

BRANCH CIRCULAR NO: SOI-1&2/18/06

26.07.2006

Dy. General Manager (Admn)

All Branch Managers

SOI volume 1&2 is in force since 1st April 2005 and entire branch operations are carried out, controlled and supervised as per the provisions of the SOI. However since its launch there have been some changes and additions to the contents of SOI, which were communicated to the branches from time to time. Accordingly branches have been asked to make necessary amendments to the SOI, which we hope they have been doing. In order to assist the branches to get a comprehensive view of the changes that have been brought about since the launch of SOI, we have come out with an updation memorandum, which incorporates the changes on the basis of circulars issued from 1st April 2005 to 30th April 2006. We have also taken this opportunity to amend some of the provisions with additional inputs/ clarifications/ corrections. The memorandum is enclosed and branches are advised to make the corresponding updation at their end following the guidelines given below:

1. This updation memorandum has been printed separately for Volume 1 & 2 segregating contents therein sub-volume wise. These sheets are to be attached to the respective volumes of SOI at the end using screw binder.
2. Wherever indicated, branches should also attach copy of the circular (indicated as NOTE to branches) at the specified position of the SOI, using the screw binder.
3. For all the updations which have been indicated as "Correction required", branches should make the corrections forthwith at respective places. The words/ phrases to be corrected have been indicated in bold font in the updation memorandum.
4. For other areas, where branch circular numbers have been given, branches are advised to make updation in the following manner:
 - i. Where content to be updated is small they can make amendments in the SOI body itself
 - ii. Where space available at the place for amendment is not adequate they should highlight the portion to be amended and indicate therein that the respective provision has changed mentioning reference to the updation memorandum.

- iii. Wherever new paragraphs have been advised to be added, guidelines as above (ii) should be followed after including the head of the paragraph in the relevant space in the SOI.
- iv. Invariably the note sheet for each of the sub-volumes have to be filled in for the updations mentioning the circular references

Branches are advised to get themselves updated with the changes and inform the relevant employees of the changes. The circular also need to be circulated within the branch.

It is to be noted that carrying out updation is mandatory and the updation status will be subjected to inspection/ audit.

(K Chakraborty)

Dy. General Manager (Admn)

Encl: As stated

Cc: Managing Director/ Director(Ops)/ Director(Corp.P&S)/ President (Fin)/
Exe. Vice President (PnAB)/All General Managers/All Dy. General Managers/
All Chief Managers/All Regional Managers/Asst. Regional Manager (W-II)/
AMCD I/C (Blr.)/Sri S. Bhaumik, Member, SOI Implementation Forum