



## Annex IV

### Additional Questionnaire Applicable to Specialised Branches

#### A. For Branches dealing in Foreign Exchange Transactions

1. Are there any material adverse features pointed out in the reports of concurrent auditors, internal auditors, and / or the Reserve Bank of India's inspection report which continue to persist in relation to NRE / NRO / FCNR-B / EEFC / RFC and other similar deposits accounts. If so, furnish the particulars of such adverse features.
2. Whether the branch has followed the instructions and guidelines of the controlling authorities of the bank with regard to the following in relation to the foreign exchange and, if not, state the irregularities.
  - (a) Deposits
  - (b) Advances
  - (c) Export bills
  - (d) Bills for collection
  - (e) Dealing room operations (where a branch has one)
  - (f) Any other area
3. NOSTRO Accounts (Obtain from the branch management, a list of all NOSTRO Accounts maintained / operated by the branch).
  - (a) Whether the bank has a system of periodic confirmation / reconciliation of the balances in NOSTRO accounts maintained with each overseas bank / correspondent? Has such confirmation been received and account reconciled at year end in each case? If not, give details.
  - (b) Whether the system of the bank ensures that all entries originated by overseas banks / correspondents, have been duly responded promptly in the respective NOSTRO accounts maintained by the bank?



- (c) Are there any dormant / closed NOSTRO accounts in respect of which balances continue to exist in the books of the branch, at year end?
  - (d) Have the NOSTRO balances been converted at year end at the rates of exchange as prescribed by the controlling authorities?
  - (e) In case, any matter deserves special attention of the management, the same may be reported
4. Does the branch follow the prescribed procedures in relation to maintenance of Vostro Accounts?

**B. For branches dealing in Clearing House Operations, normally referred to as Service Branches**

- 1. Does the branch have a system of periodic review of the outstanding entries in clearing adjustments accounts? In your view, has the system generally been complied with?
- 2. Whether review of the clearing adjustments accounts (inwards / outwards) reveals any old / large / unusual outstanding entries, which remain unexplained? Give year-wise break-up of outstanding in number and value.
- 3. Has the branch strictly followed the guidelines of the controlling authority of the bank with respect to operations related to clearing transactions? Comment on the systems and procedures followed by the branch in this regard.

**C. For Branches dealing in Recovery of Non-Performing Assets such as Asset Recovery Branches**

- 1. In respect of borrowers with outstanding of ₹10 Crore and above, the information should be obtained from the Branch Management. Comments of the SBAs on advances with significant adverse features and which



might need the attention of the management / Statutory Central Auditors should be appended to the LFAR.

- List the accounts with outstanding in excess of ₹10 Crore, which have been upgraded from Non-Performing to Standard during the year and the reasons thereof.

S.No	Name of the Unit / Account	Outstanding (in ₹ crore)	IRAC Status as on 31st March [Last Year]	IRAC Status as on 31st March [Current Year]	Reason/s

- Whether the branch has a system of updating periodically, the information relating to the valuation of security charged to the bank?
- Age-wise analysis of the recovery suits filed and pending for the last three years along with latest status thereof.

Year	No. of Accounts	Amount (in ₹ crore)
Upto n-3		
(n-2)		
(n-1)		
Current Financial Year (n)		

- Is the branch prompt in ensuring execution of decrees obtained for recovery from the defaulting borrowers? Also, list the time barred decrees, if any, and reasons thereof. Give age-wise analysis of decrees obtained and not executed.
- List the recoveries and their appropriation against the interest and the



principal and the accounts settled / written off / closed during the year as per the bank's policy. Give particulars of recoveries which are pending for appropriation as on year-end with reasons thereof.

7. List the new borrower accounts transferred to the branch during the year. Have all the relevant documents and records relating to these borrower accounts been transferred to the branch? Has the branch obtained confirmation that all the accounts of the borrower (including non-fund-based exposures and deposits pending adjustment / margin deposits) been transferred to the branch?

Signature of the Branch Auditor