

Ref: Branch Circular No. SOI-1C/12/2006

Date: 21.06.2006

From: Director (Ops)

To: All Branch Managers

- Re: (A) Issue of fresh cheque in lieu of Stale/Cancelled cheque  
(B) Withdrawal of DD purchase facility  
(C) Further clarification in regard to acceptance of deposit in Cash/Cheque/Draft

(A) Issue of fresh cheque

Your attention is hereby drawn to Clause No. 31, Vol. 1C, Page No. 247 of S.O.I. as well as Branch Circular No: S.O.I.-1C/13/2005, dated 20.12.2005, wherein the detailed procedures in regard to issue of fresh cheques in lieu of Stale/Cancelled cheques have been defined clearly. But it is being observed from the reports of Audit/Inspection that at many of our Branches, the set procedures are not being maintained meticulously. As a result, series of irregularities are taking place while issuing fresh cheques in place of Stale/Cancelled cheques.

In order to avoid such irregularities, it has now been decided to allow the **Branch Manager or officiating Branch Manager/Officer Incharge or officiating Officer Incharge and Accountant or the Officer who is taking care of Accounts Dept.** only to issue all sorts of fresh cheque in place of Stale/ Cancelled cheques, after due maintenance of set procedures as enumerated in aforesaid Branch Circular and after verification of original payment documents. This is to be followed with immediate effect. No authorized signatories other than the Branch Manager or officiating Branch Manager/Officer Incharge or officiating Officer Incharge and Accountant or the Officer who is taking care of Accounts Dept. are henceforth permitted to issue such fresh cheques. This should be followed strictly. **This subject will henceforth be incorporated in Audit/Inspection programme for regular verification. If any irregularity is detected and/or if such cheques are found issued/signed by any person other than the above-said officials, stern action will be initiated against the person to be found liable for such irregularity.**

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(B) Withdrawal of DD purchase facility

Please refer to item No. 1 of Branch Circular No. SOI-1A/1B/2B/11/2006, dated 31.05.2006 wherein it has clearly been explained that a consolidated A/c. payee Bank Draft in respect of deposits of multiple number of cases/certificate accounts of different holders supported by individual deposit slips duly filled in or a list showing the details of the different certificate holders may be accepted from any depositor. In such cases, the same D.D. No. and date is to be recorded against the pertaining deposit accounts and receipts will bear the same number and date **for which no D.D. purchase system is required to be maintained.** Hence, with the introduction of the aforesaid facility, **the existing D.D. purchase system will no longer be required to continue. Therefore, D.D. purchase facility is being withdrawn from the system.**

(C) Acceptance of deposit in Cash/Cheque/Draft

In response to the queries being received by us from different Branches in regard to acceptance of Cheque/Bank Draft against deposit as enumerated in item Number (1) of Branch Circular No: SOI-1A/1B/2B/11/2006, dated 31.05.2006, we would like to clarify further that where the aggregate deposit value of a certificate does not exceed the threshold limit of Rs. 19,999/-, deposit against such cases may be accepted either by Cash or Cheque (issued by the concerned certificate holder/legal guardian in case of minor) or Bank Draft. Alternatively, partly Cheque/Draft and partly Cash deposit also may be accepted. **But where the aggregate deposit value of a certificate exceeds the said threshold limit of Rs.19,999/-, under no circumstances deposit against such certificate is permissible to accept in Cash. Any deposit partly by Cheque/Draft and partly in Cash is not also acceptable. Even the deposit of rest amount in case of short payment, amount of interest for delayed period, Bank charge etc., if there be any, are also not acceptable in cash against such cases. This is to be followed strictly.**

**( B Lahiri )**  
**Director (Ops)**

Cc: MD/P (F)/ GCC/Exe.VP (PnAB)/

Cc: G.M (EDP)–with the request to withdraw the D.D. purchase facility from the system.

Cc: All GMs/Chief of Int. Audit/All DGMs/All CMs/All RMs,ARM(W-II),AM-CD I/C, Blr.

Cc: Sri S. Bhaumik, Member, SOI Implementation Forum- for necessary incorporation