

Branch Circular no: SOI – 2B/ 19/ 2006

24.08.2006

Director (Operations)

All Branch Managers

Re: Mandatory completion of END OF DAY (EOD) procedures of the last working day of every month, by 10th of the following month.

Your attention is hereby drawn to Clause No: 28, Vol: 2B, Page – 260 of S. O. I. wherein the EOD procedures have been explained in details. You might be quite aware of the fact that our long awaited expectation of all India connectivity through technology supported system has ended in successful installation of PIIS at all our Branches across the country. Now the time is to enjoy the facilities available with the said system in best possible way. Amongst the added advantages available in the said system one is that, henceforth you will not be required to send your monthly MIS to your Regional/ Head Office. System is capable enough to generate the said statement of all Branches from EDP, Kolkata where the Central Server has been installed. But for flawless and successful generation of MIS from EDP, Kolkata what you need to do is to complete your END OF DAY (EOD) and END OF MONTH (EOM) procedures positively within the time framed.

For smooth execution of PIIS, the GM (EDP) in his letter No: GM/ EDP/ 0258/ 2006, dated 21.08.2006 has advised you all to close all EOD procedures positively within seven working days from the START OF DAY (SOD), failing which entire system will be jeopardized. Accordingly, it will be a mandatory task on your part to ensure completion and closing of the EOD procedures of the last working day of every month, positively by 10th of the following month. Failure on the part of even a single Branch in maintaining this schedule may paralise the entire process which may lead us to become defaulter in timely submission of statutory information reports to the Regulatory Authorities as per their schedule, the consequences of which may go a long way. Hence, failure on the part of any Branch in successful closing of EOD procedures of the last working day of every month by 10th of the following month will be viewed very seriously which may even lead to stringent disciplinary action (repeat stringent disciplinary

action) against the concerned Branch Manager/ Accountant. Please take note of the same very seriously.

Since, generation of MIS from EDP, Kolkata will be started with effect from the month of August'06 and onwards, you shall not be required any more to send your monthly MIS for the month of August'06 and onwards to your Regional/ Head Office. But you have to take all possible steps to close the EOD procedures of the last working day of 31st August'06 positively by 10th of September'06 and in similar way for all the months to come.

This schedule must be maintained meticulously.

In this context, all Regional Managers are also hereby requested to take note that they would also not be required to send MIS of their respective Regional Offices to H. O. for the month of August'06 and onwards and weekly collection statements of the Branches for the month of September'06 and onwards. However, they would continue to send the weekly collection statements of Branches to H. O. for August'06 only, as usual.

(B. Lahiri)
Director (Operations)

CC: Managing Director,
Director (Operations)
Director (Corp. P & S)
President (F)
Executive Vice President (P n AB)
All G. Ms/ All Dy. G. Ms/ All C. Ms/ All R. Ms
Shri. S. Bhowmik, Member, SOI implementation Forum.