashment of NSC. The said charges should be credited to separate PL code after consulting EDP.
13	BG number should be mentioned in BG commission PL- for ready reference.
14	Register should be kept for issue of Solvency certificate. The said charges should be credited to separate PL code after consulting EDP.
15	Charges for Evening cash have now been stipulated. Register has not been kept. These charges have been wrongly credited to PL-
16	Actual postage expenses incurred for sending notices to defaulters should be debited to PL-
17	Register should be kept in respect of seizing of vehicle.
18	Register should be maintained for noting Bank's charge on vehicle financed by the bank & cancellation of bank's charge.
19	Register should be kept for recovery of Franking charges. The said register should be totaled & tallied with PL-
20	Pay order charges should be mentioned in PO Register & should be totaled & Tallied with PL- monthly.
21	It is suggested that key deposit register should be kept.
22	Locker rent in arrears statement should be prepared monthly and follow up should be done for recovery.
23	Programme should be developed for recovering of Locker operative charges.
24	Register should be maintained for issued of Fate enquiry.
25	DD charges should be mentioned in DD register and reconciled with PL- monthly.

	Notes:
	This Annexure has been prepared on the basis of examination of relevant records on test check basis and on the basis of information and explanation given by branch officials.