

**Master Circular on**  
**Boards of Directors**  
**Reviews to be submitted to the Board of Directors of**  
**primary (urban) co-operative banks**

*[Vide para 4 ]*

**I. Monthly**

1. (a) Funds Management  
 (b) Position regarding compliance with Cash Reserve/Statutory Liquidity Ratio
2. Trial Balance - Income/Expenditure Statements
3. Comparative position of deposits/advances
4. Credit proposals sanctioned under delegated authority including Temporary Overdrafts
5. Report on serious irregularities/frauds/misappropriation which have come to light during the month, if any
6. Comparative position of overdues

**II. Quarterly**

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|--|----------------|---------------|------------------|--------------------|
| 1. Review of Deposit Mobilisation/Target/Achievement (bank as a whole)   | April<br>(1-3) | July<br>(4-6) | October<br>(7-9) | January<br>(10-12) |
| 2. Branch-wise performance of deposits and advances - Targets/Achievements   |                | --do--        |                  |                    |
| 3. Review of at least 25% of large borrowal accounts (Rs. 5 lakhs and above in case of non-scheduled banks and Rs. 10 lakhs and above in case of scheduled banks - All such accounts to be reviewed within a year) |                | --do--        |                  |                    |

4. Review of recovery performance as also action against defaulters		--do--			
5. Inter-branch Reconciliation/House-keeping position of branches		--do--			
6. Action taken on major frauds/serious irregularities	April (1-3)	July (4-6)	October (7-9)	January (10-12)	
7. Review of action taken on internal inspection reports and compliance		--do--			
8. Advances to directors/their relatives - observance of RBI guidelines	May (1-3)	August (4-6)	November (7-9)	February (10-12)	
9. Advances to single party/connected group - observance of RBI guidelines		--do--			
10. Review of Annual Business Plan	April (1-3)	July (4-6)	October (7-9)	January (10-12)	

### III. Half-yearly

1. Review of capital expenditure vis-à-vis capital budget		January (7-12)		July (1-6)	
2. Review of distribution of deposits/ advances and credit deposit ratio		February (7-12)		August (1-6)	
3. Review of action taken on concurrent audit report		--do--		--do--	

4. Review of action taken on the findings of RBI Inspection Report/ Statutory Audit Report	April (10-3)	October (4-9)
5. Review of priority sector/weaker section lendings	--do--	--do--
6. Review of performance in mobilisation of deposits under NRE/FCNR scheme	--do--	--do--
7. Review of Merchant Banking Business	--do--	--do--
8. Review of action taken on Audit/ Vigilance Committee of the Directors	--do--	--do--
9. Review of Customer Service	May (10-3)	November (4-9)
10. Review of security arrangements	--do--	--do--
11. Half-yearly working results/ Review of performance of branches - income and expenditure	August (10-3)	February (4-9)

#### **IV. Annual**

1. Review of bad debts proposed to be written-off	(April)
2. Report on frauds and action taken	(April)
3. Review of foreign exchange business	(April)
4. Review of donations made during the year	(April)

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|---|-------------|
| 5. Bank's Balance Sheet, Profit & Loss A/c.,<br>Working results   | (May)       |
| 6. Review of loss making branches   | (May)       |
| 7. Analysis of wide variations in expenditure heads   | (May)       |
| 8. Comprehensive note on income recognition,<br>asset classification and provisioning towards non-<br>performing assets | (May)       |
| 9. Review of human resources development and<br>training of staff   | (June)      |
| 10. Review of mechanisation and computerization   | (June)      |
| 11. Review of branch expansion/pending licences   | (July)      |
| 12. Review of Statutory Audit Report  | (September) |
| 13. Review of Annual Business Plan  | (February)  |

(Note: 1.....12 indicate the calendar months)

e.g. 1 represent January. 12 represent December