

BASIC GUIDELINES ON ROUTINE JOB FOR NEWCOMERS

(UPDATED ON 22 JUL 2019)

(ONLY FOR GUIDANCE AND NOT TO QUOTE AS AUTHORITY)

FOR LEARNERS OF TNGB ONLY: NOT TO BE CIRCULATED

BaNCs

INTENTION OF CREATION OF

THIS GUIDELINESS

IS

HELPING THE NEWCOMERS

TO

HELP THE CUSTOMERS

INTURN

HELPING THE BANK

**REFER BM FOR MORE CLARIFICATION AND PROCEDURE ADOPTED IN
PARTICULAR BRANCH**

INTRODUCTION

Software used by Different Banks in India

There are a lot of Public Sector, Private Sector and foreign banks in India. These banks use different software packages for core banking. The following are most popular banking software packages used in India.

Finacle:	BaNCS:	Flexcube:
<p>Finacle is a very popular core banking software package which is designed by Infosys. Here is a list of Indian Banks that use Finacle Software Packages.</p>	<p>This core banking solution is designed by Tata Consultancy Services. This is a very popular core banking platform across the world. BaNCS is used by over 280 institutions in more than 80 countries. Here is a list of banks that use BaNCS Software Packages.</p>	<p>Flexcube is designed by Oracle Corporation. This software package is used by some of the reputed Banks of the world like City Bank. Here is the list of Indian banks that use Flexcube Software Packages.</p>
<ol style="list-style-type: none"> 1. Andhra Bank 2. Axis Bank 3. Bank of Baroda 4. Bank of India 5. Corporation Bank 6. Dena Bank 7. Federal Bank 8. ICICI Bank 9. IDBI Bank 10. Indian Overseas Bank 11. India Post Payments Bank 12. IndusInd Bank 13. Karnataka Bank 14. Kotak Mahindra Bank 15. Oriental Bank of Commerce 16. Punjab & Sind Bank 17. Punjab National Bank 18. RBL Bank 19. South Indian Bank 20. UCO Bank 21. United Bank of India 22. Union Bank of India 23. Vijaya Bank 	<ol style="list-style-type: none"> 1. State Bank of India 2. Allahabad Bank 3. Bank of Maharashtra 4. Central Bank of India 5. Indian Bank 6. IDFC Bank 7. TNG Bank 	<ol style="list-style-type: none"> 1. Canara Bank 2. Karur Vysya Bank 3. Lakshmi Vilash Bank 4. Syndicate Bank 5. Yes Bank 6. HDFC Bank

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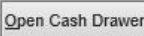
I. IMPORTANT ICONS (LEFT TOP)



1. Signed on
2. Signed off
3. View journal
4. Search customer
5. View and download exchange rates
6. Open/ close cash drawer
7. Help
8. Queue

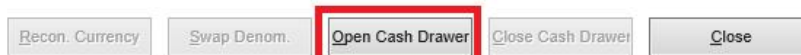
II. SOME IMPORTANT ROUTINE JOBS

1. Opening Cash drawer:-



- (a) Click cash drawer icon. 
- (b) Click open cash drawer. 





Currency	Opening Balance	Current Balance	Currency Reconciled
INR	0	0	No



2. Transferring cash from safe (GL- BRANCH CASH BALANCE AC) to cash drawer:- (Document: Single credit)

Enter screen number here  

20010  

Account Number: INR: Exchange Rate:

Amount: Account Name:

Description:

Name 1: Remittance Type:

Name 2: Override Cash Limit:

Promo No: Exchange Rate:

Narration:

Reference Number: DDP/SC Number:

Total/Exchange Amount: INR: Type:

Commission: Option:

Exchange:

Postage:

Collection Type:

Base Currency Amount:

Change:

Rate Type:




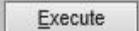

Booking Number:

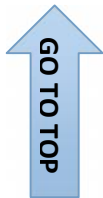


- (a) Enter screen number **20010** in open screen box located at the top right side of the window.
- (b) Enter GL account No. (98903-branch code- check suffix) Check suffix differ from branch to branch. (Click F7 to check account details)
- (c) Enter all mandatory fields highlighted in blue.
- (d) Click Transmit (Alt T)
- (e) Enter denomination of all cash.
- (f) Click Transmit (Alt T)
- (g) Queue will be sent to officer for authorisation.
- (h) After authorisation by offrr, cash drawer will be updated automatically.

3. Cash withdrawal by customer using withdrawal slip:- (Document: withdrawal challan and pass book)




1060  

- (a) Withdrawal slip only permits own branch customer to withdraw cash, other branch customer to withdraw cash by cheque only.
- (b) Any branch customer issued with cheque cannot withdraw cash by withdrawal slip.
- (c) Enter screen number **1060** in open screen box located at the top right side of the window.
- (d) Enter customer account No. (Click F10 to check signature, balance & account details)
- (e) Enter statement narrative (Self/ name of authorised agent)
- (f) Click Transmit (Alt T) 
- (g) If amount is below 20000, then denomination window will open.
- (h) Enter denomination of all cash.
- (i) Click Transmit (Alt T) 
- (j) If amount is above 20000, then queue will be sent to officer.
- (k) After authorisation by offr, click Queue icon  located at left top of the windows.
- (l) Click Execute 
- (m) Click the row where amount to be given is mentioned and click Accept.
- (n) Enter denomination of all cash.
- (o) Click Transmit (Alt T) 




4. Cash withdrawal using cheque:- (Document: Cheque and ID proof)

51072  



- (a) Home branch/ any branch customer issued with cheque cannot withdraw cash by withdrawal slip.
- (b) Enter screen number **51072** in open screen box located at the top right side of the window.
- (c) Enter customer account No. (Click F10 to check signature, balance & account details)
- (d) Enter statement narrative (Self/ name of authorised agent)
- (e) Click Transmit (Alt T) 
- (f) If amount is below 20000, then denomination window will open.
- (g) Enter denomination of all cash.
- (h) Click Transmit (Alt T) 
- (i) If amount is above 20000, then queue will be sent to officer.
- (j) After authorisation by offr, click Queue icon located at left top of the windows.
- (k) Click Execute
- (l) Select amount to be given and click Accept
- (m) Enter denomination of all cash.
- (n) Click Transmit (Alt T) 

5. Cash deposit in SB account. (Docs: SB Deposit Challan)

1010		
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- (a) Any person can deposit cash to any branch customer SB account. Pan card must be updated for cash deposit 50,000 & above. (If deposit comes 50,000 & above then check PAN status in 67050 screen, select 1. Customer details and check Income Tax PAN column)
- (b) Enter screen number **1010** in open screen box located at the top right side of the window.
- (c) Enter customer account No. (Click F7 to check account details).
- (d) Enter statement narrative (Self/ name of person depositing cash)
- (e) Enter denomination of all cash in/ out in same window.
- (f) Click Transmit (Alt T)
- (g) If amount is below 25000, then again denomination window will open.
- (h) Verify all cash in and out.
- (i) Click Transmit (Alt T)
- (j) If amount is above 25000, then queue will be sent to officer.
- (k) After authorisation by offr, cash drawer will be updated automatically.

6. Cash repayment in loan account. (Docs: Loan Deposit Challan)

11010		
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- (a) Any person can deposit cash to any branch customer loan account.
- (b) Enter screen number **11010** in open screen box located at the top right side of the window.
- (c) Enter customer account No. (Click F7 to check account details).
- (d) Click Transmit (Alt T)
- (e) If amount is below 25000, then denomination window will open.
- (f) Enter denomination of all cash.
- (g) Click Transmit (Alt T)
- (h) If amount is above 25000, then queue will be sent to officer.
- (i) After authorisation by offr, cash drawer will be updated automatically.


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7. Loan discharge through cash repayment. (Docs: Loan Deposit Challan)

13010		
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- (a) Enter screen number 13010 in open screen box located at the top right side of the window.
- (b) Enter customer account No. (Click F7 to check account details).
- (c) Enter discharge amount.
- (d) Click enquiry for closure.
- (e) Verify no difference between closure amount and discharge amount.
- (f) Click Transmit (Alt T)
- (g) Denomination window will open.
- (h) Enter denomination of all cash.
- (i) Click Transmit (Alt T)
- (j) Irrespective of amount, queue will be sent to officer.
- (k) After authorisation by offr, cash drawer will be updated automatically.

8. Loan discharge via transfer. (Docs: Contra)

- (a) Enter screen number **13045** in open screen box located at the top right side of the window.
- (b) Enter customer account No. (Click F7 to check account details).
- (c) Enter discharge amount.
- (d) Click enquiry for closure.
- (e) Verify no difference between closure amount and discharge amount.
- (f) Click Transmit (Alt T) 
- (g) Queue will be sent to officer for authorisation.

9. Customer Information File (CIF) creation: (Docs: CIF Form/ ID & Address Proof, PAN/ Form 16)

- (a) Click customer management from index provided in left side of the window.
- (b) Click create then click create personal customer.
- (c) Fill all mandatory data highlighted in blue.
- (d) Queue will be sent to officer for authorisation.
- (e) Similarly you can use customer management menu to create various type of CIF.

GO TO TOP

10. Deposit account creation: (Docs: SB Opening form)

- (a) Click Deposit/ CC/OD Accounts and services from index provided in left side of the window.
- (b) Click create then click create personal customer.
- (c) Fill all mandatory data highlighted in blue.
- (d) Queue will be sent to officer for authorisation.
- (e) Similarly you can use Deposit/ CC/OD Accounts and services menu to create various type of deposit accounts.



11. Jewel Loan:

(a) Loan account creation. (Docs: Pass book)

- 1) Enter screen number **62000** in open screen box located at the top right side of the window.
- 2) Enter customer SB account No. (Click F7 to check account details).
- 3) Type L in system combo box and click transmit

- 4) Enter all mandatory fields highlighted in blue and click transmit.
(**PRODUCT CODE** vary for different JL loans, please ensure and refer manager for valid product code)
- 5) Account number will be created.
- 6) Queue will be sent to officer for authorisation.

(b) CISLA creation. (Docs: Appraisal report)

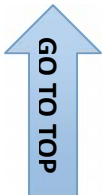
67152	 
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- 1) Enter screen number **67152** in open screen box located at the top right side of the window.
- 2) Enter loan account No. (Click F7 to check account details).
- 3) Type C in Function combo box and click transmit
- 4) Enter all mandatory fields highlighted in blue in Cisla Field 1.
- 5) Enter all mandatory fields highlighted in blue in Cisla Field 2.
- 6) Click Transmit (Alt T).
- 7) Queue will be sent to officer for authorisation.



(c) Security/ Collateral creation. (Docs: Appraisal report)

62000	 
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- 1) Enter screen number **62000** in open screen box located at the top right side of the window.
- 2) Enter loan account No. (Click F7 to check account details).
- 3) Type **COL** in SYSTEM combo box and click transmit.
- 4) Enter all mandatory fields highlighted in blue.
- 5) Select **Create** in ACTION combo box.
- 6) Click Transmit (Alt T).
- 7) Select **Create** in ACTION combo box and click transmit.
- 8) Enter all mandatory fields highlighted in blue.
- 9) Select values in Status & Category combo box respectively.
- 10) Click Transmit (Alt T).
- 11) Write **Collateral number** in appraisal report.
- 12) Queue will be sent to officer for authorisation.




(d) Transfer from Loan account to SB account. (Contra)


11055	 
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- 1) Enter screen number 11055 in open screen box located at the top right side of the window.
- 2) Enter Loan account No.
- 3) Enter Amount.
- 4) Enter deposit account No.
- 5) Enter Amount. (Filled automatically)
- 6) Click Transmit.
- 7) Queue will be sent to officer for authorisation.

**(e) Transfer Loan processing fees to Loan account from SB account.
(Contra)**

- 1) Enter screen number 11045 in open screen box located at the top right side of the window.
- 2) Enter deposit account No.
- 3) Enter Amount.
- 4) Enter Loan account No.
- 5) Enter Amount.(Filled automatically)
- 6) Enter narration (JL Processing Fees, Etc)
- 7) Click Transmit. 

(f) Transfer AJL subvention to Loan account (Contra)

- 1) Enter screen number 23250 in open screen box located at the top right side of the window.
- 2) Enter G/L No.96379- Branch code- Sx
- 3) Enter Amount.
- 4) Enter Loan account No.
- 5) Enter Amount (Filled automatically)
- 6) Enter narration (AJL Subvention, Etc)
- 7) Click Transmit. 
- 8) Queue will be sent to officer for authorisation.



(g) Batch transactions can also be done for transfer from loan account to SB account, transfer loan processing fees to loan account from SB account and transfer AJL subvention to loan account . (For Batch transactions refer SI. No 31)

12. SME loan. (For more details, refer JL procedure for same headings)

- (a) Loan account creation. (Please ensure and refer manager for valid **Product Code**)
- (b) CISLA creation.
- (c) Security/ Collateral creation.
- (d) Create Repayment Schedule.
- (e) Create Disbursement Schedule.
- (f) Transfer amount from Loan account to SB account.
- (g) Debit stamp charges from SB account and credit to G/L stamps (99877-Branch Code- Sx)

13. JLG loan.(For more details, refer JL procedure for same headings)

- (a) Loan account creation. (Please ensure and refer manager for valid **Product Code**)
- (b) CISLA creation.
- (c) Security/ Collateral creation.
- (d) Create Repayment Schedule.
- (e) Create Disbursement Schedule.

- (f) Transfer amount from Loan account to **Group SB account**.
- (g) Transfer amount from **Group SB account** to **Individual SB account**.
- (h) Debit stamp charges from SB account and credit to G/L stamps.
(99877-Branch Code- Sx)

14. Weavers loan.

(For more details, refer JL procedure for same headings)

- (a) Loan account creation. (Please ensure and refer manager for valid **Product Code**)
- (b) CISLA creation.
- (c) Security/ Collateral creation.
- (d) Create Repayment Schedule.
- (e) Create Disbursement Schedule.
- (f) Transfer amount from Loan account to **SB account**.
- (g) Debit stamp charges from SB account and credit to G/L stamps(99877-Branch Code- Sx)

15. LOD. (For more details, refer JL procedure for same headings)

- (a) Loan account creation. (Please ensure and refer manager for valid **Product Code**)
- (b) CISLA creation.
- (c) Security/ Collateral creation.
- (d) Create Repayment Schedule.
- (e) Create Disbursement Schedule.
- (f) Transfer amount from Loan account to **SB account**.
- (g) Queue will be sent to officer for authorisation.



16. Additional LOD. (Screen No. 12430)

- (a) Click additional loan input validation.
- (b) Enter existing LOD number & fill other details
- (c) Click Transmit.
- (d) Create Disbursement Schedule.
- (e) Transfer amount from Loan account to **SB account**.
- (f) Queue will be sent to officer for authorisation.

17. Passbook transactions printing.

- (a) Enter screen number 600 in open screen box located at the top right side of the window.
- (b) Enter account number and click enter.
- (c) Line of transaction will appear automatically if you want to change enter line of transaction and click enter.
- (d) Click Page number & click enter.

18. Passbook re-printing for failed printing.

- (a) Enter screen number 620 in open screen box located at the top right side of the window.
- (b) Enter account number.
- (c) Enter next print date and click enter.

- (d) Line of transaction will appear automatically if you want to change enter line of transaction and click enter.
- (e) Click Page number & click enter.

19. New Passbook front page printing.

- (a) Enter screen number 500 in open screen box located at the top right side of the window.
- (b) Enter account number & click enter

20. Duplicate Passbook front page printing.

- (a) Enter screen number 505 in open screen box located at the top right side of the window.
- (b) Enter account number & click enter.
- (c) Follow transaction printing procedure, (Charges will be detected automatically in respective account and entry will be reflected accordingly)

21. DD receipt of funds.

- + Branch Accounting (BGL)
- Inland (Rupee) Remittance
- + Receipt of Funds

- (a) Cash received in 20010.
 - (i) Enter amount
 - (ii) Enter narration as "DD"
 - (iii) Enter Commission
 - (iv) Select DD in Remittance Type Combo box.
 - (v) Click Transmit (Alt T).
 - (vi) Queue will be sent to officer for authorisation.



- (b) Cash transfer can be made through intermediate funds. SB Accounts.
 - (i) Enter From deposit account number
 - (ii) Enter amount
 - (iii) Enter Commission
 - (iv) Select DD in Remittance Type Combo box.
 - (v) Enter narration as "DD"
 - (vi) Click Transmit (Alt T).
 - (vii) Queue will be sent to officer for authorisation.

22. DD Issue.

- Inland (Rupee) Remittance
- + Receipt of Funds
- Issue
 - Travellers Cheque
 - **Single Remittance - DD, BC, GC**
 - TT (Telegraphic Transfer)
 - Multiple Remittances - DD, BC, GC

- (a) Enter journal Number
- (b) Select Instrument type as Demand Draft
- (c) Click Transmit (Alt T).
- (d) Enter Prefix as "IBDA"
- (e) Enter Beneficiary Name.

- (f) Select sub category as “ Teller Inventory”
- (g) Enter Instrument number.
- (h) Enter Pay Branch.
- (i) Enter applicant name.
- (j) Select Charges Rec combo box.
- (k) Click Transmit (Alt T).
- (i) Queue will be sent to officer for authorisation.

23. DD cancel.

- (a) Written request to be obtained from customer.
- (b) Create batch
- (c) Debit DD G/L
- (d) Credit customer SB account.
- (e) Debit charges from customer SB account.
- (f) Credit relevant G/L
- (g) Queue will be sent to officer for authorisation.
- (h) Xerox copy to be forwarded to HO along with single debit.
- (i) Regularization to be done after receiving C2C from HO.

24. Create RD/ FD/ RIP accounts

- Deposit/CC/OD Accounts & Services

- Create

• **New Deposit Account**

- (a) Enter CIF/ SB account number.
- (b) Enter all mandatory fields highlighted in blue in core options.
- (c) Enter following mandatory fields in term options for RIP.
- (d) Click Transmit (Alt T).
- (e) Queue will be sent to officer for authorisation.



Term Options

Term Length:	<input type="text"/>	Term Days:	<input type="text"/>
Term Basis:	<input type="text" value="M:Months"/>	Term Months:	<input type="text"/>
Term Value Deposited:	<input type="text"/>	Term Years:	<input type="text" value="1"/>
Interest Frequency:	<input type="text" value="M:Maturity"/>	OR	
		Maturity Date:	<input type="text"/>

(d) Enter following mandatory fields in term options for RD.

Term Options

Term Length: Term Days:
 Term Months:
 Term Basis: Term Years:
 Term Value Deposited: OR
 Maturity Date:
 Interest Frequency:

Savings Plus :

Savings plus:
 Saving Plus Acct Type:
 Savings Plus Sub Category:
 Saving Plus Interest Freq:
 Saving Plus Term Length: {Days}

RD :

RD Expected Instalment. :
 RD Instalment due day :
 RD Instl. Freq:
 JDCC Number:

(e) Enter following mandatory fields in term options for FD.

(i) Enter all mandatory fields highlighted in blue in core options along with interest payment method and Transfer account Number in **Interest options**.

Term Options

Term Length: Term Days:
 Term Months:
 Term Basis:
 Term Value Deposited: OR
 Maturity Date:
 Interest Frequency:



25. Inoperative

- (a) Enter screen number 8000 in open screen box located at the top right side of the window.
- (b) Enter account number and click enter.
- (c) Click Transmit (Alt T).
- (d) Queue will be sent to officer for authorisation.

26. ATM request

- (a) Enter screen number 9583 in open screen box located at the top right side of the window.
- (b) Enter account number & click enter.
- (c) Fill all mandatory data highlighted in blue.
- (d) Click Transmit (Alt T).
- (e) Queue will be sent to officer for authorisation.

27. ATM issue/block

- (a) Enter screen number 7495 in open screen box located at the top right side of the window.
- (b) Enter account number & click enter.
- (c) Make "0" to block card in ATM card field.
- (d) Make "1" to open card in ATM card field.
- (e) Click Transmit (Alt T).
- (f) Queue will be sent to officer for authorisation.

28. Receive funds from Indian Bank/ Other banks/ TNGB other branch. (Fund transfer can be made through NEFT for Indian Banks and RTGS for other banks)**(a) From Indian Bank**

- (i) Debit Indian Bank G/L **99105-Branch Code- Sx.**
- (ii) Credit Intermediate account.
- (iii) For **NEFT** enter screen number 20066 in open screen box located at the top right side of the window.
- (iv) Fill all mandatory data highlighted in blue.
- (v) Click Transmit (Alt T).
- (vi) After receiving physical cash receive funds in **IB account G/L 99105-Branch Code- Sx.**
- (vii) Queue will be sent to officer for authorisation. Cash drawer will be updated.

**(b) From Other Banks**

- (i) Debit Fund in Transit account G/L **99879-Branch Code- Sx.**
- (ii) Credit Intermediate account.
- (iii) For **RTGS** enter screen number 20035 in open screen box located at the top right side of the window.
- (iv) Select **Interbank Payment transfer mode** in Message Type combo box
- (v) Fill all mandatory data highlighted in blue.
- (vi) Enter related reference number.
- (vii) Click Transmit (Alt T).
- (viii) After receiving physical cash receive funds in **Parking account G/L 97950-Branch Code- Sx.**
- (ix) Cash drawer will be updated.
- (x) Create batch
- (xi) Debit **Parking account G/L 97950-Branch Code- Sx**
- (xii) Credit **Fund in Transit account G/L 99879-Branch Code- Sx.**
- (xiii) Queue will be sent to officer for authorisation.

(c) From Other TNGB Branch

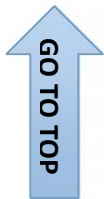
- (i) After receiving physical cash receive funds in **Parking account G/L 97950-Branch Code- Sx.**
- (ii) Cash drawer will be updated.
- (iii) Create batch

- (iv) Debit **Parking account G/L 97950-Branch Code- Sx**
- (v) Originate **C2C** of respective branch.
- (vi) Fill all mandatory data highlighted in blue.
- (vii) Click Transmit (Alt T).
- (viii) Queue will be sent to officer for authorisation.

29. Funds Remittance

(a) To Other TNGB Branch/ HO account

- (i) Debit Fund in Transit account G/L **99879-Branch Code- Sx.**
- (ii) Cash drawer will be updated.
- (iii) Issue cash to authenticated employee of concern TNGB employee.
- (iv) After reaching to branch concern TNGB branch will originate C2C.
- (v) Check C2C by entering screen number 29042 in open screen box located at the top right side of the window.
- (vi) Copy reference number.
- (vii) Create batch
- (viii) Debit **G/L**
- (ix) Select **RESPONDING** from Core to Core Transaction Type.
- (x) Paste reference number.
- (xi) Enter all mandatory data highlighted in blue.
- (xii) Credit **Fund in Transit account G/L 99879-Branch Code- Sx.**
- (xiii) Queue will be sent to officer for authorisation.



30. Change home branch/ Acct type

- (a) Enter screen number 7050 in open screen box located at the top right side of the window.
- (b) Enter account number & click enter.
- (c) Click Transmit (Alt T).
- (d) Queue will be sent to officer for authorisation.

31. Batch Transactions

Debit and Credit transactions of funds of several accounts of deposits and loan can be done through Batch Transactions.

- Batch Transactions
 - CashBatchForpayment
 - CashBatch
 - **Batch Entry Screen**
 - Batch Search

(a) Select

(b) Enter , etc

(c) Click



SOME ROUTINE USE TRANSACTION BASE IN BATCH TRANSACTIONS	
Deposit Credit	001030
Deposit Debit	001050
GL Credit	020030
GL Debit	020050
CAS Debit through Cheque	051082
Credit Loan repayment	011210
Debit: Loan disbursement by transfer	011260



(d) Queue will be sent to officer for authorisation.

32. Image Maintenance

Signature and photos can be uploaded through Image Maintenance link.

- (a) Enter Account Number & click TAB, CIF number will be filled automatically.
- (b) Click Transmit (Alt T).

CIF Number **Data Security Flag**

Account Number **Link Account**

Linked Account Number

Linked Image Type

(c) Following window will be displayed.

CIF Number Data Security Flag
 Account Number
 Image Type
 Scanned File
 Description
 Account Mandate
 Date of Expiry



- (d) Click browse to select image from directory.
- (e) Enter Name as description.
- (f) Enter account mandate as SELF, Etc
- (g) Click Upload
- (h) Queue will be sent to officer for authorisation.

33. Insurance and pension

Insurance and pension application process can be done through INTRANET portal.

LATEST UPDATES

PERFORMANCES

Start | Stop

- Performance of "Pallavan Iswaryam" & "Pallavan Premium Plus" Deposit Schemes
- Highest No of JL accounts for the day(Branch wise)
- Highest No of JL accounts for the day(Region wise)
- Highest total JL disbursement for the day

- Message From MD and CEO Ms. Padmaja Chunduru Madan, Indian Bank to all Staff members.
- APY Felicitation Program held at Dharmapuri on 11.03.2019
- Roll Out of Pension on 08.03.2019

INHOUSE APPLICATIONS

CTS

JAN SURAKSHA SCHEMES

- INSURANCE
 - PMJJBY
 - PMSBY
 - PMJJBY/PMSBY RENEWAL STATUS
- PENSION
 - APY Registration
 - Defaulters List
 - APY Performance
 - APY Regionwise-FY 2018-19
 - APY Aadhaar Seeding

34. OBC booking

OBC booking can be done through INTRANET portal.

LATEST UPDATES

PERFORMANCES

Start | Stop

- Performance of "Pallavan Iswaryam" & "Pallavan Premium Plus" Deposit Schemes
- Highest No of JL accounts for the day(Branch wise)
- Highest No of JL accounts for the day(Region wise)
- Highest total JL disbursement for the day

- Message From MD and CEO Ms. Padmaja Chunduru Madan, Indian Bank to all Staff members.
- APY Felicitation Program held at Dharmapuri on 11.03.2019
- Roll Out of Pension on 08.03.2019
- ASSOCHAM Social Banking Excellence Award on 26.02.2019
- ED's visit to Head Office on 25.02.2019

INHOUSE APPLICATIONS

CTS

- OBC Booking
- OBC RES

JAN SURAKSHA SCHEMES

COMPLAINES

KCC

Rupay-KCC

Excel to CBS

MANDATE MANAGEMENT SYSTEM

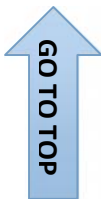
SARFAESI ACCOUNTS

ATH CARDS

- BRANCH DETAILS
- STAFF ACCOUNT DETAILS
- GROUP MEDICAL INSURANCE
- INVALID PAN DETAILS

Account No. <input type="text"/>	<input type="button" value="FETCH"/>	Today: 04-Jul-2019
<input type="text"/>		

VIEW REPORTS	OBC CANCELLATION	OBC REALISATION
Name	<input type="text"/>	
Home Branch	<input type="text"/>	
Booked by (br code)	<input type="text"/>	
Cheque No.	<input type="text"/>	
Cheque date	<input type="text"/>	
MICR No.	<input type="text"/>	
Bank Name	<input type="text"/>	
Branch	<input type="text"/>	
Charges	Applicable <input type="button" value="v"/>	
Amount	<input type="text"/>	
Under Rs. (Eg. 501 if amount is 500.25)	<input type="text"/> (Amount +1)	
Commission	<input type="text"/>	
Acc Type	<input type="text"/>	
<input type="button" value="VERIFY"/> <input type="button" value="SUBMIT"/> <input type="button" value="REFRESH"/> <input type="button" value="LOGOUT"/>		



35. OBC commission(Contra)

(a) Check OBC portal for cleared cheques.

- (b) Check OBC cleared status
- (c) Create batch
- (d) Debit respective customer account.
- (e) Credit OBC Commn G/L
- (f) Queue will be sent to officer for authorisation.

36. Overdue Loan Notice charge to Customer (Contra)

- (a) Create batch
- (b) Debit respective customer loan account.
- (c) Credit G/L Postage
- (d) Click Transmit (Alt T).
- (e) Queue will be sent to officer for authorisation.

37. Change Identification Details

(a) Enter screen number 67050 in open screen box located at the top right side of the window.

- (b) Enter customer number (CIF) & click Identification details from combo box.
- (c) Click Transmit (Alt T).
- (d) Select Identification details type
- (e) Enter number
- (f) Enter 'C' To Create, 'A' To Amend Or 'D' To Delete in Function input box.
- (g) Click Transmit (Alt T).
- (h) Queue will be sent to officer for authorisation.

38. Payment to Monthly Courier charges

- (a) Create batch
- (b) Debit G/L 98048-branch code- check suffix (CHGS-COURIER CHARGES)
- (c) Credit G/L 99105-branch code- check suffix(BALANCE WITH INDIAN BANK)
- (d) Click Transmit (Alt T).
- (e) Queue will be sent to officer for authorisation.

39. Cash Payment to G/L accounts like Stationery, MOP, EB Bill etc. (Single Debit)

- (a) Enter screen number 20060 in open screen box located at the top right side of the window.
- (b) Enter respective G/L account No.
- (c) Enter Amount.
- (d) Name of the firm/ Vendor/ Shop etc
- (e) Reference Number
- (f) Narration
- (g) Click Transmit (Alt T).
- (h) Irrespective of amount, queue will be sent to officer.
- (j) After authorisation by offr, click Queue icon located at left top of the windows.
- (k) Click Execute
- (l) Select amount to be given and click Accept
- (m) Enter denomination of all cash.
- (n) Click Transmit (Alt T).

40. Monthly LOCAL CONV-EXP REIMB TO Officers

- (a) Intimation will be received every month for respective transaction.
- (b) Create batch
- (c) Debit G/L **LOCAL CONV-EXP REIMB (G/L- 98318- Branch Code- Sx)**
- (d) Credit respective Officer account as per communication received.
- (e) Click Transmit (Alt T).
- (f) Queue will be sent to officer for authorisation.

GO TO TOP

41. Monthly Salary

- (a) Intimation will be received every month for respective transaction.
- (b) Create batch
- (c) Debit

98001- Branch Code- Sx	BASIC PAY OFFICERS
98002- Branch Code- Sx	BASIC PAY CLERKS
98025- Branch Code- Sx	OTHER ALL - CLERKS
98032- Branch Code- Sx	SPL ALL OFFICERS
98033- Branch Code- Sx	SPL ALL CLERKS
98037- Branch Code- Sx	D.A. - OFFICERS
98038- Branch Code- Sx	D.A. - CLERICAL STAFF
98014- Branch Code- Sx	HRA - OFFICERS
98015- Branch Code- Sx	HRA - CLERICAL STAFF

- (d) Credit respective staff SB/ SOD account as per communication received.
- (e) Click Transmit (Alt T).
- (f) Queue will be sent to officer for authorisation.

42. Indian Bank: TNGB Cheque Clearance.

(a) Following procedures may be adopted after receiving TNGB cheque for clearance from Indian Bank.

(b) Create batch

- Batch Transactions
 - CashBatchForpayment
 - CashBatch
 - **Batch Entry Screen**
 - Batch Search

- (c) Select
- (d) Enter , etc
- (e) Click
- (f) Select
- (g) Enter details & Click Transmit (Alt T).
- (h) Click
- (i) Select
- (j) Transfer to G/L BALANCE WITH INDIAN BANK (99105-Branch Code-Sx)
- (k) Enter details & Click Transmit (Alt T).
- (l) Click
- (m) Select
- (n) Debit G/L BALANCE WITH INDIAN BANK (99105-Branch Code-Sx)
- (o) Enter details & Click Transmit (Alt T).
- (p) Click



- (q) Select Txn. Base: 001030: Deposits: Credit
- (r) Credit Intermediate account (Refer BM for Account number)
- (s) Click Transmit (Alt T).
- (t) Follow NEFT procedures to Indian Bank
- (u) Queue will be sent to officer for authorisation.

43 Deposits Closure:-

(a) Delink Aadhar (Screen No 70450)

Account Number:

(i) Option: U: Aadhar Details

(ii) Action: D:Delink

(iii) Click Transmit (Alt T).

(iv) Queue will be sent to officer for authorisation.

(b) Remove Hold if any (Screen No 9095)

(i) Open transaction enquiry :(Screen No 450)

Account Number :

(ii) Transactions Of This Type : 31:Hold Transaction

(iii) Click Transmit (Alt T).

(iv) Note down Journal Number, Date & Hold Value/ Amount.

(v) Remove Hold (Screen No. 9095)

Account Number:

Hold Value:

Hold Reason: 01-Remove Hold

Reference Match: Matched

Date Set:

Journal Number:

(vi) Click Transmit (Alt T).

(v) Queue will be sent to officer for authorisation.



(c) Disable ATM Card (Screen No. 7495)

(i) Enter account number & click enter.

(ii) Make "0" to block card 3: 0

(iii) Click Transmit (Alt T).

(iv) Click Transmit (Alt T).

(v) Queue will be sent to officer for authorisation.

- (d) **Deposits: Cash Closure /Cash Payment (Screen No. 3060)**
- (i) Enter account number & click Transmit
 - (ii) Accept the warning & click Transmit
 - (iii) Irrespective of amount, queue will be sent to officer.
 - (iv) After authorisation by officer, click Queue icon located at left top of the windows.
 - (v) Click Execute
 - (vi) Select amount to be given and click Accept
 - (vii) Enter denomination of all cash.
 - (viii) Click Transmit (Alt T).
 - (ix) Queue will be sent to officer for authorisation.
- (e) **Deposits: Transfer Closure/ Transfer (Screen No. 3045)**
- (i) Enter From Account Number
 - (ii) Enter To Account Number
 - (iii) Click Transmit (Alt T).
 - (iv) Queue will be sent to officer for authorisation.

44. Account Transfer to Other Branch (Screen No. 67050)



- Customer No:
- (a) Option:
- (b) Enter Home Branch:
- (c) Click Transmit (Alt T).
- (d) Enter **(Screen No. 7050)**
- Account Number:
- Option:
- (e) Enter Home Branch:
- (f) Queue will be sent to officer for authorization.

46. RTGS

- (a) For **RTGS** enter screen number 20035 in open screen box located at the top right side of the window.
- (b) Select **Customer Payment transfer mode** in Message Type combo box
- (c) Fill all mandatory data highlighted in blue.
- (d) Fill Sender's To Receiver Information.
- (e) Click Transmit (Alt T).
- (f) Queue will be sent to officer for authorisation.

GO TO TOP

Transaction type: 1:Transfer

Message Type:

Mode Of Operation:

Amount:

Account Number: Press Tab to Fetch Remitter Details

Commision:

Beneficiary Details

Beneficiary A/C:

Beneficiary A/C Re-Entry:

Benef. Name And Address:

Beneficiary Bank/Branch

IFSC Code: Press Tab to Get Bank And Branch Name

Branch Name:

Bank Name:

Details of Payment

Under Rs.

47. Standing Instructions

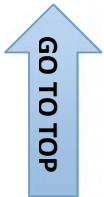
(a) For **Standing Instructions** enter screen number 899 in open screen box located at the top right side of the window.

Account Number: Search

Enter S to Select:

- Debit the Account for a Transfer TO Another Internal A/C
- Credit the Account by a Transfer FROM Another Internal A/C
- Debit the Account No for a Direct Credit TO an Off-Site A/C
- Credit the Account No by a Direct Debit FROM an Off-Site A/C
- Debit the account and issue a Demand draft
- Enquiry / Amend Standing Order
- SDV/SC

Option: ▼



(b) Click Transmit (Alt T).

(c) Fill all mandatory data highlighted in blue.

Amount: Currency: ▼

Frequency Code: ▼

Frequency:

Start Date:

End Date:

To Account: Search

From Account Comments:

To Account Comments:

Payment Type: ▼

Security Code:

Auto Chase Days:

Priority Code:

Purpose:

Hold Required (Y/N) :

Promo No: ▼

(d) Queue will be sent to officer for authorisation.

48. Cash Correction

(a) Click VIEW JOURNAL icon

(b) Select Status: ▼



(c) Click

(d) Click the transaction

(e) Click

(f) Queue will be sent to officer for authorization.

49. Rectification of Connection Failure Transactions.

- (a) Click VIEW JOURNAL icon 
- (b) Select Status: 
- (c) Click
- (d) Click the transaction
- (e) Click

Journal Number:

Host Trace Number:

Account Number:

Amount:

Txn No:

Teller No:

- (f)
- (g) Click Transmit (Alt T).

Message from webpage 



- (h)
- (i) If no journal entry found the do transactions again. **(Re-confirm BM)**



50. Set & Remove Hold

(a) Set hold (Screen No. 9093)

Account Number:

(a) Hold Value:


- (b) Click Transmit (Alt T).

(c) Queue will be sent to officer for authorization.

(b) Remove Hold if any

- (i) Open transaction enquiry **:(Screen No 450)**

Account Number:

(ii) Transactions Of This Type : 

- (iii) Click Transmit (Alt T).

(iv) Note down Journal Number, Date & Hold Value/ Amount.

(v) **Remove Hold (Screen No. 9095)**

Account Number: Search

Hold Value:

Hold Reason: 01-Remove Hold

Reference Match: Matched

Date Set:

Journal Number:

Transmit

- (vi) Click Transmit (Alt T).
- (v) Queue will be sent to officer for authorisation.

51. Aadhar Update (Screen No. 7050)

Account Number: Search

(a) Option: U: Aadhar Details

Action: A: Amend

Aadhar Number:

OD Flag: N: No

OD Date:

Aadhar Seeding for NPCI Mapper:

 NEW
 MIGRATING FROM OTHER BANK

- (b)
- (c) Click Transmit (Alt T).
- (d) Queue will be sent to officer for authorisation.



52. Pan Card Update (Screen No. 67050)

Customer No: Search

(a) Option: 1: Customer Details

(b) Enter Income Tax PAN

(c) Remove Form 16 Date mentioned if any

(d) Click Transmit (Alt T).

- (e) Queue will be sent to officer for authorisation.

53. Cheque Book Charges

- (a) Create batch
- (c) Debit respective SB account
- (d) Credit G/L 96531- Branch Code- Sx
- (e) Click Transmit (Alt T).
- (f) Queue will be sent to officer for authorisation.

54. News Paper allowance to Staff

- (a) Create batch
- (c) Debit G/L 96531- Branch Code- Sx (New Paper Staff)
- (d) Credit respective staff SB account (Rs 200 for Officer/ OA MP)
- (e) Debit respective staff SB account (Rs 5 for Officer/ OA MP)
- (f) Credit G/L 96542 Branch Code- Sx (Sale of Scrap)
- (e) Click Transmit (Alt T).
- (g) Queue will be sent to officer for authorisation.

**55. Linking of CIF (Screen No. 60455)**

CIF No: Primary System:

Customer Name:

Associated Account Details

Associated Account: System:

Link Indicator:

Delete Indicator:

- (a) Click Transmit (Alt T).
- (b) Queue will be sent to officer for authorisation.

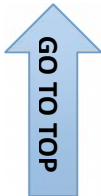
56. Change Mode of Operation (Screen No. 7050)

- (a) Enter account number
- (b) Select
- (c) Click Transmit (Alt T).
- (d) Queue will be sent to officer for authorisation.

Account Number:

Option:

	Description	On/Off		Description	On/Off
1.	SELF	1	17.		0
2.	EITHER OR SURVIVOR	0	18.		0
3.	FORMER OR SURVIVOR	0	19.	CHAIRMAN + SECRETAR	0
4.	JOINTLY OR SURVIVOR	0	20.		0
5.	ANY ONE SING OR SURV	0	21.		0
6.	ANY TWO JOINTLY	0	22.		0
7.	ANY THREE JOINTLY	0	23.		0
8.	ALL JOINTLY	0	24.		0
9.	FIRST NAMED ONLY	0	25.		0
10.	POWER OF ATTORNEY	0	26.		0
11.	MNR A/C SELF OPERATE	0	27.		0
12.	MD OR ANY 2 JOINTLY	0	28.		0
13.		0	29.		0
14.		0	30.		0
15.		0	31.		0
16.		0	32.		0



57. Account Name Change (Screen No. 7050)

Account Number:

Option:

- (a)
- (b) Click Transmit (Alt T).

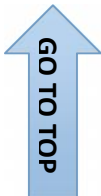
Account Number:

Short Account Name




(c)





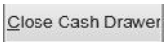
58. CIF: Create Customer for Financial Inclusion (From BC)
(Screen No. 68065)

- (a) Enter Reference Number. & click Fetch
- (b) Check all the details entered.
- (c) Add any missing data as per application form.
- (d) Select For Amend and Authorise in Authorisation Flag Combo Box.
- (e) Click Transmit (Alt T). 



59. Close Cash Drawer (Single Debit)

- (a) Count all physical cash as per cash drawer. Ensure all denominations must match with cash drawer.
- (b) Click open cash drawer . Enter details in Cash register as per cash drawer. (Take more care)
- (c) Enter screen number **20060** in open screen box located at the top right side of the window.
- (d) Enter GL account No. (98903-branch code- check suffix) Check suffix differ from branch to branch. (Click F7 to check account details)
- (e) Enter all mandatory fields highlighted in blue.
- (f) Click Transmit (Alt T). 
- (g) Irrespective of amount, queue will be sent to officer.
- (k) After physical cash check and authorisation by offr, click Queue  icon located at left top of the windows.
- (p) Click Execute

- (q) Click the row where amount to be out is mentioned and click Accept.
- (r) Enter denomination of all cash.
- (s) Click Transmit (Alt T). 
- (t) Click cash drawer Icon. 
- (u) Click Recon currency 
- (v) Click Transmit (Alt T) 
- (w) Click close cash drawer. 
- (x) Save report.

- Reports
 - + Cash Related
 - Printing Reports
 - **Cashier / Teller Cash Report**
 - Cashier / Teller Forex Cash Report
 - Outward Clearing Report

Click  



60. Important checks before logoff.


Save Report	<ul style="list-style-type: none"> - Reports <ul style="list-style-type: none"> + Cash Related - Printing Reports <ul style="list-style-type: none"> • Cashier / Teller Cash Report
Check Batch	<ul style="list-style-type: none"> - Batch Transactions <ul style="list-style-type: none"> • CashBatchForpayment • CashBatch • Batch Entry Screen • Batch Search
Check subvention	96379-Branch Code- Sx
Sundries Receivable II - Others	99889-Branch Code- Sx
Sundry deposit account	98742-Branch Code- Sx
C to C	86903-Branch Code- 7
DD issued on Indian Bank	99102-Branch Code- Sx
Parking A/C -General	97950-Branch Code- 9
Funds in transit account	99879-Branch Code- 6

61. ADDITION/ EDIT OF CELL NUMBER (Screen No. 67050)

- Customer No:
- (a) Option:
- (b) Enter/ Edit mobile number in Mobile No:
- (c) Click Transmit (Alt T)
- (d) Queue will be sent to officer for authorisation.

62. OPEN A NEW SESSION



- (a) Click  to open a new session.
- (b) By opening a new session, Cashier can work in many windows simultaneously.

63. Activate/ Deactivate SMS

- Deposit/CC/OD Accounts & Services
 - + Create
 - Amend
 - Deposit/CC/OD Account
 - Amend Deposit Tabbed Screen
 - User Codes
 - Pending Charge

- (a) Select

Amend Deposit Account

- (b) Enter Account Number:

- (c) Select Misc from options and select SMS required option.



Core Options	Statement/Mail Options	Term A/c Options	Credit Card Options	Miscellaneous
Reporting Codes				
Agent Code:	<input type="text"/>	Investment Type:	<input type="text"/>	District: <input type="text"/> Group Ind: <input type="text"/>
Other				
GL Classification Code:	<input type="text" value="60044INR105050001"/>	Language Code:	<input type="text" value="1:English"/> <input type="button" value="v"/>	
Charge Exemption Profile:	<input type="text"/>	Overdraft Review Indicator:	<input type="text"/>	
Vostro Acct/Bank Identifier	<input type="text"/>			
Account Extraction Ind:	<input type="text" value="No Extract"/>	Application Identifier:	<input type="text"/>	
FCY Clause:	<input type="text" value="0"/> Nominated Hedge Currency <input type="text"/>	SMS :	<input type="text" value="Y"/> <input type="button" value="v"/>	
Account/Cross Border Risk:	<input type="text" value="ZZ:Not Applicable"/>	SMS Required:	<input type="text"/>	
Security Indicator:	<input type="text" value="Z:Not Applicable"/>	Credit Threshold :	<input type="text"/>	
Time Band:	<input type="text" value="ZZ:Not Applicable"/>	Debit Threshold :	<input type="text"/>	
BackDated Recalculation Ind:	<input type="text"/>			
Demand Draft :				
Beneficiary Name:	<input type="text"/>	Beneficiary Last Name:	<input type="text"/>	
Address 1:	<input type="text"/>			
Address 2:	<input type="text"/>			
Payable At:	<input type="text"/>			
Delinquency :	<input type="text"/>			
Credit Rating :	<input type="text"/>			
		<input type="button" value="Transmit"/>	<input type="button" value="Close"/>	

- Deposit/CC/OD Accounts & Services
 - + Create
 - Amend
 - Deposit/CC/OD Account
 - Amend Deposit Tabbed Screen
 - User Codes
 - Pending Charge
- (d)

Account Number:

(e) Enter Option:

(f) Select SMS Regd: Booking No Y: Or Threshold Dr

64. G/L: Account Number Search: 29041

- (a) Enter related word in Ledger Name box
- (b) Click Search Icon

Ledger Name: Branch No:

No of Records:

Account Number	Ledger name
00000098048	CHGS-COURIER CHARGES
00000099002	RECOVERY OF COURIER CHARGES



65. Some important BGL account numbers and Screen numbers. (Please refer BM for Branch code & Sx.)

SL NO	CATEGORY	GL/ACCT NO	SCRN NO
1.	AADHAR	97368-Branch Code- Sx	20010
2.	ACCT CLOSE - CASH		3060
3.	ACCT CLOSE- TRANSFER		3045
4.	ACCT DETAILS CHANGE		67050
5.	ATM ISSUE/ BLOCK (AMEND USER CODES)		7495
6.	ATM REQUEST		9583
7.	ADDITIONAL LOD		12430
8.	AGENCY COMMISSION	98306-Branch Code- Sx	
9.	APPRAISER FEE	98311-Branch Code- Sx	
10.	AUITORS FEES	96679-Branch Code- Sx	
11.	BUSINESS PROMO CAMPAIGN	96349-Branch Code- Sx	
12.	C2C STATUS CHK		29042
13.	CASH BALANCE	98903-Branch Code- Sx	20060
14.	CASH DEPOSIT LOAN		11010
15.	CASH DEPOSIT SB		1010
16.	CASH HANDLING CHARGES	99629-Branch Code- Sx	
17.	CASH WITHDRAWAL		1060
18.	CHEQUE RETD CHARGES	96534-Branch Code- Sx	
19.	CHEQUE WITHDRAW		51072
20.	CHQ ISSUE CHRQ	96531-Branch Code- Sx	
21.	CONVEYANCE ALLOWANCE	98315-Branch Code- Sx	
22.	COURIER	98048-Branch Code- Sx	
23.	CR SERV BRANCH (C2C CHECK)	86903-Branch Code- Sx	
24.	DD CANCEL CHRQ	98401-Branch Code- Sx	
25.	DD ISSUED CANCELATION ACCT	98848-Branch Code- Sx	
26.	DEBIT FROM ACCT		10750
27.	DEPOSIT TO SB		3045
28.	DUP PASS BOOK/ STATEMENT	96532-Branch Code- Sx	
29.	EB	97947-Branch Code- Sx	20060
30.	ENCASH PL OFFR	98096-Branch Code- Sx	
31.	ENTERTAINMENT EXP	98303-Branch Code- Sx	



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32.	EXP FOR BUSINESS	96349-Branch Code- Sx	
33.	FESTIVAL ADVANCE	99902-Branch Code- Sx	
34.	FIT	99879-Branch Code- Sx	20060
35.	FUEL EXP	98302-Branch Code- Sx	
36.	IB SALEM	710683783	
37.	IB BALANCE	99105-Branch Code- Sx	20060
38.	IBC COMISSION	98347-Branch Code- Sx	
39.	IBC COMMISSION	96379-Branch Code- Sx	
40.	IN OPERATIVE TO OPERATIVE		8000
41.	JEWEL AMT BALANCE		13000
42.	JEWEL CASH DEP		13010
43.	JEWEL COLLETRAL		62000
44.	JWL LOAN CLOSE TRANS		13045
45.	LFC OFFR	98077-Branch Code- Sx	
46.	LOAN TO SB		11055
47.	MEDICAL AID CLK	98062-Branch Code- Sx	
48.	MEDICAL AID OFFR	98061-Branch Code- Sx	
49.	MINIMUM BALANCE CHARGES	96538-Branch Code- Sx	
50.	MISC OTHER (MISC) INCOME NOT ATTR. SERVC TAX	97849-Branch Code- Sx	
51.	OTH MISC INCOME ATTRAC SER TAX	99018-Branch Code- Sx	
52.	MOP	98107-Branch Code- Sx	20060
53.	NEFT COMMISSION	98907-Branch Code- Sx	
54.	NEFT SETTLEMENT	99642-Branch Code- Sx	
55.	NEFT SUSPENSE	99635-Branch Code- Sx	
56.	NEWS PAPER OFFICE	96928-Branch Code- Sx	20060
57.	NEWS PAPER STAFF	98301-Branch Code- Sx	20060
58.	OBC BOOKING CREDIT	99895-Branch Code- Sx	
59.	OBC BOOKING DEBIT	99883-Branch Code- Sx	
60.	OBC COMMISSION	99855-Branch Code- Sx	
61.	OBC REV CREDIT	99883-Branch Code- Sx	
62.	OBC REV DEBIT	99895-Branch Code- Sx	
63.	OSL (Other than Items pending SR II)	99871-Branch Code- Sx	20060
64.	PAN INCOME	99018-Branch Code- Sx	
65.	PARKING GEN ACCT	97950-Branch Code- Sx	20010



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66.	PART PAYMENT		11045
67.	PASSBOOK FRONT		500
68.	PASSBOOK UPDATE		600
69.	POSTAL EXPENDITURE	97901-Branch Code- Sx	
70.	POSTAL INCOME	99005-Branch Code- Sx	
71.	PREMIUM PKAIS	96350-Branch Code- Sx	
72.	RE : Residual Expenses (Others)	98308-Branch Code- Sx	20060
73.	RE APPRAISAL CHARGE	98305-Branch Code- Sx	
74.	REC OF PROCESSING CHARGES	96910-Branch Code- Sx	
75.	RENT- PREMISES	98042-Branch Code- Sx	
76.	SALE OF SCARP	96542-Branch Code- Sx	
77.	SB TO DEPOSIT		1045
78.	SEARCH ALL ACCTS		60450
79.	SEARCH STAFF		9600
80.	SR I	99888-Branch Code- Sx	
81.	SR II	99889-Branch Code- Sx	20060
82.	STAMPS	99877-Branch Code- Sx	
83.	STATIONERY	98054-Branch Code- Sx	20060
84.	SUBVENTION	96379-Branch Code- Sx	
85.	TA CLK	96947-Branch Code- Sx	20060
86.	TA EXP OTHERS	98066-Branch Code- Sx	
87.	TA OFFR	96946-Branch Code- Sx	20060
88.	TA SUB STAFF	96486-Branch Code- Sx	20060
89.	TDS REV	98861-Branch Code- Sx	
90.	TDS SALARY	99873-Branch Code- Sx	
91.	TELEPHONE	97902-Branch Code- Sx	
92.	TRANSACTION LOAN		10450
93.	TRANSACTION SB		450
94.	WATER	96585-Branch Code- 1	20060



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66. Some Important Registers in Bank

SL NO	Name
1.	Cash Balance Book
2.	Cash Movement Register
3.	Advice Register
4.	Jewel Control Register
5.	Cheque Issue Register
6.	Mail Inward Register
7.	ATM Card Issue Register
8.	ATM PIN Issue Register
9.	SB Nominee Details Register
10.	Deposit Nominee Details Register
11.	Complaint Register
12.	Death Claim Register
13.	OBC Booking Register
14.	Inventory Register
15.	Returned Cheque Register
16.	Insurance Register
17.	Bank Reconciliation Register
18.	Loan Sanctioned Register
19.	Voucher Verification Register
20.	Letter Despatch Register


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67. Some Important Monthly Data to RO by BM

SL NO	Name
01	Quick Data
02	Manager's Monthly Certificate (MMC)