

THE RIGHT TO INFORMATION ACT, 2005

OBLIGATIONS OF PUBLIC AUTHORITIES

INFORMATION HAND BOOK

Refer to Chapter II Section 4 (1) (b) of RTI Act, 2005

**ANDHRA PRADESH STATE FINANCIAL CORPORATION
5-9-194, P.B.No: 165,
CHIRAG ALI LANE,
HYDERABAD - 500 001**

GOVERNMENT OF ANDHRA PRADESH
ANDHRA PRADESH STATE FINANCIAL CORPORATION

RIGHT TO INFORMATION ACT, 2005

CHAPTER 1

INTRODUCTION

In democracy, citizens are to be informed about the policies, programmes, acts, rules, procedures followed in Government organization. The instrument of the Government are accountable to governed and the corrupt malpractices are curbed unless is accurate information available to the public in general.

With the above object in view, Government of India have enacted an act to provide for setting out the practical regime of right information for citizen to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority, the constitution of a Central Information Commission and State Information Commission and for matters connected therewith or incidental thereto.

The Right Information Bill, 2005 was passed by the House Parliament and received the assent of President of India on 15.06.2005. It was published as “**Right Information Act, 2005**” in the Gazette of India vide No.25 on 21.06.2005 and it has come into force with effect from 15.06.2005.

As per the Act, each public authority has to fulfill certain obligation before expiry of 100/120 days from the commencement of the Act i.e. by 23.09.2005/12.10.2005.

Section 4(1)(a) of the Act caste an obligation on each public authority to maintain records. The section reads as follows.

“Maintain all its records duly catalogued and indexed in manner and the form which facilities the Right to Information Under this act and ensure that all records that are appropriate to computerized are, within a reasonable time and subject to availability of resources computerized and connected through a network all over the country on different systems so that access to such records is facilitated”

Section 4(1) (b) of the Act casts an obligation on each public authority to publish within expiry of 120 days from the commencement of the Act to publish manuals on the 17 items contained in Chapters 2 to 17 herein for easy access and understanding by Citizens, City Society Organizations, Public Representatives Officers and employees of public authorities including Central and State Information

Commissions, Public Information Officers and Assistant Public Information Officer and Appellate Officers etc.

This Information Handbook in so far as Andhra Pradesh State Financial Corporation deals with the following chapters:

1. Introduction
2. Organization, Function and Duties
3. Powers and Duties of Officers and Employees
4. Procedure followed in Decision Making process
5. Norms set for the Discharge of Functions
6. Rules, Regulation, Instructions, Manual and Records for Discharging Functions.
7. Categories of Documents held by the Public Authority under its control
8. Arrangement for consultation with, or Representation by, the members of the public in relation to the Formulation of Policy or Implementation thereof
9. Boards, Councils, Committees and other bodies constituted as part of Public Authority.
10. Details of Pay Scales
11. Monthly Remuneration received by Officers and Employees including the System of Compensation as provided in Regulations.
12. Budget Allotment to each Agency including Plans etc.
13. Manner of Execution of Subsidy Programmes.
14. Particulars of Recipients of Concessions, Permits or Authorization Granted by the Public Authority.
15. Information Available in Electronic Forms
16. Particulars of facilities available to Citizens for obtaining information
17. Names, Designations and other particulars of Public Information Officers

RIGHT TO INFORMATION ACT, 2005

CHAPTER 2

ORGANIZATION, FUNCTIONS AND DUTIES

{Sec. 4(1)(b)(i) of RTI Act, 2005}

- 1. Name of the Organization : ANDHRA PRADESH STATE
FINANCIAL CORPORATION**
- 2. Address : 5-9-194, P.B No: 165
Chirag Ali Lane,
Hyderabad – 500 001
Andhra Pradesh, India.**

The APSFC was established in the year 1956 under the State Financial Corporation Act, LXIII of 1951. Consequent to bifurcation of the State, the Corporation is divided into Andhra and Telangana Divisions and the Operational office of Andhra Division is located at Vijayawada. The Corporation operates through Head Office, Operational Office and 26 branch offices as under:

Location :

- i) **Head Office :** # 5-9-194, P B No. 165,
Chirag Ali Lane, Abids,
Hyderabad – 500 001.
Tel. Nos. 23201646,
23202547, 23202550 – 53
Grams : AFINCORP
Fax : 040 – 23202972
E-mail: ho@apsfc.com

Website : www.apsfc.com

- ii) **Andhra Division
Operational Office :** Plot OS No.2, 2nd Cross,
3rd Road, Industrial Park,
Near VM Bakery Foods,
Vijayawada-520007
Phone No. 0866-2463890
URL: www.apsfc.com

:

E-mail: apsfc.hrd@gmail.com

iii) **Branch Offices**

MANCHERIAL	:	Plot No.414, Block No.4 APSFC, KolliBhavan Janmabhoomi Nagar Mancherial – 504 208 Phone: 08736-252567 Email: mancherial@apsfc.com
ADILABAD [SUB-OFFICE]	:	Collectorate Road, Beside District Court, Adilabad – 504 502 Phone : 08732 – 226489

ANANTAPUR	:	D.No. 28/453-E-2 APSFC Building, Near Collectorate Behind PennarBhavan, Anantapur – 515 001 Phone : 08554 – 275511 Email: ananthapur@apsfc.com
ELURU	:	D. No.27 -3-24 /1, APSFC Building, Narasimharaopet, Opp. SP's Office ELURU – 534006 Phone : 08812 – 231037 Email: eluru@apsfc.com
GUNTUR	:	I Floor, Amulya Towers, Ring Road, Chandramouli Nagar, Guntur – 522 007. Phone : 0863 – 2350012 Email: guntur@apsfc.com
HYDERABAD	:	D.No. 5-9-194, APSFC Building Hyderabad Branch Chirag Ali Lane, Abids, Hyderabad – 500 001 Phone : 040 – 23204106 Email: hyderabad@apsfc.com
KADAPA	:	D.No. 20/979, 1 st Floor, Near YSR Statue, Nehru Park Road, Co-operative colony, Kadapa – 516 001 Phone – 08562 – 244421 Email: kadapa@apsfc.com
KAKINADA	:	D.No. 13-1-61 & 61/1, 1 st Floor, Opp: Apollo Hospital, Katyayani Hi- Tech Complex, Main Road, Kakinada – 533 001 Phone : 0884-2358809 Email: kakinada@apsfc.com

KARIMNAGAR	:	D.No. 2-7-373, Mukkarampura, APSFC Building, Opp: Dist. Collectorate Complex Karimngar – 505 002 Phone : 0878 – 2243662 Email: karimnagar@apsfc.com
KHAMMAM	:	D.No. 9-3-71, 2 nd Floor, ERR Complex, Station Road, Khammam – 507 001 Phone : 08742 – 234566 Email: khammam@apsfc.com
KURNOOL	:	D.No.50/706, C, Gooty Road APSFC Building, Opp: Birla Guest House, B.Camp, Kurnool – 518 002 Phone : 08518 – 229056 Email: Kurnool@apsfc.com
MAHABUBNAGAR	:	1st Floor, VijayaVandana Towers, Opp. Post Office, Mettugadda Mahaboobnagar – 509 002. Phone : 08542 – 242805 Email: mahabubnagar@apsfc.com
NALGONDA	:	Ward No. 6, Block No. 1, Boyawada, Ramgiri Area, Nalgonda – 508 001. Phone : 08682 – 223323 Email: nalgonda@apsfc.com
NELLORE	:	B12A, Industrial Estate, APSFC Building, GNT Road, Andhra Kesari Nagar, Dargamitta, Nellore– 524 004. Phone : 0861 – 2331600. Email: Nellore@apsfc.com
NIZAMABAD	:	6-2-136, Opp: ZillaParishad, APSFC Building, Subashnagar, Nizamabad – 503 002. Phone : 08462 – 237267 Email: nizamabad@apsfc.com

ONGOLE	:	37-1-406(4), APSFC Building, 2 nd line, Bhagyanagar Ongole – 523 001. Phone : 08592 – 233029 Email: ongole@apsfc.com
RAJAHMUNDRY	:	D.No. 19-5-9, 2 nd Floor, Beside Swatantra Petrol Pump, Near Kambala Cheruvu, Ramachandrarao Peta, Rajamahendravaram – 533 101. Phone : 0883 – 2442766 Email: apsfcrjy@gmail.com
RANGA REDDY [EAST]	:	D.No. 5-9-194, APSFC Building, Ranga Reddy East Branch Chirag Ali Lane, Hyderabad – 500 001. Phone: 040–23203615 Email: rreast@apsfc.com
RANGA REDDY [WEST]	:	D.No. 5-9-194, APSFC Building, Ranga Reddy West Branch Chirag Ali Lane, Hyderabad – 500 001. Phone: 040–23202972 Email: rrwest@apsfc.com
RAMACHANDRAPURAM	:	D. No. 22-95, Reddy Complex Main Road, Besides LIC Office RC Puram, (MedakDist), Hyderabad – 500 032. Phone : 08455 – 280006 Email: rcpuram@apsfc.com
SANGAREDDY	:	3-4-21, APSFC Building, P.B. No. 23, Beside UCO Bank, Sangareddy – 502 001. Phone : 08455 – 276719 Email: sangareddy@apsfc.com

SRIKAKULAM : Plot No.377,
8th Lane, P.N. Colony,
Near Sri VenkateswaraSwamy Temple,
Srikakulam – 532 001.
Phone : 08942 –221756
Email: srikakulam@apsfc.com

TIRUPATHI : D.No. 2-2-388/B, APSFC Building,
Narasimhateertham Road,
(Near LIC Office)
Tirupathi – 517 502
Phone : 0877 – 2260792
Email: tirupathi@apsfc.com

VIJAYAWADA : Plot OS No.2, 2nd Cross,
3rd Road, Industrial Park,
Near VM Bakery Foods,
Vijayawada-520007
Phone No. 0866-2463881
Email: vijayawada@apsfc.com

VISAKHAPATNAM : D.No. 52-14-77/1, APSFC Building
New Respuvanipalem,
Visakhapatnam – 530 013.
Phone : 0891 – 2552574
Email: vizag@apsfc.com

VIZIANAGARAM : D.No. 20-21-6, 2nd Floor,
Plot No. 1, Simhadrinagar
100 Feet Ring Road Near
Saibaba Temple,
Vizianagaram – 535 002.
Phone : 08922 – 224685
Email: apsfcvzm@gmail.com

WARANGAL : Beside District Central Library,
Balasamudram, Hanumakonda,
Warangal – 506 001.
Phone: 0870–2572777, 2572229.
Email: warangal@apsfc.com

3. **FUNCTIONS & DUTIES** :

1. The APSFC, may, subject to the provisions of SFCs Act, may carry on and transact any of the following kinds of business viz.,
 - (a) Guaranteeing, on such terms and conditions as may be agreed upon –
 - (i) Loans raised by industrial concerns which are repayable within a period not exceeding twenty years, and are floated in the public market;
 - (ii) loans raised by industrial concerns from scheduled banks or State co-operative banks or other financial institutions;
 - (b) guaranteeing, on such terms and conditions as may be agreed upon, deferred payments due from any industrial concern in connection with its purchase of capital goods within India;
 - (c) underwriting of the issue of stock, shares, bonds or debentures by industrial concerns;
 - (d) transferring for consideration any instruments relating to loans and advances granted by its to industrial concerns;
 - (e) acting as agent of the Central Government or the State Government or the Development Bank or the Small Industries Bank or the IFCI Limited formed and registered under the Companies Act, 1956, or any other financial institution notified in this behalf by the Central Government in respect of any matter connected with, or arising out of, the grant of loans or advances any matter connected with, or arising out of, the grant of loans or advances to an industrial concern, or subscription to debentures of an industrial concern or relating to the business of the Development Bank, Small Industries bank, IFCI Limited or financial institution;
 - (f) subscribing to, or purchasing of, the stock, shares, bonds or debentures of an industrial concern or any other concern;
 - (g) retaining as part of its assets any stock, shares, bonds or debentures which it may acquire by subscription or in fulfillment of its underwriting liabilities and disposing of the stock, shares, bonds or debentures so acquired;

- (h) granting loans or advances to, or subscribing to debentures of, an industrial concern, repayable within a period not exceeding twenty years from the date on which they are granted or subscribed to, as the case may be:

PROVIDED that the Financial Corporation may, with the prior approval of the Small Industries Bank, exceed the said limit of twenty years up to a further period of ten years:

PROVIDED FURTHER that nothing contained in this clause shall be deemed to preclude the Financial Corporation from granting loans or advances to, or subscribing to debentures of, and industrial concern to which may be attached an option to convert such debentures or loans into stock or shares of the industrial concern if such concern increases its subscribed capital by the issue of further stock or shares in accordance with the subject to, the provisions of s. 81 of the Companies Act, 1956.

Explanation : In this clause, the expression “the amounts outstanding on such debentures or loans” shall mean the principal, interest and other charges payable on such debentures or loans as at the time when the amounts are sought to be converted into stock or shares;

- (i) accepting or discounting promissory notes and bills of exchange made, drawn, accepted or endorsed by industrial concerns or by any person selling capital goods manufactured by one industrial concern to another industrial concern;
- (j) undertaking research and surveys for evaluating or dealing with marketing or investments or undertaking and carrying on techno-economic studies or other activities in connection with the development of any industry;
- (k) providing technical and administrative assistance to any industrial concern or any person for the promotion, management or expansion of any industry.
- (l) planning and assisting in the promotion and development of industries.
- (m) providing consultancy and merchant banking services.
- (n) acting as trustee for the holders of debentures or other securities.
- (o) leasing, sub-leasing or giving on hire purchase of industrial plant, equipment, machinery or any other asset.
- (p) factoring
- (q) providing export related credit and services

- (r) undertaking money market relative activities;
 - (s) setting up of mutual funds and undertaking assets management activity;
 - (t) promoting, forming or conducting or assisting in the promotion, formation, or conduct of companies, subsidiaries, societies, trusts or such other associations of persons as it may deem fit;
 - (u) opening or confirming or endorsing letters of credit and negotiating or collecting bills and other documents drawn there under;
 - (v) doing such other business as the Small Industries Bank may authorize, and or generally the doing of such acts and things as may be incidental to or consequential upon, the exercise of its powers or the discharge of its duties under this Act.
- 2) The Financial Corporation may receive, in consideration of any of the services mentioned above, such commission, brokerage, interest, remuneration or fees as may be agreed up on.

A statement on Boards, Committees and other bodies of the Corporation:

A : At Head Office

S No	Name of the Body	Whether meetings are open Agenda & minutes are accessible to public
1	Board of APSFC [constituted u / s 10 of SFCs Act 1951]	NO
2	Executive Committee [constituted u / s 18 of SFCs Act 1951]	NO
3	Audit Committee	NO
4	Project Screening Committee	NO
5	Head Office Sanction Committee	NO
6	Head Office Committee on Recovery Matters	NO
7	Head Office Sale Negotiations	NO

	Committee	
8	Risk Management Committee	NO
9	H R D Committee	NO
10	Disciplinary Committee.	NO

B : At Branch Offices

The meetings of Branch Project Screening Committee, Branch Sanction Committee, Operations Zones Screening cum Sanction Committee, Branch OTS Committee, Committee to recommend write off cases up to Rs.50,000/- loans and Branch Sale Negotiation Committee are held at Branch Offices.

The meetings at Head Office and Branch offices are not open and Agenda&minutes are not accessible to general public except to the concerned.

CHAPTER - 3

POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

DETAILS OF EMPLOYEES WORKING IN THE CORPORATION AS ON 31.03.2019 (DEPARTMENT-WISE / BRANCH-WISE) WITH DUTIES & RESPONSIBILITIES

I) ANDHRA DIVISION:

Sl. No.	Staff No.	NAME OF THE EMPLOYEE	DESIGNATION	Place of work	Duties & Responsibilities
2	693	SATYANARAYANA CH	Deputy Manager	BOARD SECTT.	Assist HOD in Department Functions
3	618	ARJUNA RAO T	Asst. General Manager	LEGAL	Assist HOD in Department Functions
4	974	USHA VANI CH	Deputy Manager	LEGAL	Assist HOD in Department Functions
5	992	KIRAN KUMAR SNS	Deputy Manager	LEGAL	Assist HOD in Department Functions
6	649	SURESH P	Assistant Manager	LEGAL	Assist HOD in Department Functions
7					
8	677	PADMA RANI P	Manager	MRD	Assist HOD in Department Functions
9	583	RAMA SESHIAIAH K	Manager	MRD	Assist HOD in Department Functions
10	759	HANUMANTHA PRASAD P	Assistant Manager	MRD	Assist HOD in Department Functions
11	957	HARI KRISHNA PANTANGI	Senior Manager	CSD	Assist HOD in Department Functions
12	1008	VENKATESH B	Deputy Manager	CSD	Assist HOD in Department Functions
13	1015	GANESH SRIDHARA	Deputy Manager	CSD	Assist HOD in Department Functions

14	1009	SRI DIVYA R	Assistant	CSD	Assist HOD in Department Functions
15	623	RAO KS	General Manager	F&A, IA & ISO.	Head of the Departments
16	694	SESHAGIRI RAO P	Asst. General Manager	FIN. & ACCTS.	Assist HOD in Department Functions
17	980	ANIL KUMAR V	Senior Manager	FIN. & ACCTS.	Assist HOD in Department Functions
18	606	SAILAJA D	Manager	FIN. & ACCTS.	Assist HOD in Department Functions
19	725	BAPANAIAH J	Manager	FIN. & ACCTS.	Assist HOD in Department Functions
20	998	SREENATH M	Manager	FIN. & ACCTS.	Assist HOD in Department Functions
21	721	KRISHNA PRASAD V	Deputy Manager	FIN. & ACCTS.	Assist HOD in Department Functions
22	1026	PHANI VIKRAM SEN A	Deputy Manager	FIN. & ACCTS.	Assist HOD in Department Functions
23	783	RAM BABU M	Attender	FIN. & ACCTS.	Assist HOD in Department Functions
24	401	DATTATREYULU D	Manager	INTERNAL AUDIT	Assist HOD in Department Functions
25	395	LAXMINARAYNA V	Manager	INTERNAL AUDIT	Assist HOD in Department Functions
26	660	SUDHAKAR KVV	Manager	INTERNAL AUDIT	Assist HOD in Department Functions
27	402	PURUSHOTHAM K	Asst. General Manager	TIRUPATI AUDIT	Assist HOD in Department Functions
28	522	SATYA MURTHY G	Senior Manager	VIZAG AUDIT	Assist HOD in Department Functions
29	714	RAMANA MURTHY BBSRK	Senior Manager	VIZAG AUDIT	Assist HOD in Department Functions
30	696	RAGHU BABU L	Manager	VIJAYAWADA AUDIT	Assist HOD in Department Functions

31	902	Dr.J.KRISHNAIAH	Senior Manager	RMD	Assist HOD in Department Functions
32	595	SESHAGIRI RAO B	Manager	RMD	Assist HOD in Department Functions
33	389	PRABHAKARA GOUD R	General Manager	OPD-II, IDD, HRD, CSD, MRD	Head of the Departments
34	400	SUBBA RAO AV	Asst. General Manager	IDD & DEV.	Assist HOD in Department Functions
35	391	SK ABDUL GAFFOOR	Senior Manager	IDD	Assist HOD in Department Functions
36	394	SUBRHAMANYESWA RARAO YV	Senior Manager	IDD	Assist HOD in Department Functions
37	882	SRINIVASA RAO D	Senior Manager	IDD	Assist HOD in Department Functions
38	949	BALA MADDILETY N	Senior Manager	IDD	Assist HOD in Department Functions
39	564	SAIKUMAR T	Senior Manager	HRD	Assist HOD in Department Functions
40	643	LAXMANA PRASAD T	Senior Manager	HRD & VIGILANCE	Assist HOD in Department Functions
41	862	SRINIVASA RAO G	Deputy Manager	HRD	Assist HOD in Department Functions
42	691	PRASAD CHSVD	Jamedar	HRD	Assist HOD in Department Functions
43	726	RANGAVENDRA RAO GV	Attender	HRD	Assist HOD in Department Functions
44	291	SRINIVASA RAO KAK	Manager	HRD	Assist HOD in Department Functions
45	914	HARIBABU K	Deputy General Manger	HO-OPD-I, RMD	Head of the Department
46	805	MADHAVA PRASAD GS	Senior Manager	OPD-I & II	Assist HOD in Department Functions
47	835	CHANDRA SEKHAR Y	Manager	OPD-I & II	Assist HOD in Department Functions

48	405	SESHADRI SEKHAR P	Deputy General Manager	PROJECTS	Head of the Department
49	976	AZITHA K	Manager	PROJECTS	Assist HOD in Department Functions
50	658	MURTHY JSN	Manager	PROJECTS	Assist HOD in Department Functions
51	990	NAGA SEKHAR CH	Manager	PROJECTS	Assist HOD in Department Functions
52	967	VENKAIAH P	Deputy Manager	PROJECTS	Assist HOD in Department Functions
53	1016	VENKATAREDDY M	Deputy Manager	PROJECTS	Assist HOD in Department Functions
54	1024	NAGARAJU RODDA	Deputy Manager	PROJECTS	Assist HOD in Department Functions
55	913	VENKATESWARLUK	Assistant Manager	PROJECTS	Assist HOD in Department Functions
56	621	VIDYA SAGAR M	Asst. General Manager	DEVELOPMENT, MSME & FAC	Head of the Departments
57	653	SAILAJA RANI G	Asst. General Manager	FAC.CENTRE	Assist HOD in Department Functions
58	518	NANCHARAI AH V	Senior Manager	FAC. CENTRE-ONGL. & NELLORE	Assist HOD in Department Functions
59	382	RAMANA RAO AV	Senior Manager	FAC.CENTRE - RJY EAST & WEST GODAVARI	Assist HOD in Department Functions
60	613	SRINIVASA CHOWDARY T	Senior Manager	FAC. CENTRE - VJW & GUNTUR	Assist HOD in Department Functions
61	843	GANESH VARA PRASAD V	Senior Manager	FAC.CENTRE	Assist HOD in Department Functions
62	797	VENKATA RAO AS	Senior Manager	FAC.CENTRE - VIZAG, SKLM & VZNM	Assist HOD in Department Functions
63	562	VISWANATHAM K	Manager	FAC.CENTRE - TPT CHITTOR & KADAPA	Assist HOD in Department Functions
64	695	SRINIVASA MANIS	Asst. General Manager	VIJAYAWADA	Branch Manager

65	475	SATYANARAYANAR	Senior Manager	VIJAYAWAD A	Assist Branch Manager in Branch Functions
66	991	SWARUPA RAO K	Deputy Manager	VIJAYAWAD A	Assist Branch Manager in Branch Functions
67	973	HEMALATHA I	Deputy Manager	VIJAYAWAD A	Assist Branch Manager in Branch Functions
68	888	HEMALATHA T	Deputy Manager	VIJAYAWAD A	Assist Branch Manager in Branch Functions
69	930	SRINIVASA RAO S	Deputy Manager	VIJAYAWAD A	Assist Branch Manager in Branch Functions
70	952	UMA SUNDARI M	Deputy Manager	VIJAYAWAD A	Assist Branch Manager in Branch Functions
71	831	SIVA NAGAI AH C	Assistant Manager	VIJAYAWAD A	Assist Branch Manager in Branch Functions
72	769	MOHAN RAO G	Jamedar	VIJAYWADA	Assist Branch Manager in Branch Functions
73	979	ARUNA KUMAR O	Manager	GUNTUR	Branch Manager
74	823	SAMBASIVA RAO B	Deputy Manager	GUNTUR	Assist Branch Manager in Branch Functions
75	713	NAGESWARA RAO P	Deputy Manager	GUNTUR	Assist Branch Manager in Branch Functions
76	950	MAHENDRA KUMAR K	Deputy Manager	GUNTUR	Assist Branch Manager in Branch Functions
77	782	PRASAD KHDV	Deputy Manager	GUNTUR	Assist Branch Manager in Branch Functions
78	718	SURYA PRAKASH Y	Deputy Manager	GUNTUR	Assist Branch Manager in Branch Functions
79	1028	NAGARJUNA RAYAPUDI	Deputy Manager	GUNTUR	Assist Branch Manager in Branch Functions
80	1041	NAGALAKSHMI KV	Deputy Manager	GUNTUR	Assist Branch Manager in Branch Functions
81	717	SRINIVAS SSS VEMURY	Senior Manager	SRIKAKULA M	Branch Manager

82	799	APPALA RAJU B	Manager	SRIKAKULAM	Assist Branch Manager in Branch Functions
83	842	SIVANNARAYANA B	Deputy Manager	SRIKAKULAM	Assist Branch Manager in Branch Functions
84	970	SUNIL KUMAR K	Deputy Manager	SRIKAKULAM	Assist Branch Manager in Branch Functions
85	1001	MD MUKHTAR HUSSAIN	Deputy Manager	SRIKAKULAM	Assist Branch Manager in Branch Functions
86	1004	RAJASEKHAR RS	Deputy Manager	SRIKAKULAM	Assist Branch Manager in Branch Functions
87	815	KRISHNA RAO TV	Assistant Manager	SRIKAKULAM	Assist Branch Manager in Branch Functions
88	1037	DASARI SRIPUSHPA	Deputy Manager	SRIKAKULAM	Assist Branch Manager in Branch Functions
89	711	PHANI BHUSHANAMU PV	Manager	VIZIANAGAR AM	Branch Manager
90	644	NARAYANA RAO RNL	Deputy Manager	VIZIANAGAR AM	Assist Branch Manager in Branch Functions
91	864	JAGAJYOTHI K	Deputy Manager	VIZIANAGAR AM	Assist Branch Manager in Branch Functions
92	737	SATYANARAYANAR	Assistant Manager	VIZIANAGAR AM	Assist Branch Manager in Branch Functions
93	1005	VIJAYA LAKSHMI M	Attender	VIZIANAGAR AM	Assist Branch Manager in Branch Functions
	94	960	RAVI KUMAR G	Deputy Manager	VISAKHAPAT NAM
95	968	SATYA SAILAJA M	Deputy Manager	VISAKHAPAT NAM	Assist Branch Manager in Branch Functions
96	989	GOVINDA RAO I	Manager	VISAKHAPAT NAM	Assist Branch Manager in Branch Functions
97	710	BANGARU RAJU M	Deputy Manager	VISAKHAPAT NAM	Assist Branch Manager in Branch Functions
98	865	SHOBHA B	Assistant Manager	VISAKHAPAT NAM	Assist Branch Manager in Branch Functions

99	850	SRINIVASA RAO M	Assistant Manager	VISAKHAPAT NAM	Assist Branch Manager in Branch Functions
100	938	BHAVANI PN	Assistant Manager	VISAKHAPAT NAM	Assist Branch Manager in Branch Functions
101	765	RAMANA VV	Jamedar	VISAKHAPAT NAM	Assist Branch Manager in Branch Functions
102	859	ASHOK NANDA M	Asst. General Manager	RAJAHMUND RY & KAKINADA	Branch Manager
103	964	PRAVEEN M	Deputy Manager	RAJAHMUND RY	Assist Branch Manager in Branch Functions
104	816	VENKATESWARA RAO T	Deputy Manager	RAJAHMUND RY	Assist Branch Manager in Branch Functions
105	822	RAVINDRANATH TAGORE D	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch Functions
106	1031	VIMALA PRIYA KONERU	Deputy Manager	RAJAHMUND RY	Assist Branch Manager in Branch Functions
107	1045	PRAVEEN CHUKKABOTLA	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch Functions
108	945	NAGESWARA RAO SARAPU	Assistant Manager	RAJAHMUND RY	Assist Branch Manager in Branch Functions
109	935	KANAKA DURGA RANI K	Attender	RAJAHMUND RY	Assist Branch Manager in Branch Functions
110	780	SATYANARAYANA KVV	Deputy Manager	KAKINADA	Assist Branch Manager in Branch Functions
111	1020	RAVI KUMAR N	Assistant Manager	KAKINADA	Assist Branch Manager in Branch Functions
112	867	CHANDRA SEKHAR KS	Jamedar	KAKINADA	Assist Branch Manager in Branch Functions
113	1014	KOTESWARA RAO G	Manager	ELURU	Branch Manager
114	853	SIVA RAO P	Deputy Manager	ELURU	Assist Branch Manager in Branch Functions
115	836	SIMHACHALAM V	Deputy Manager	ELURU	Assist Branch Manager in Branch Functions

116	939	VIJAY S	Deputy Manager	ELURU	Assist Branch Manager in Branch Functions
117	1025	SRINIVASA RAO POLAKI	Deputy Manager	ELURU	Assist Branch Manager in Branch Functions
118	942	THAMBI JOSEPH	Attender	ELURU	Assist Branch Manager in Branch Functions
119	852	KAMALAKARA RAO P	Senior Manager	ONGOLE	Branch Manager
120	527	CHANDRA SEKHARA RAO K	Manager	ONGOLE	Assist Branch Manager in Branch Functions
121	994	SRINIVASA RAO GUMMADI	Manager	ONGOLE	Assist Branch Manager in Branch Functions
122	1018	BHAVANI SHANKER P	Deputy Manager	ONGOLE	Assist Branch Manager in Branch Functions
123	936	SURENDRA BABU V	Assistant Manager	ONGOLE	Assist Branch Manager in Branch Functions
124	727	SAMBAIAH CH	Jamedar	ONGOLE	Assist Branch Manager in Branch Functions
125	996	MADAN MOHAN S	Manager	NELLORE	Branch Manager
126	505	RAMA KRISHNA REDDY M	Manager	NELLORE	Assist Branch Manager in Branch Functions
127	716	RAJASEKHARA REDDY T	Deputy Manager	NELLORE	Assist Branch Manager in Branch Functions
128	959	MAHESH MV	Deputy Manager	NELLORE	Assist Branch Manager in Branch Functions
129	977	NARASIMHA REDDY V	Deputy Manager	NELLORE	Assist Branch Manager in Branch Functions
130	1050	SHUBHA PUJARI	Assistant	NELLORE	Assist Branch Manager in Branch Functions
131	1054	SUPRAJA G	Assistant	NELLORE	Assist Branch Manager in Branch Functions
132	785	OBUL REDDY P	Attender	NELLORE	Assist Branch Manager in Branch Functions

133	993	SUBBA REDDY MV	Senior Manager	TIRUPATI	Branch Manager
134	966	SRI PRAVEEN V	Manager	TIRUPATI	Assist Branch Manager in Branch Functions
135	986	JHANSI K	Deputy Manager	TIRUPATI	Assist Branch Manager in Branch Functions
136	776	SURESH BABU K	Deputy Manager	TIRUPATI	Assist Branch Manager in Branch Functions
137	1023	APARNA DHULIPALLA	Deputy Manager	TIRUPATI	Assist Branch Manager in Branch Functions
138	943	RAVINDRA NAIK K	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch Functions
139	933	SRIDHAR BR	Assistant Manager	TIRUPATI	Assist Branch Manager in Branch Functions
140	749	SRINIVASULA REDDY D	Attender	TIRUPATI	Assist Branch Manager in Branch Functions
141	958	ROJENDRA REDDY N	Senior Manager	KADAPA	Branch Manager
142	861	GOPAL G	Deputy Manager	KADAPA	Assist Branch Manager in Branch Functions
143	858	SESHAGIRI RAO K	Deputy Manager	KADAPA	Assist Branch Manager in Branch Functions
144	1036	SHANTHI SIRISHA DEVI P	Assistant Manager	KADAPA	Assist Branch Manager in Branch Functions
145	961	RAMANJANEYULU T	Manager	ANANTAPUR	Branch Manager
146	854	PRAKASH M	Deputy Manager	ANANTAPUR	Assist Branch Manager in Branch Functions
147	981	SANTOSH KUMAR SVNR	Deputy Manager	ANANTAPUR	Assist Branch Manager in Branch Functions
148	732	NAGABUSHANAM V	Deputy Manager	ANANTAPUR	Assist Branch Manager in Branch Functions
149	1032	ATTAR HUSSAIN ANSARY	Deputy Manager	ANANTAPUR	Assist Branch Manager in Branch Functions

150	1044	NAGAVENI KEDRI	Assistant Manager	ANANTAPUR	Assist Branch Manager in Branch Functions
151	885	AMBRU NAIK B	Senior Manager	KURNOOL	Branch Manager
152	962	ARUNA P	Deputy Manager	KURNOOL	Assist Branch Manager in Branch Functions
153	983	MURALI KRISHNA B	Manager	KURNOOL	Assist Branch Manager in Branch Functions
154	987	USHA R	Deputy Manager	KURNOOL	Assist Branch Manager in Branch Functions
155	971	MADHU KIRAN C	Deputy Manager	KURNOOL	Assist Branch Manager in Branch Functions
156	840	RUDRAIAH UM	Deputy Manager	KURNOOL	Assist Branch Manager in Branch Functions
157	1017	CHAITANYA KUPPA	Assistant Manager	KURNOOL	Assist Branch Manager in Branch Functions

II) TELANGANA DIVISION :

Sl. No.	Staff No.	NAME OF THE EMPLOYEE	DESIGNATION	PLACE OF WORKING	DUTIES & RESPONSIBILITIES
1	657	SIVAJI PRABHU K	Asst. General Manager	HOD-MRD & IA&V	Head of the Departments
2	662	RANGAMANI K	Manager	HO-MRD	Assist HOD in Department functions
3	1048	KANTHAMMA KATHERA	Attender	HO-MRD	Assist HOD in Department functions
4	919	SHIVALAL J	Senior Manager	HO-IA & VIGILANCE	Assist HOD in Department functions
5	639	NAGA RAJ AS	Senior Manager	HO-IA & VIGILANCE	Assist HOD in Department functions
6	1038	SURESH KUMAR K	Deputy Manager	HO-IA & VIGILANCE	Assist HOD in Department functions
7	907	JAGDISH KUMAR P	Asst. General Manager	HOD-IDD,2nd person HRD	Head of IDD Department & 2nd person HRD
8	747	NAGESWARA RAO Y	Attender	HO-H R D	Assist HOD in Department functions
9	663	RENUKA DEVI D	Manager	HO-HRD	Assist HOD in Department functions

10	830	VIJAYA LAXMI P	Deputy Manager	HO-HRD	Assist HOD in Department functions
11	896	NARENDER RAO K	Deputy Manager	HO-HRD	Assist HOD in Department functions
12	1053	G.SRINIVASULU	Attender	HO-IDD	Assist HOD in Department functions
13	1011	SIVA PRASAD PEDAKOTLA	Senior Manager	HO-DEVELOPMENT&TRG	Assist HOD in Department functions
14	995	NANDURI V.B.BAPIRAJU	Senior Manager	HO-FINANCE & ACCTS	Assist HOD in Department functions
15	642	SUREKHA V	Manager	HO-FINANCE & ACCTS	Assist HOD in Department functions
16	722	SUDHARANI K	Manager	HO-FINANCE & ACCTS	Assist HOD in Department functions
17	719	JAYA V	Manager	HO-FINANCE & ACCTS	Assist HOD in Department functions
18	740	PRABHAKARA CHARY M	Jamedar	HO-FINANCE & ACCTS	Assist HOD in Department functions
19	946	LAKSHAMMA Y	Attender	HO-FINANCE & ACTTS	Assist HOD in Department functions
20	956	SUSHEELA RANI K	Manager	HO - C S D	Assist HOD in Department functions
21	742	SUDHAKAR A	Attender	HO - C S D	Assist HOD in Department functions
22	1034	DEEPAK A	Deputy Manager	HO-CSD	Assist HOD in Department functions
23	1052	CHIRISHMA T	Assistant	HO-CSD	Assist HOD in Department functions
24	712	GOPALAKRISHNA P	Manager	HO-LEGAL	Assist HOD in Department functions
25	963	SREEKANTH M	Manager	HO-LEGAL	Assist HOD in Department functions
26	608	PADMA C	Senior Manager	HO-OPD-I	Assist HOD in Department functions
27	1007	JAMUNA BAI P	Attender	HO-OPD-I	Assist HOD in Department functions
28	969	ARUNA CH	Manager	HO-PROJECTS	Assist HOD in Department functions
29	972	SATISH BABU E	Deputy Manager	HO-PROJECTS	Assist HOD in Department functions
30	1003	RAJESHWAR P	Deputy Manager	HO-PROJECTS	Assist HOD in Department functions
31	1029	PRATHIBHA D	Deputy Manager	HO-PROJECTS	Assist HOD in Department functions
32	1047	SAMBHAVI TEJAWATH	Deputy Manager	HO-PROJECTS	Assist HOD in Department functions

33	1046	NAGA USHA RANI KODURU	Deputy Manager	HO-PROJECTS	Assist HOD in Department functions
34	1055	APARNA	Assistant	HO-PROJECTS	Assist HOD in Department functions
35	910	BALAK DAS B	Jamedar	HO-PROJECTS	Assist HOD in Department functions
36	746	PRAKASH K	Jamedar	HO-PROJECTS	Assist HOD in Department functions
37	801	NAGARJUNA RAO CH	Senior Manager	BM-HYDERABAD	Branch Manager
38	705	SURYAM B	Manager	HYDERABAD	Assist Branch Manager in Branch functions
39	715	NARASINGA RAO T	Manager	HYDERABAD	Assist Branch Manager in Branch functions
40	984	BHAVANA RUSHI CHIKKA	Manager	HYDERABAD	Assist Branch Manager in Branch functions
41	665	VIDYA RANI T	Deputy Manager	HYDERABAD	Assist Branch Manager in Branch functions
42	1040	AMRUTHA MANNE	Deputy Manager	HYDERABAD	Assist Branch Manager in Branch functions
43	940	LALITHA P	Assistant Manager	HYDERABAD	Assist Branch Manager in Branch functions
44	728	RAJU NM	Jamedar	HYDERABAD	Assist Branch Manager in Branch functions
45	841	SUNITHA DEVI K	Senior Manager	BM-RR[EAST]	Branch Manager
46	646	SURYA KUMAR RVS	Manager	RR [EAST]	Assist Branch Manager in Branch functions
47	834	VENKATESH AS	Manager	RR [EAST]	Assist Branch Manager in Branch functions
48	978	MOHAN DAS TAGORE K	Manager	RR [EAST]	Assist Branch Manager in Branch functions
49	887	SURESH KUMAR A	Deputy Manager	RR [EAST]	Assist Branch Manager in Branch functions
50	1027	ASHWINI VADDEGONI	Deputy Manager	RR [EAST]	Assist Branch Manager in Branch functions
51	735	SANKARAN L	Attender	R R [EAST]	Assist Branch Manager in Branch functions
52	572	RADHA KRISHNA A	Senior Manager	BM-RR [WEST]	Branch Manager
53	547	PRASANNA KUMARI M	Senior Manager	RR [WEST]	Assist Branch Manager in Branch functions
54	704	SARALA M	Manager	R R [WEST]	Assist Branch Manager in Branch functions
55	839	FARHAD PASHA S	Deputy Manager	RR [WEST]	Assist Branch Manager in Branch functions

56	921	SATYANARAYANA B	Manager	BM-NALGONDA	Branch Manager
57	890	GIRI BABU D	Deputy Manager	NALGONDA	Assist Branch Manager in Branch functions
58	1051	CH. VENKATESWARLU	Attender	NALGONDA	Assist Branch Manager in Branch functions
59	1049	DAVID SOLOMON T	Senior Manager	BM-MB NAGAR	Branch Manager
60	743	SWAMY GOUD RV	Jamedar	MB NAGAR	Assist Branch Manager in Branch functions
61	911	PADMAKAR RAO S	Senior Manager	BM-RC PURAM	Branch Manager
62	988	AMULYA CH	Manager	RC PURAM	Assist Branch Manager in Branch functions
63	881	UDAY KUMAR A	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
64	1035	MANOHAR GOUD NAGULA	Deputy Manager	RC PURAM	Assist Branch Manager in Branch functions
65	886	SNEHALATHA B	Assistant Manager	RC PURAM	Assist Branch Manager in Branch functions
66	810	MOHD NAYEEMUDDIN	Manager	BM-SANGAREDDY	Branch Manager
67	1033	PRASAD G	Deputy Manager	SANGAREDDY	Assist Branch Manager in Branch functions
68	744	PRABHAKARA REDDY P	Jamedar	SANGAREDDY	Assist Branch Manager in Branch functions
69	1010	SAMPATH KUMAR KATLA	Senior Manager	BM-KARIMNAGAR	Branch Manager
70	570	SUDARSHAN D	Jamedar	KARIMNAGAR	Assist Branch Manager in Branch functions
71	955	VENKATA SWAMY D	Senior Manager	BM-MANCHERIAL	Branch Manager
72	1019	USHASSU YTT	Deputy Manager	MANCHERIAL	Assist Branch Manager in Branch functions
73	873	JAGADEESHWAR RAO CH	Manager	BM-NIZAMABAD	Branch Manager
74	965	ANIL KUMAR M	Manager	NIZAMABAD	Assist Branch Manager in Branch functions
75	985	ANIL KUMAR B	Deputy Manager	NIZAMABAD	Assist Branch Manager in Branch functions
76	1002	MOHD ABDUL ALEEM	Deputy Manager	NIZAMABAD	Assist Branch Manager in Branch functions
77	773	GANGADHAR B	Junior Officer	NIZAMABAD	Assist Branch Manager in Branch functions
78	641	JAGADISH KUMAR BS	Manager	BM-KHAMMAM	Branch Manager

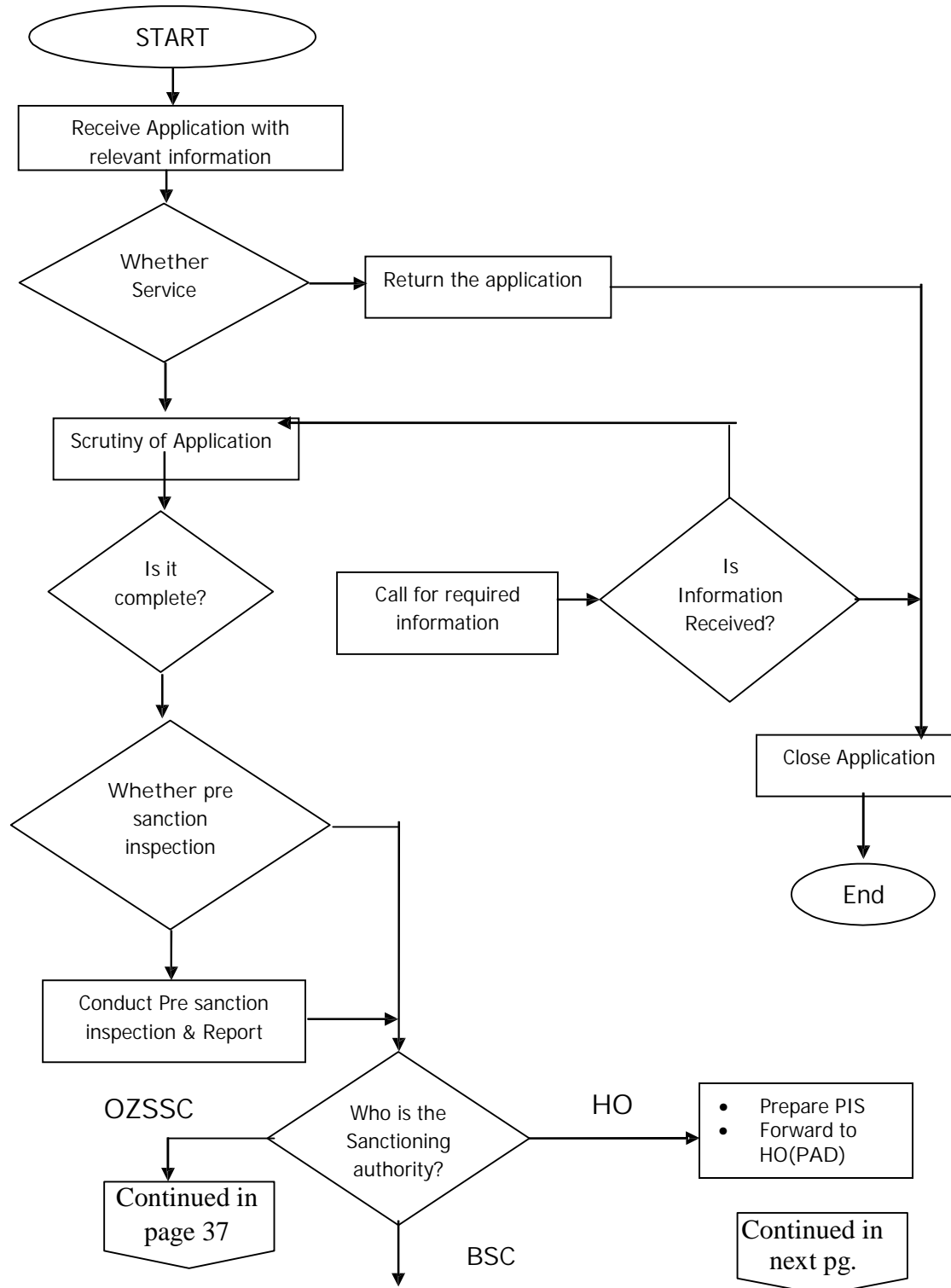
79	982	NARESH KUMAR D	Manager	KHAMMAM	Assist Branch Manager in Branch functions
80	897	PULYA NAIK R	Assistant Manager	KHAMMAM	Assist Branch Manager in Branch functions
81	734	VIJAY PRASAD BVV	Attender	KHAMMAM	Assist Branch Manager in Branch functions
82	898	TILAK RAJ JADHAV	Manager	BM-WARANGAL	Branch Manager
83	895	PRASAD BC	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
84	899	BHUKYA GOPAL	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
85	944	SHANKAR LAKAVATH	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
86	953	VENKATESHAN P	Deputy Manager	WARANGAL	Assist Branch Manager in Branch functions
87	948	SAROJANA B	Attender	WARANGAL	Assist Branch Manager in Branch functions

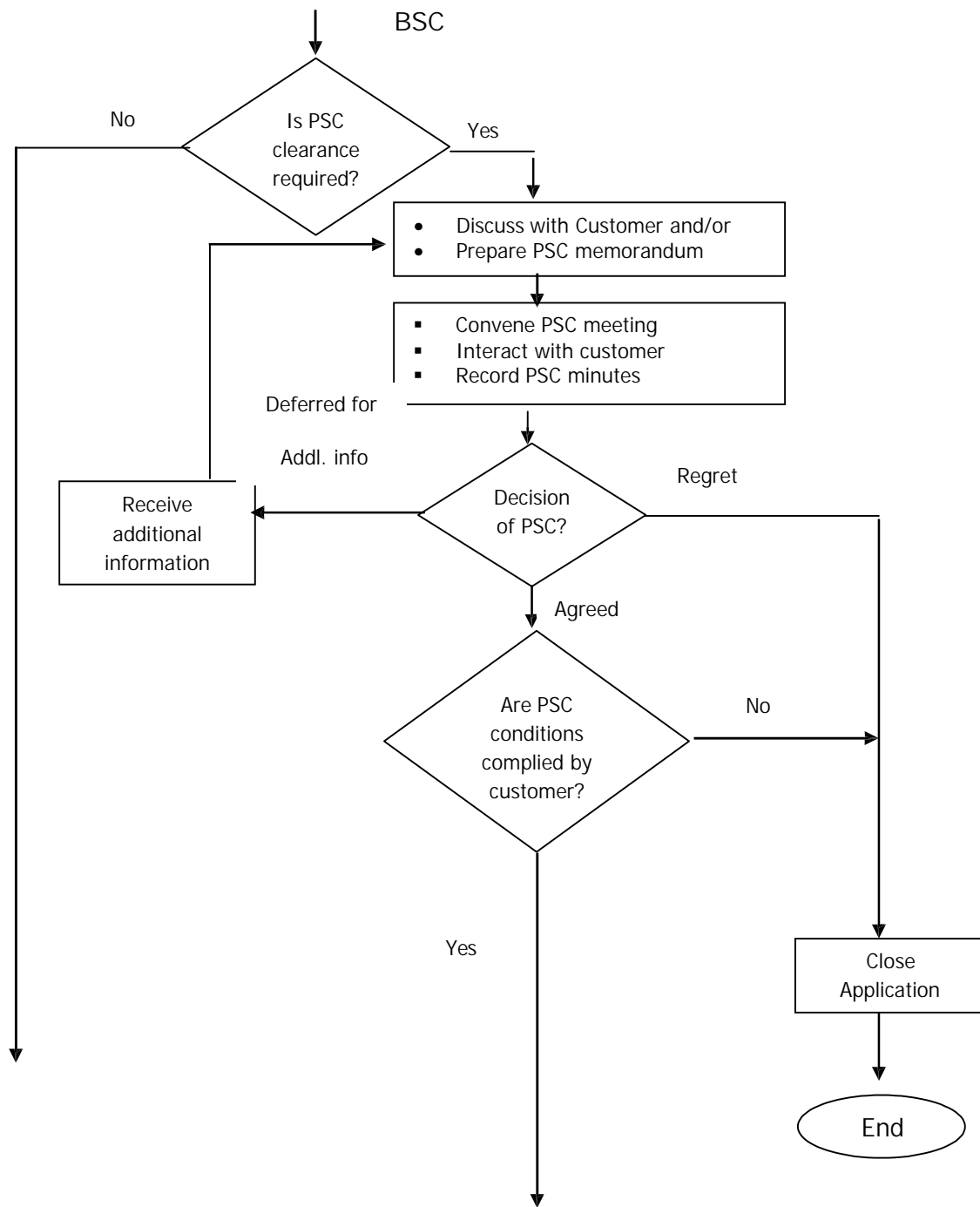
CHAPTER 4

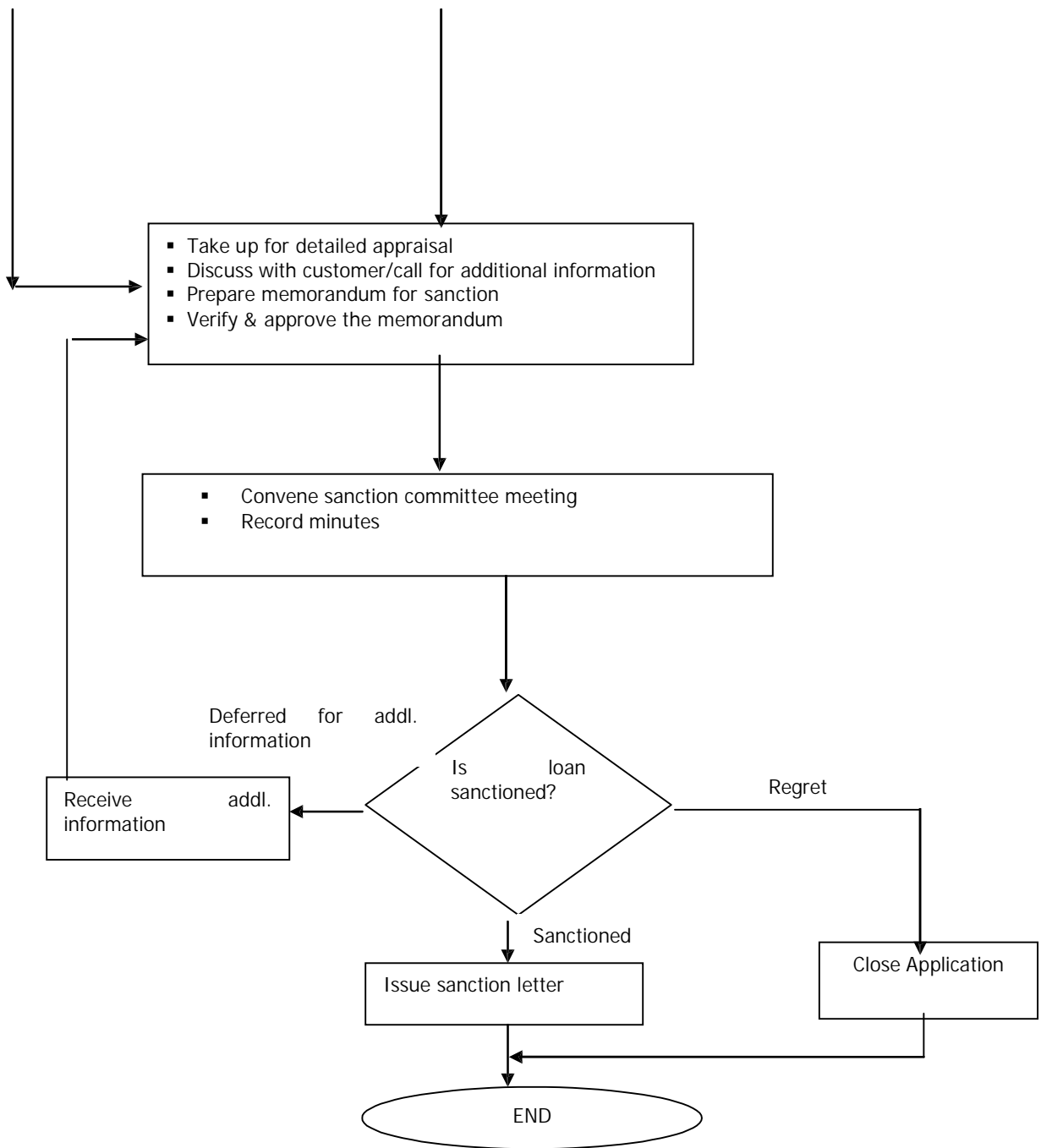
PROCEDURE FOLLOWED IN DECISION MAKING

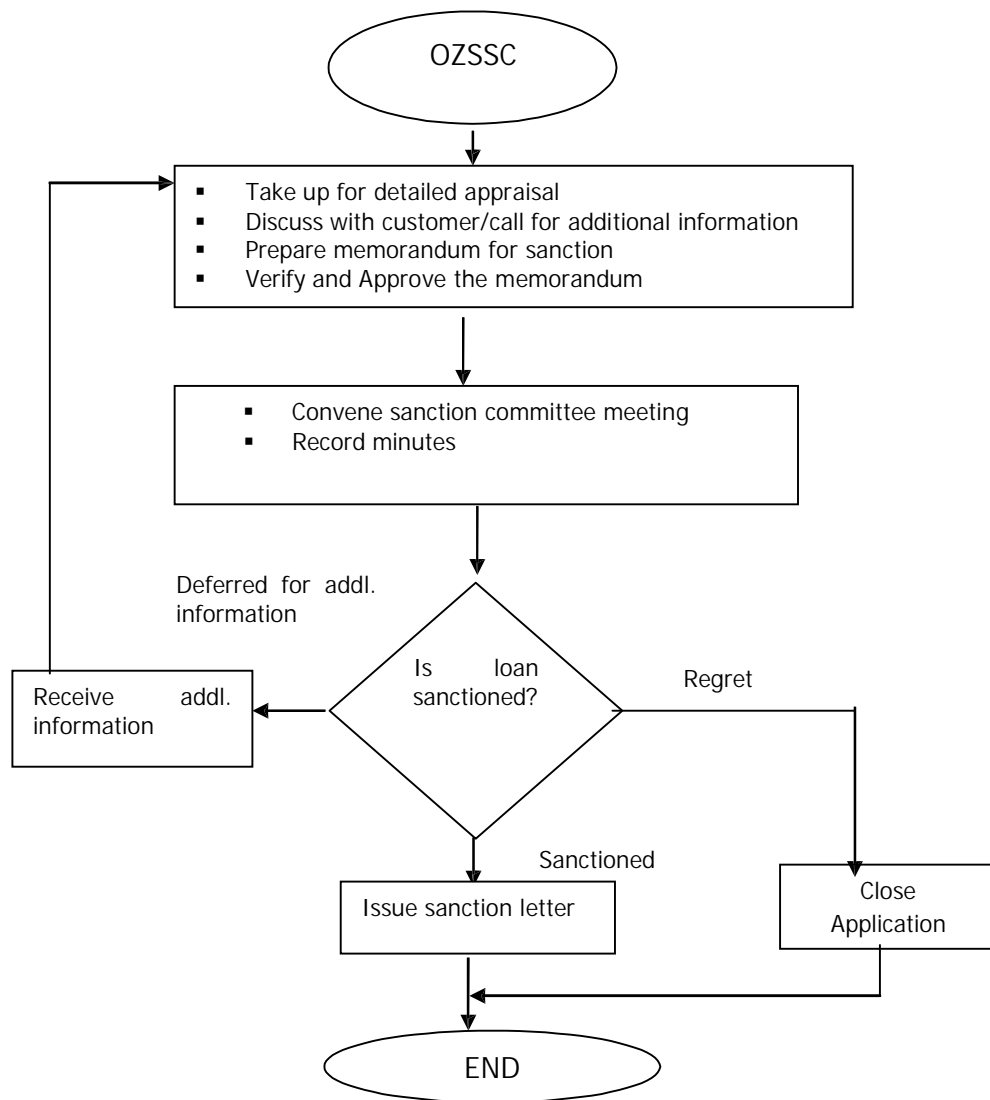
The Procedure followed in the decision making process including the channels of supervision and accountability are given at 4.1 to 4.3

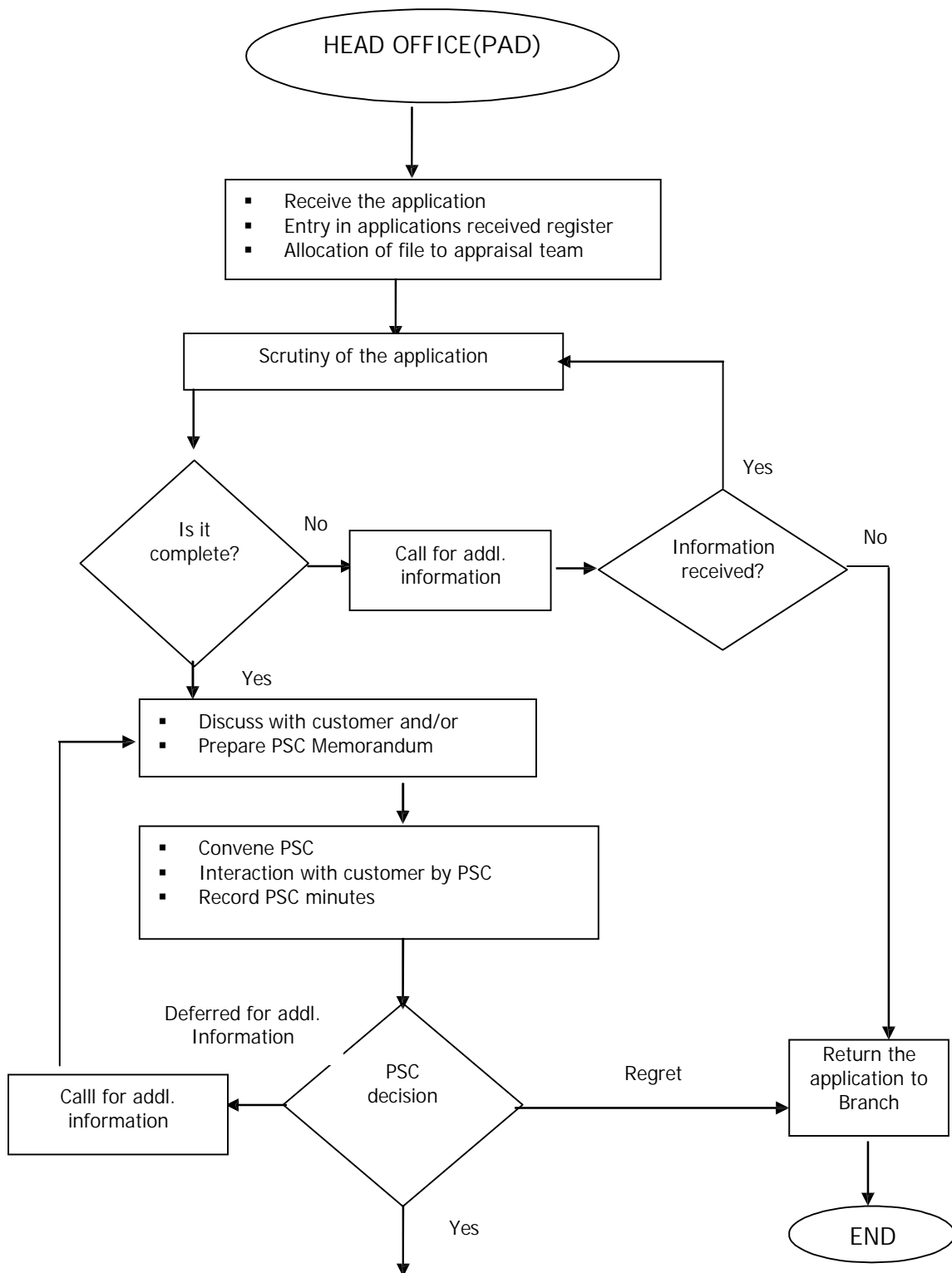
4.1 PROCESS FLOW CHART – PROCESS FOR SANCTION OF TERM LOANS

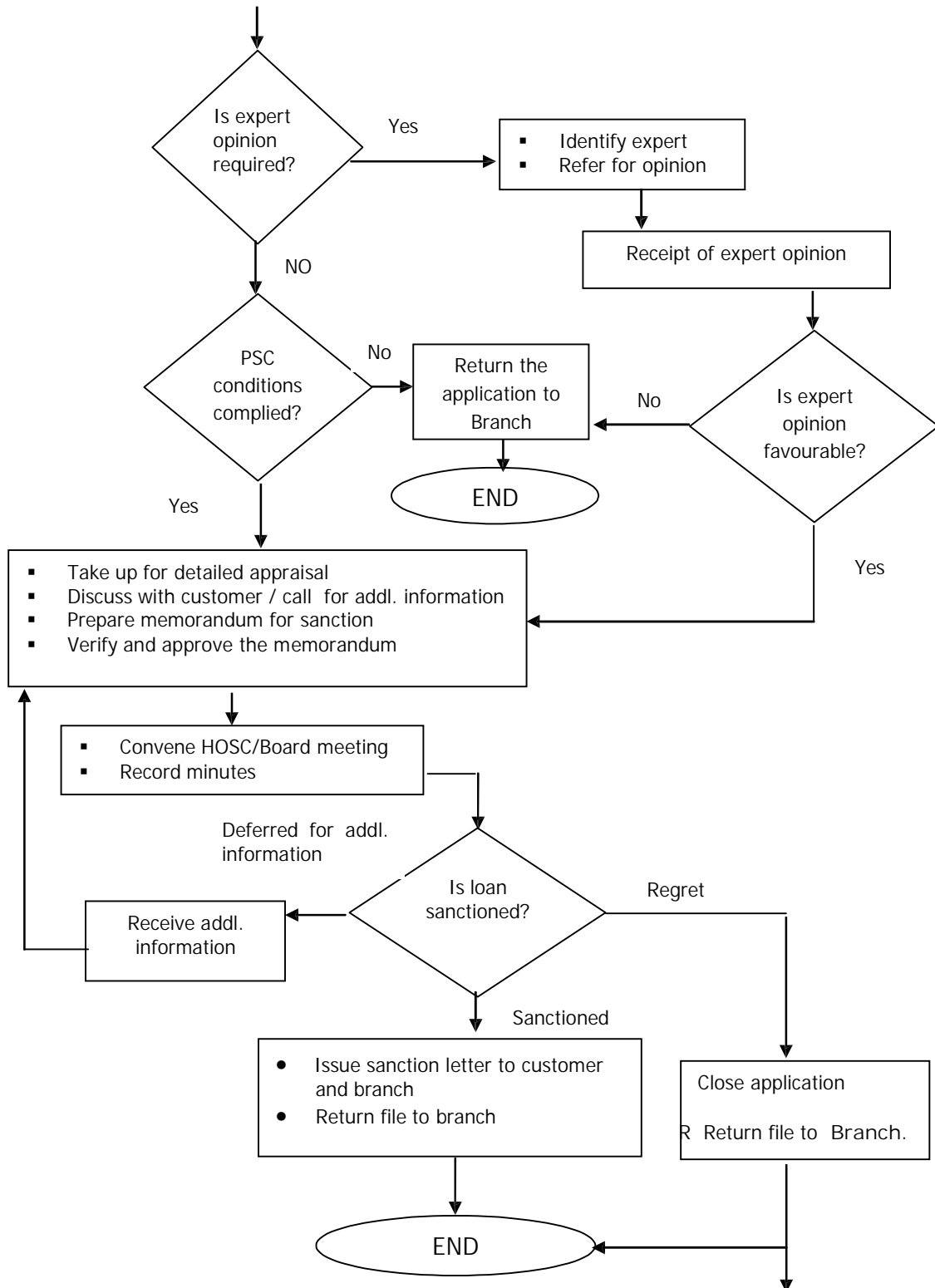




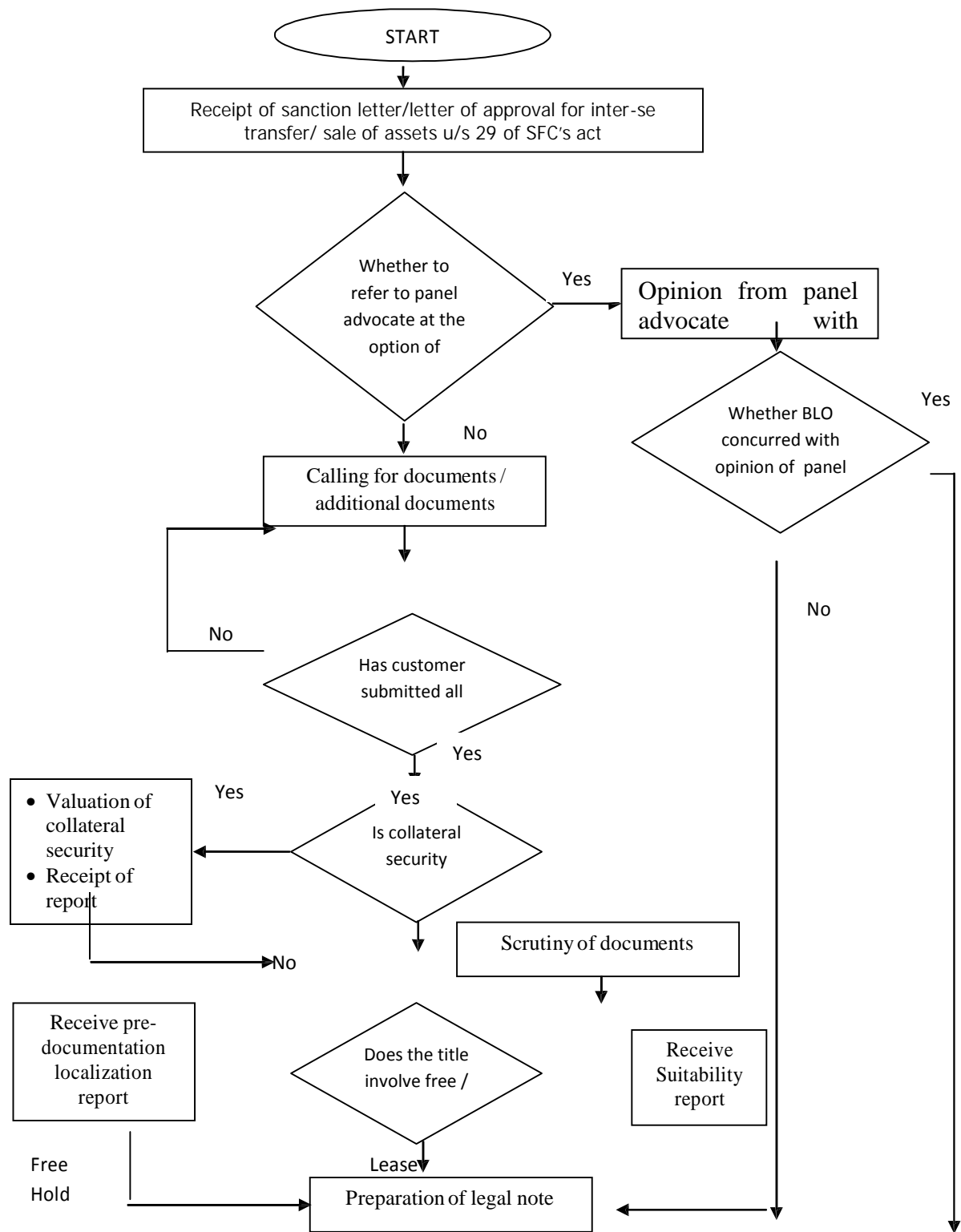


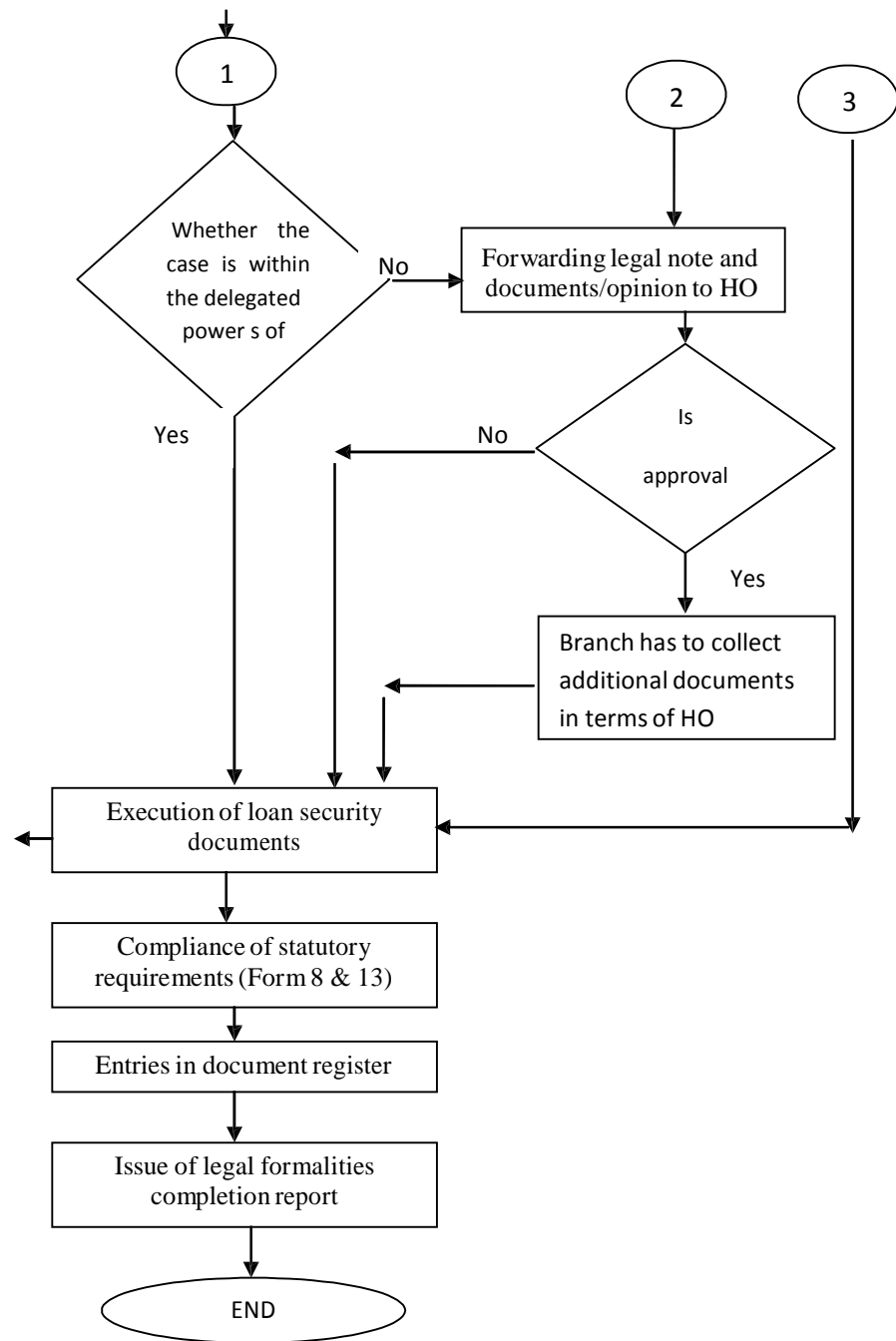




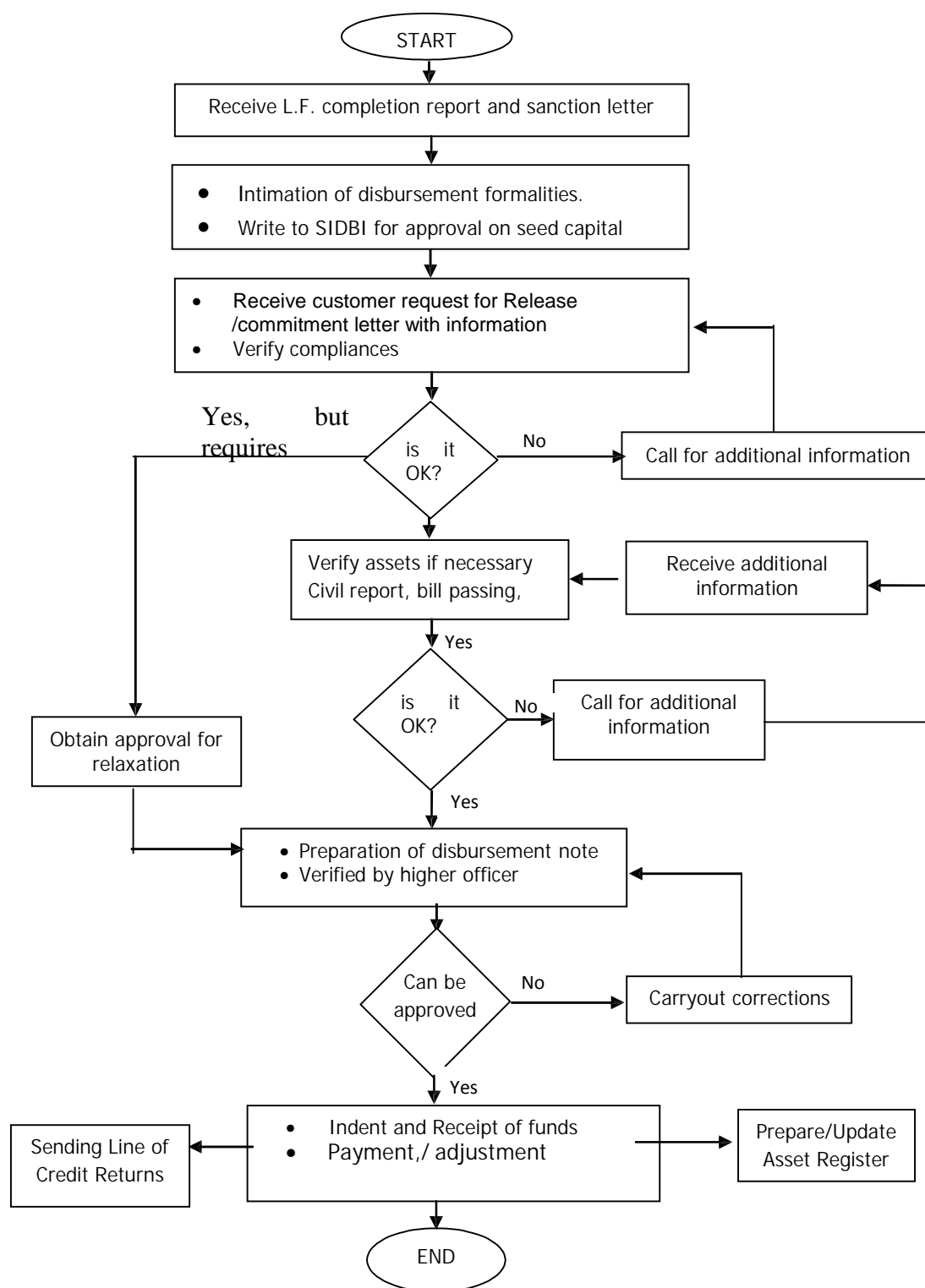


4.2 PROCESS FLOW CHART – COMPLETION OF LEGAL FORMALITIES





4.3 PROCESS FLOW CHART – DISBURSEMENTS



CHAPTER 5

NORMS SET FOR THE DISCHARGE OF FUNCTIONS

DETAILS OF SANCTION POWERS

The Delegation of Powers regarding Sanctions are as under:

Sanctioning Authority	Delegation
Branch Sanction Committee [BSC]	Up to Rs.50.00 lakhs for Term Loans (other than loans under Single Window Scheme, CGTMSE, RCF Scheme, Residential & Commercial Complexes Scheme, Purchase of Existing Assets Scheme, Take-over Loans, and Construction and /Modernization of Cinema Theatres)
	Up to Rs.50.00 lakhs for MSME-MTLs
Operational Zonal Screening-cum-Sanction Committee [OZSSC]	Above Rs.50.00 lakhs and up to Rs.100.00 lakhs. (other than loans under Single Window Scheme, CGTMSE, RCF Scheme, Residential & Commercial Complexes Scheme, Purchase of Existing Assets Scheme, Take-over Loans, and Construction and /Modernization of Cinema Theatres)
	Above Rs.50.00 lakhs and up to Rs.100.00 lakhs for MSME-MTLs
Head Office Sanction Committee [HOSC]	Above Rs.100.00 lakhs and up to Rs.800.00 lakhs for term loans.
	Above Rs.100.00 lakhs and up to Rs.800.00 lakhs for MSME-MTLs.
	Upto Rs.50.00 lakhs for all loans under SWS & CGTMS
	Upto Rs.300.00 lakhs for all loans under Risk Capital Fund Scheme
Executive Committee [EC]	Above Rs.800.00 lakhs and up to Rs.1200.00 lakhs for term loan.
	Above Rs.800.00 lakhs and up to Rs.1200.00 lakhs for MSME-MTLs.
Board	All loans over and above Rs. 1200.00 lakhs

DELEGATION OF POWERS ON HRD MATTERS
SECTION -1 :: ADMINISTRATIVE MATTERS

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
1	Sanction/creation of any posts	Board	Periodical review of cadre strength and sanction of posts in different cadres
2	Appointment on compassionate grounds/compensation	Board	Approval of guidelines for compassionate appointments / compensation
		MD	Approval of compensation and appointment as per approved guidelines
3	Sanction of telephones both office and residence for all eligible Officers including Cell phones	MD	Approval of guidelines for providing telephones including approval of deviations, if any
		HOD of HRD	Allotment of telephones for HO, Branch Offices including residential telephones & cellular phones as per rules framed from time to time
4	Sanction & approval of advertising agencies and expenditure in respect of Development Campaigns of the Corporation / Recruitment and Publicity	MD	Approval of advertisement policy and expenditure thereon and approval of advertisement agencies
		HOD of DEV.	Approval for release of advertisement as per advertisement policy
		HOD of HRD	Approval for release of advertisement for recruitment as per approval of MD
		II Person of F&A	Payment as per approval
5	Write off of loans in respect of deceased employees	Board	Approval of deviations, if any
		MD	Write off and waiver of loans and advances as per guidelines approved by the Board
6	Declaration of Holidays	MD	Declaration of Holidays as per Government notifications
7	Staff Training Programmes	MD	Sanction and approval of Training Plan and expenditure thereon

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		HOD of Training	Approval of Training Programmes within the approved plan and budgetary provision
		II Person of F&A	Payment of Staff training expenses for employees working at HO as per approval
		BMs	Payment of Staff training expenses for employees working at Branches as per approval
8	Professional / Consultancy fees	MD	Sanction and approval of Professional / Consultancy fees and expenditure thereon
		HOD of HRD	Approval for payment
		II Person of F&A	Payment as per approval of HOD of HRD
SECTION - 2 :: FINANCIAL MATTERS			
1	Approval of the Annual Expenditure Budget of the Corporation	Board	Sanction and financial approval of annual budgets for the Corporation
2	Allocation of the budget to the Branch Offices / HO Departments	MD	Sanction and financial approval of budgets including deviations, if any
3	Fixation of ceilings and payment of telephone bills	MD	Periodical review of ceiling limits on the Telephone Bills and approval of deviations beyond 20%
		HOD of HRD	Approval of deviations upto 20%
		II Person of F&A	Payments at HO within the ceiling limits of eligible officers
		BMs	Payment of bill of Branch Office within the ceiling limits
4	Sale Advertisement under Sec.29 of SFC's Act	ED (*)	Sanction and approval of advertisement expenditure

40

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		HOD of MRD / concerned Dept.	Approval for release within the budget as per the approval of Managing Director
	(*)-[As per OO.75/30.12.2017]	II Person of F&A	Payment as per approval
		BMs	Approval for Branch cases and payments for approved cases by concerned OPD Heads.
5	Purchase of office equipment, furnitures and fixtures	Board	Financial approval for purchase proposals over and above \$ 10.00 lakhs at a time
	(*)-[As per OO.75/30.12.2017]	MD (*)	Financial approval for purchase proposals within the budget for above \$ 5.00 lakh and upto \$ 10.00 lakh
		ED	Financial approval for purchase proposals within the budget for above \$ 1.00 lakh and upto \$ 5.00 lakh
		HOD of HRD	Approval upto \$ 1.00 lakh on the recommendation of concerned HOD/BM
		II Person of HRD	Approval for purchase upto \$ 10,000/- at HO.
		II Person of F&A	Payment as per approval
6	Purchase of Computers and replacement of spare parts	Board	Financial approval for purchase proposals over and above \$ 10.00 lakhs at a time
		MD	Financial approval for purchase proposals within the budget for above \$ 1.00 lakh and upto \$ 10.00 lakh
		HOD of CSD	Approval upto \$ 1.00 lakh on the recommendation of concerned HOD/BM
		II Person of F&A	Payment as per approval

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
7	Annual maintenance contract for office equipment / furniture	Board	Financial approval for annual maintenance contract above \$ 5.00 lakhs per contract
		MD	Financial approval for annual maintenance contract up to \$ 5.00 lakhs per contract
		HOD of HRD	Approval for payment from \$ 20,000/- and upto \$ 1.00 lakh at a time on the recommendation of II person of HRD within the approved budget
		II Person of HRD	Approval for payment upto \$ 20,000/- within the approved budget
		II Person of F&A	Payment as per approval
8	Annual maintenance contract for Computers	Board	Financial approval for annual maintenance contract above \$ 5.00 lakhs per contract
		MD	Financial approval for annual maintenance contract above \$ 1.00 lakh and upto \$ 5.00 Lakhs per contract
		HOD of CSD	Approval for payment from \$ 20,000/- and upto \$ 1.00 lakh at a time on the recommendation of II person of CSD within the approved budget
		II Person of CSD	Approval upto \$ 20,000/- at a time within the approved budget
		II Person of F&A	Payment as per approval
9	Annual maintenance contract for Lifts, DG sets, Air conditioners	Board	Financial approval for annual maintenance contract above \$ 3.00 lakhs per contract subject to standard maintenance for equipment

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		MD	Financial approval for annual maintenance contract above \$ 1.00 lakh and upto \$ 3.00 lakhs per contract subject to standard maintenance for equipment
		HOD of ID Cell	Above \$ 20,000/- and upto \$ 1.00 lakhs per contract
		II Person of ID Cell	Upto \$ 20,000 at a time for maintenance contracts of lifts, DG sets, air conditioners etc. including renewal of maintenance contracts
		II Person of F&A	Payment as per approval
10	Maintenance and repairs to office equipment and furniture	Board	Financial approval for expenses above \$ 5.00 lakhs at a time
		MD	Financial approval of expenses above \$ 1.00 lakh at a time and upto \$ 5.00 lakhs
		HOD of HRD	Sanction of expenses above \$ 20,000/- and upto \$ 1.00 lakh at a time on the recommendations of concerned HOD/BM
		II Person of HRD	Sanction of expenditure upto \$ 20,000/- on the recommendation of concerned HOD
		BMs	Upto \$ 5,000/- in respect of Branch
		II Person of F&A	Payment as per approval at Head Office
11	Sanction of rent for private buildings taken for accommodation of Branch / Sub Offices	MD	Sanction and approval of rent for private buildings taken on lease for Br / Sub Offices
		HOD of ID Cell	Renewal of lease agreement of office buildings wherever escalation clause in the approved lease agreement is not existing

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		BMs	Renewal of lease agreement for office building as per the rental escalation clause in the approved lease agreement
12	Expenditure in connection with the meetings of Board or any other specific occasion / official meetings like entrepreneurs meetings including lunch / dinner (*)-[As per OO.75/30.12.2017]	Board	Sanction and financial approval of above \$ 5.00 lakhs on each occasion
		ED (*) HOD	Sanction and financial approval of above \$1.00 lakh on each occasion and upto \$5.00 lakhs
		of HRD	Approval for payment from \$ 10,000/- to \$1.00 lakh on each occasion within the budget
		II Person of HRD	Approval of expenditure upto \$ 10,000/- on each occasion within the budget
		BMs	Approval and payment of expenditure upto \$ 5,000/- on each occasion within the budget
		II Person of F&A	Payment as per approval
13	Refreshments and entertainment to Staff and others	HOD of HRD	Approval of expenditure incurred over and above limits prescribed per month
			Approval of payment upto \$ 2,000/- p.m. to ED/CGM's Peshi.
		II Person of HRD	Approval of payment upto \$ 2,000/- p.m.
		HODs of Projects	Approval of payment upto \$ 5,000/- p.m.
		HOD of other Depts at HO	Approval of payment upto \$ 2,000/- p.m.
		II Person of F&A	Approval of payment upto \$ 3,000/- P.M.
			Payment as per approval.
		BMs	Approval and payment of \$ 2,000/- p.m.

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
			including coffee / tea to branch staff.
14	Renewal of Group Gratuity Fund and payment of annual premium	HOD of HRD	Approval for renewal of Group Gratuity fund
		II Person of F&A	Payment as per approval
15	Overtime allowance	MD	Review of OT rates and periodical revision and approval of deviations, if any
		II Person of HRD	Payment of OT for the employees working at HO as per rules within the budget
		II Person of F&A	Payment as per approval for employees at HO as per rules and within the budget
		BMs	Payment for employees at Branch offices as per rules within the budgetary provision
16	Passing of Petty Cash Vouchers	II Person of concerned Dept.	Approval upto \$ 200/- per voucher
		II Person of F&A	Payment as per approval
		BMs	Approval and Payment
17	Maintenance of Petty Cash advance	HOD of F&A	Approval of expenditure incurred over and above limits prescribed per month.
		II Person of F&A	Approval for advance \$10,000/- p.m.
			Payments as per approval
		BMs	Approval for advance of \$5,000/- p.m.
18	Uniforms to Sub Staff	HOD of HRD	Fixation of ceiling limits and deviations, if any
		II Person of F&A	Payments at HO within the ceiling limits as per rules
		BMs	Sanction and payment for staff within the ceiling limits as per rules

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
19	Provision of Coffee / Tea to the Staff	HOD of HRD	Periodical revision of rates and approval of deviations
			Approval of payment within the budgetary limits
		II Person of F&A	Payment to all employees at HO as per rules
		BMs	Payment to Branch staff as per rules
20	Club Membership fees	MD/ED/CGM	Monthly subscription amount to two clubs at Hyderabad
		GM / DGM	Monthly subscription amount to one club at Hyderabad
		II Person of F&A	Payment pertaining to HO as per rules and approvals
		BMs	Monthly subscription amount to Rotary / Lions club at same place.
21	Fuel expenditure for office vehicles	MD	Sanction and approval of deviations beyond 25% of ceiling limits
		HOD of HRD	Sanction and approval of deviations upto 25% of ceiling limits
		II Person of F&A	Payment as per approval
22	Payment of property tax	II Person of F&A	Payment on the recommendation of Infrastructure Development Cell, H.O.
		BMs	Payment as recommended by Branch Civil Engineer / Branch Engineer
23	Group Personal Accidental Policy and Group Medical Policy	MD	Periodical review of coverage of personal accident policy of employees
		HOD of HRD	Approval for renewal of policy and payment of premium

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		II Person of F&A	Payment of premium relating to all the employees of Corporation
24	Electricity & Water Bills	MD	Approval of deviations beyond 25% of budgeted expenses
		HOD of ID Cell	Approval of deviations upto 25% of the budgeted expenses
	Insurance, Postage, Telegrams and CUG bills	HOD of HRD	Approval of deviations upto 25% of the budgeted expenses
		II Person of F&A	Payment as per rules and approvals
		BMs	Payment of branch offices
25	Directors sitting fee, TA for Board meetings	MD	Approval of deviations, if any
		II Person of F&A	Payment for all Directors as recommended by II person of Board Secretariat
26	Other expenditure to Directors, if any	MD	Approval of expenditure as per provisions
		II Person of F&A	Payment as per approval
27	Appointment of Legal Counsel and sanction of Retainers fee	MD	Approval of appointment of legal counsels and sanction of retainer fee
		II Person of F&A	Payment as per approval
		BMs	Payment as per rules
28	Payment of legal charges for opinion & other services within budgetary provision	MD (*)	Approval of payments of above \$ 50,000/- and upto \$ 1.00 lakh per case
		ED (*)	Approval of payments of above \$ 10,000/- and upto \$ 50,000/- lakh per case
		HOD of Legal Dept.	Approval of payments upto \$ 10,000/- per case

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
	(*)-[As per OO.75/30.12.2017]	II Person of F&A	Payment as per approval
29	Payment of fee and incidental expenses to Auditors and tax consultants within the budget	Board	Sanction and financial approval of fee
		MD	Approval of deviations, if any
		HOD of F&A	Approval of payments as per sanction
		II Person of F&A	Payment as per approval and rules
30	Printing & Stationery other than computer stationery and Photostat within budget (*)-[As per OO.75/30.12.2017]	ED (*)	Approval of payments above \$ 1.00 lakh for each bill
		HOD of HRD	Approval for payment of above \$ 10,000/- for each bill and upto \$ 1.00 lakh
		II Person of HRD	Approval for payment upto \$ 10,000/- for each bill
		II Person of F&A	Payment as per approval
		BMs	Approval for payment upto \$ 3,000/- for each bill
31	News Papers, Books and periodicals	MD	Approval of deviations, if any
		HOD of HRD	Sanction for supply of News papers, Periodicals to HO Officers / HO Depts.
			Supply of two newspapers either at residence or at office to the cadres of ED/CGM/GM
		BMs	Sanction of newspapers to their respective Branches (Newspapers of English and Telugu daily-one each)
		II Person of F&A	Payment as per approval at HO

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		BMs	Payment at Branch Offices
32	Purchase of Vehicles and replacement of spare parts	Board	Financial approval for purchase proposals over and above \$ 5.00 lakhs at a time
		MD	Financial approval for purchase of vehicles upto \$ 5.00 lakhs
		II Person of F&A	Payment as per approval
33	Maintenance of office vehicles	ED (*)	Approval of expenditure above \$ 50,000/- per vehicle at a time
	(*)-[As per OO.75/30.12.2017]	HOD of HRD	Approval of expenditure exceeding \$ 10,000/- per vehicle at a time and upto \$ 50,000/- within the budget
		II Person of HRD	Approval of expenditure upto \$ 10,000/- per vehicle at a time and payment as per approval within the budget
		II Person of F&A	Payment as per approval
34	Hiring of private cars for office use as per budget and entitlement	MD	Approval of deviations, if any
		HOD of HRD	Approval, periodical review and fixing of car hire charges, fuel and maintenance charges for Branch hire cars as per budget
		II Person of F&A	Payment as per approval at Head Office
		BMs	Payment as per approval at Branches
35	Fuel for Generator and maintenance as per budget	MD	Approval for deviations, if any and all approvals of expenditure above \$ 1.00 lakh
		HOD of HRD	Approval of expenditure and payments up to \$ 1.00 lakh within the budget

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval
36	Computer Stationery and consumables	MD	Approval for the recommendations of the Committee for purchases above \$ 3.00 lakhs
		HOD of CSD	Approval of expenditure on purchases as per recommendation of committee constituted, if any within the ceiling limit of \$ 3.00 lakhs at a time
		II Person of F&A	Payment as per approval
37	Major Civil works of Capital Nature:		
	a) New construction of building for the Corporation	Board	Works and financial approval of civil works above \$ 10.00 lakhs of capital nature
		MD	Approval of civil works below \$ 10.00 lakhs per work within overall budget
		HOD of ID Cell	Approval of payments of below \$ 1.00 lakh at a time within budget relating to adhoc / final bills
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval
	b) Minor Civil works	Board	Approval for minor civil works above \$ 5.00 lakhs
		MD (*)	Approval for minor civil works above \$ 3.00 lakh and up to \$ 5.00 lakhs
		ED (*)	Approval for minor civil works above \$ 1.00 lakh and up to \$ 3.00 lakhs
	(*)-[As per OO.75/30.12.2017]		

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		HOD of ID Cell	Approval of minor civil works above \$ 10,000/- and up to \$ 1.00 lakh
		II Person of ID Cell	Approval of works upto \$ 10,000/-
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval
38	Building repairs & Maintenance		
	a) Head Office buildings	Board	Sanction and approval of works of above \$ 5.00 lakhs at a time
		MD	Sanction and approval of works of above \$ 1.00 lakh and upto \$ 5.00 lakhs at a time
		HOD of ID Cell	Approval of works and payments above \$ 10,000/- and upto \$ 1.00 lakh at a time within budget
		II Person of ID Cell	Approval of works and payments upto \$ 10,000/- at a time within budget
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval
	b) Branch Office (Own buildings) (*)-[As per OO.75/30.12.2017]	MD (*)	Sanction and approval of action plan and approval of expenditure above \$ 3.00 lakh
		ED (*)	Sanction and approval of action plan and approval of expenditure above \$ 1.00 lakh and upto \$ 3.00 lakh.
		HOD of ID	Approval of expenditure above \$ 10,000/- on each occasion and upto \$ 1.00 lakh within

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		Cell	budgetary provision
		II Person of ID Cell	Approval of expenditure above \$ 5,000/- on each occasion and upto \$ 10,000/- within budgetary provision
		II Person of F&A	Payment as per approval
		BMs	Approval of expenditure upto \$ 5,000/- on each occasion within budgetary provision
39	Office maintenance, other than civil works as per budget (*)-[As per OO.75/30.12.2017]	ED (*)	Approval of expenditure above \$ 1.00 lakh at a time
		HOD of HRD	Approval of expenditure above \$ 10,000/- and upto \$ 1.00 lakh at a time within the budgetary provision
		II Person of HRD	Approval of expenditure upto \$ 10,000/- at a time within the budgetary provision
		II Person of F&A	Payment as per approval
		BMs	Approval of expenditure upto \$ 5,000/- at a time within the budgetary provision. Payment as per approval
40	Miscellaneous expenditure like labour charges, packing charges, binding charges	MD	Approval of payments of above \$ 50,000/- at a time and upto \$ 1.00 lakh
		ED	Approval of payments of above \$ 10,000/- at a time and upto \$ 50,000/- lakh
		HOD of HRD	Sanction of expenditure above \$ 5,000/- and upto \$ 10,000/- at a time
		II Person of HRD	Sanction of expenditure upto \$ 5,000/- at a time.
		II Person of	Payment as per approval

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		F&A	
41	Maintenance of Telephones	MD	Approval of deviations if any and payments above \$ 50,000/-
		HOD of HRD	Approval of payments above \$ 10,000/- and upto \$ 50,000/-
		II Person of HRD	Approval of payments upto \$ 10,000/-
		II Person of F&A	Payment as per approval
42	Matters handled by Executive Director	EXECUTIVE DIRECTOR	Wherever the matters are handled by Executive Director, the authorisation for approval of expenditure shall lie with Executive Director upto the limit of HOD of HRD Department.
SECTION - 3 :: PAY AND ALLOWANCES			
1	Revision of pay scales	BOARD	Sanction and financial approval
		HOD of HRD	Fixation of pay of all the employees and rectification of anomalies
2	Sanction of periodical increments	MD	ED/CGM/GM/HODs directly reporting to Managing Director
		HODs concerned	Branch Managers and employees working under their control.
		BMs	Employees working under their control including deputationists.
3	Salary and other allowances to staff including contribution to Provident Fund / Super Annuation Fund / Medical Benevolent	HOD of HRD	Approval of deviations, if any
		II Person of F&A	For all the employees working at Head Office
		BMs	For the employees working at Branch, Zonal

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
	Fund		Auditors including Branch Manager
4	Approval for taking the services of temporary Typists / Attenders and payment (*)-[As per OO.75/30.12.2017]	ED (*)	Approval for taking the services of temporary staff and payment above \$ 8,000/- p.m. for each of such person subject to maximum of \$ 25,000/-.
		HOD of HRD	Approval for taking the services of temporary staff and payment upto \$ 8,000/- per month
		II Person of F&A	Payment as per approval
		BMs	Payment for temporary staff working at Branches as per approval of HOD of HRD
5	Conveyance, Medical Reimbursement, Children Education allowance	II Person of F&A	For all the employees working at Head Office as per eligibility
		BMs	For all employees working at Branch Offices as per eligibility.
6	Sanction of medical advances under Group Medical Insurance Policy	MD	For all employees of the Corporation above \$ 2.00 Lakhs
		HOD of HRD	For all employees of the Corporation upto ceiling limit of \$ 2.00 Lakhs
		II Person of F&A	Payment as per approval
7	Special medical reimbursement for life savings operation / treatment on case to case basis after exhausting the admissible ceiling limit.	MD	Approval for reimbursement of medical expenses over and above the ceiling limit under Group Medical Insurance Scheme and further investigations / treatment for chronic diseases to a maximum extent upto Rs.1.00 lakh
		HOD of HRD	For all employees of the Corporation upto ceiling limit

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		II Person of F&A	Payment as per approval
8	Leave salary and pension contribution for those on deputation in the Corporation	II Person of F&A	For all deputationists at Head Office
		BMs	For Deputationists at Branches
9	Sanction of Gratuity, leave salary encashment and retirement benefits to the employees	HOD of HRD	For all employees of the Corporation as per rules
		II Person of F&A	Payment as per approval
		BMs	Payment as per approval
10	Group Medical Insurance Scheme	Board	Approval of the Scheme
		MD	Approval of deviations, if any
		HOD of HRD	Approval for Payment of Insurance Premia as per the MD's approval
		II Person of F&A	Payment of premium as per approval
11	Leave Salary Encashment	II Person of HRD	Approval for payment to all the employees at HO, Branch Managers and Zonal Auditors
		II Person of F&A	Payment as per approval
		BMs	Approval and payment to all employees working at Branches except BMs and Zonal Auditors
12	Additional charge arrangements and Payments	MD	For ED/CGM/GM/HODs directly reporting to MD

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
		HOD of HRD	Approval and Payment to Branch Managers and all employees working at Head Office on the recommendation of concerned Head of the Dept.
		II Person of F&A	Payment of Additional charge allowance for the employees working at Head Office
		BMs	Payment of additional charge allowance for the employees working at Branches
13	LTC, TTA, TA and Local conveyance including advances	MD	Deviations, if any, in respect of ED / CGM / GM / HODs directly reporting to MD
		HOD of HRD	Deviations in respect of all employees except ED/CGM/GM/HODs directly reporting to MD
		II Person of F&A	All employees working at HO
		BMs	All Employees working at Branches
14	Sanction of Festival advance / Marriage Loan / Cycle / Scooter loan	II Person of F&A	For the employees working at HO
		BMs	For the Employees working at Br.Offices.
15	Car Loans and Buildings Loans of Employees	MD	Approval of deviations, if any
		HOD of F&A	Sanction of loans to all Corporation employees as per rules
		II Person of F&A	Issue of pay orders for the employees at HO as per approval
		BMs	Payments for employees at Branches as per approval
16	Periodical revision of conveyance reimbursement for payment of conveyance reimbursement along with salaries	II Person of F&A	For all employees working at Head Office
		BMs	For all employees working at Branch Offices. ⁵⁶

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
SECTION - 4 :: PERSONNEL AND SERVICE MATTERS			
1	Sanction of Casual Leave, Ordinary Leave and Sick leave (*)-[As per OO.75/30.12.2017]	MD (*)	ED reporting to MD
		ED (*)	CGM/GM/HODs sanctioned by ED
		HODs concerned	Branch Managers and employees working under their control at HO as per norms i.e. CLs for not more than 4 days, OL for not less than 5 days and Sick leave for not less than 10 days at a time
		II Person of HRD and F&A	Sanction of leave to employees working under their control at HO as per norms i.e. CLs for not more than 4 days, OL for not less than 5 days and Sick Leave for not less than 10 days at a time.
		HOD of HRD	Deviations, if any including sanction of Ordinary Leave and Sick leave for less than the required number of days as per rules
		II Person of HRD	Permission for late attendance on the recommendation of concerned HOD
		BMs	Employees working at Branch Offices as per rules i.e. CLs not more than 4 days, OL for not less than 5 days and Sick Leave for not less than 10 days at a time
2	Special Leave	MD	ED/CGM/GM/HODs directly reporting to MD
		HODs concerned	BMs and employees working under their control at HO and Branch including deviations, if any
3	Tour approvals (*)-[As per OO.75/30.12.2017]	MD (*)	Approvals of tour programmes of ED directly reporting to MD within the State
			Approvals of tours outside the State for all employees, excluding employees in Border

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
			districts for a distance beyond 500 KMs
		ED (*)	Approvals of tour programmes of CGM/GM and HODs directly reporting to ED within the State
		HODs concerned	BM's and employees working under their control including outside State tours in case of employees in border districts upto a distance of 500 KMs
		BM's	Employees working at Branch Offices for within the State tours and outside the State tours in case of employees in border districts upto a distance of 500 KMs
Note: The outside State Tours to be approved by ED / CGM / GM concerned, Branch Manager in respect of employees in border districts shall be in connection with recovery, collateral security verification / court cases only.			
4	Promotions	BOARD	Approval of recommendations of Departmental Promotion Committees constituted for the purpose
		MD	Approval for issue of promotion orders
		HOD of HRD	Issue of office orders as per the approval of MD
5	Confirmation of services	MD	All employees in the cadre of Manager & above and employees working in the Departments, which are directly reporting to Managing Director i.e., Vigilance and Internal Audit etc.,
		HOD of HRD	All employees upto the cadre of Deputy Manager on the recommendation of the concerned HODs
		II Person of HRD	Issue of confirmation orders
			58

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
6	Transfers and Postings	MD	Transfers / Postings of all employees within the ambit of transfer policy / guidelines framed from time to time
		HOD of HRD	Transfers / Postings of all Sub-Staff
7	Sanction of Deputation		
	a) To the Corporation other than SDTs/ Tahsildars	Board	Approval on case to case basis
	b) From the Corporation on deputation	Board	Approval of guidelines for grant of lien/deputation
		MD	Approval as per guidelines
	c) SDTs / Tahsildars	BMs	As per the sanction of posts by MD
	d) Issue of Office Orders / Circulars	II Person of HRD	As per approval by competent authority
8	Permission for passport / VISA, issue of any certificates for obtaining loans from banks and other financial institutions etc.	HOD of HRD	For all employees of the Corporation
9	Permission for acquiring movable, immovable properties and noting of institutions for acquiring movable and immovable properties as per conduct rules	HOD of HRD	For all employees of the Corporation
10	Disciplinary action	Board	For all employees of the Corporation as per the recommendation of Managing Director
		MD	For all employees of the Corporation as per APSFC Staff Regulations, 1960
		HOD of HRD	Initiating proposals for taking disciplinary

action on the recommendations of Internal

S.NO	PARTICULARS	AUTHORITY	DELEGATION OF POWERS
			Audit Department / Vigilance Department.
		II Person of HRD	Convening of Disciplinary Committee Meetings as and when necessary

SERVICE CENTRES:

The Corporation brings assistance to the door step of the entrepreneurs with a widespread network of 26 Branch Offices covering all the Districts in the State. All the applications for term loans / working capital term loans shall be submitted at the respective Branch Offices only.

GRIEVANCE AND REDRESSAL MECHANISM:

Entrepreneurs can approach the concerned Branch Manager for any problem and if not satisfied, can approach the concerned Chief / General Manager of the Corporation.

Further, they can also call on the Managing Director at the following address on any working day:

**MANAGING DIRECTOR
A.P.STATE FINANCIAL CORPORATION
5-9-194, CHIRAG ALI LANE
HYDERABAD – 500 001**

CHAPTER 6

Rules, Regulation, Instructions, Manual and Records for Discharging Functions.

The rules, regulations instructions, manuals and records used by employees for discharging functions are given at Annexure 6a & Annexure 6b in the Corporation's website.

LOAN RECOVERY POLICY OF THE CORPORATION

1. **Preamble:**

The Corporation formulated and implemented the Loan Recovery Policy (LRP) in the FY 2008-09. LRP is a non statutory policy document and has been implemented by the Corporation on voluntary basis. The LRP is reviewed and revalidated every year with required modifications taking into account the changes that are taking place from time to time, the experience of the Corporation and the feedback received from the assisted units and outside agencies.

2. **Applicability:**

The Loan Recovery Policy applies to all the assisted units of the Corporation.

3. **Objective:**

The basic objective of Loan Recovery Policy is to maximize recovery of dues, especially from Non Performing Assets (NPA) and to reduce the net NPAs to a minimum level. It aims at preventing the loan accounts having temporary problems from becoming NPAs. The other important objective of the LRP is to have uniformity in approach while dealing with defaulting borrowers and to ensure that NPAs are dealt carefully by applying an appropriate recovery tool well in time.

4. **Guiding Principles of Policy [LRP]:**

- Dignity and respect of the customers is of paramount importance to the Corporation.
- The Corporation believes in customer satisfaction through professional management and enduring customer relations.
- Greater focus is laid on preventing an account from becoming NPA rather than applying curative measures at the post-NPA stage.
- Fair treatment to and persuasion of the borrowers and consistency in approach are corner stones of recovery mechanism.
- More considerate treatment would be meted out to the borrowers who make payments even after being classified as NPA.
- All interactions with borrowers would normally be either at the office/factory of the assisted unit or at the HO/BO of the Corporation at convenient timings, to the extent possible, during the working hours of the Corporation.

- Even though the primary responsibility of making payment of dues remain with the borrower, the Corporation issues Demand notices for Principal instalments and interest from time to time to ensure proper and timely communication of dues to borrower. Though not mandatory, Demand notices normally are delivered to the borrower well in advance and indicate the updated arrear position including the back log dues payable to the Corporation.
- Since timely restructuring helps in preventing further deterioration of the account, the restructuring proposal is taken up within reasonable time. In respect of restructuring proposals, the package is generally finalized in consultation with other participating financial institutions, if any.
- Reasonable notice time would be given to borrowers before proceeding for takeover of the security.
- Considering the merits of each case, the Corporation examines positively the possibility of restructuring and settlement of the loan account and handing over of the possession of the assets to the borrower wherever the borrower evinces interest to revive the unit by infusing required funds and comes forward with reasonable payment towards the dues payable to the Corporation.
- In case of dispute arising between the Corporation and the borrower, the Corporation extends support and cooperation to resolve the differences for amicable settlement of dues in a mutually acceptable manner.

5. RECOVERY MECHANISM:

During the current financial year, the recovery work pertaining to DBT and LOSS category assets was transferred to Operations Departments including achievement of targets in this category, which was earlier dealt by Monitoring & Recovery Department [MRD]. The work pertaining to the Recovery Policy matters, Asset Management and BIFR etc., shall be looked after by Monitoring & Recovery Department [MRD].

6. MONITORING OF STANDARD ASSETS:

Standard Assets are those which do not have any problem and do not carry more than normal risks attached to the business. In order to prevent slippage of any Standard Asset to NPA category, the following strategies shall be followed.

- To conduct proper market survey for increasing advances to top rated mid-corporate borrowers / traditionally well established family-run business units with a good credit history;
- To be pro-active in thrust areas of advances such as Working Capital Term loans, Term loans under GES & SES, Construction i.e., Commercial & Residential complexes and loans under marketing assistance.

- iii) To ensure timely and adequate finance with proper assessment and appraisal; and the quality of credit appraisal / skills of credit sanctioning officials is sought to be improved by imparting a more intensive training (both in house and outside) and by recruiting specialists;
- iv) To keep on record the details of personal assets of the borrower / co-obligant / guarantors and update the same on yearly basis with necessary documentary proof and obtaining encumbrance certificates.
- v) To ensure proper documentation including registration of Corporation's charge on assets with ROC and RTO in case of vehicles and other financial institutions in case of consortium cases.
- vi) To identify unrelated business transactions to prevent diversion and siphoning of funds and to follow KYC norms.
- vii) To keep a watch on the developments in the market / environment which may affect our interests.

7. APPROACH TOWARDS BORDER-LINE STANDARD ASSETS:

A Border-line Standard Asset is one where interest and / or instalments remaining 'unpaid' for more than 60 days in case of Term Loans, WCTL, etc. The Border-line Standard assets are potential NPAs and therefore, need more than ordinary care. Hence, the following strategies shall be adopted:

- i) In addition to the aspect of delinquency, the Early Warning Signals thrown up in Inspection Reports are to be given a high level of attention to rectify such of those irregularities;
- ii) To maintain personal contacts with the borrowers at frequent intervals and particularly on promised dates and the branch shall keep a record of the promises made by the borrowers.
- iii) To send reminders for payment of interest and / or instalments due at regular intervals without fail, till the accounts are regularized;
- iv) To put pressure by obtaining written commitments from the borrower and the same can be used to remind the borrower to regularize the loan accounts.
- v) To examine the feasibility for rephasing / rescheduling of instalments considering the income generation and repaying capacity, especially in Rs.1 crore and above loans.
- vi) To Keep a strict vigil on the borrower's operations of unit with a simultaneous watch on market movements;

8. MONITORING OF SUB STANDARD ASSETS:

By the end of Financial Year, it is proposed to reduce the net NPAs of the Corporation to 2.5% and in order to achieve this goal, ABC analysis of sub-standard assets shall be made in the following categories up to 3 months old, 3 to 6 months old and 6 to 12 months old:

Loan limit:

- a. Above Rs.100.00 lakhs sanction
- b. Above Rs.50.00 lakhs and upto 100.00 lakh sanction
- c. Above Rs.25.00 lakhs and upto Rs.50.00 lakh sanction

The HODs (Operations) shall obtain monthly information from branches on the above lines by 7th of the following month and the Managing Director shall review the reports during WDRM and other meetings.

9. REVIEW MECHANISM:

To initiate appropriate preventive / corrective action at the right time and also in order to have an effective monitoring and follow-up of NPAs at all levels, a well structured review mechanism shall be followed. The following review mechanism shall be in force:

- a) The basic monitoring, follow up and review of all NPA and Borderline Standard assets is to be done at branch level on a continuous and ongoing basis duly recording the developments in individual case sheets (in the one line package).
- b) All the Branches shall be allocated to the respective HODs (Operations) for the purpose of review / monitoring and follow up of NPAs;
- c) The HOD of the OPDs will closely monitor the individual NPA/ Borderline standard accounts in their respective Branch jurisdictions and review the progress by visiting the Branches / conducting NPA Review meeting with Branch Managers and Area officers;
- d) The information shall be put up to Board periodically in respect of all NPA accounts with sanction amount of Rs.1.00 crore and above for taking necessary further action.
- e) A Status Report on all BIFR cases will be put up to the Board at quarterly intervals, by the HOD of MRD at Head Office;
- f) In respect of OTS approved cases, where the amounts are not received fully, a separate status report shall be put up at quarterly intervals to the Board for review.
- g) A review of the position of NPAs and the recovery thereof including the strategies adopted / progress achieved in various aspects of NPA management will be put up to the Board at Quarterly intervals by Monitoring & Recovery Departments at Head Office;
- h) In respect of above Rs.250.00 lakh disbursed cases which are in arrears, separate review shall be taken up on selected units to analyze the causes for default and to reassess the risk management system at the stage of appraisal by involving an outside Financial Expert.

- i) In respect of NPA accounts with disbursed amounts of above Rs.25.00 lakhs, separate NPA review committee meetings shall be conducted periodically at Head Office to review the defaulting units and to chalk out further course of action.
- j) In all NPA review meetings special focus shall be given to:
 - 1) Status of all seized units pending for sale for more than 3 years;
 - 2) Status of all OTS approved and amounts not received fully.
 - 3) Status of Borderline Standard Assets.
 - 4) Status of substandard assets

10. INSPECTIONS & MONITORING OF ASSISTED UNITS(STD/SSD/DBT)

10.1 Strategies to be followed:

A special group of Recovery Officers shall be constituted in each branch for follow up and closure of small loan accounts i.e., below Rs.5.00 lakhs and the Branch Managers shall closely monitor the same. Detailed inspection schedules shall be drawn to inspect all units once in 6 months. The inspection reports shall be submitted within one week by the Area Officers for review by Branch Managers. Special attention shall be focused on all the units where the financial assistance is above Rs.50.00 lakhs.

The Branch Managers shall forward Inspection Reports in respect of above Rs.1.00 Crore sanction cases which are in default/ facing certain problems in their working to respective HODs (Operations) at Head Office for initiating necessary follow up action and to ensure maintaining the asset as performing one.

The status of Inspection schedules / Progress of Inspections and submission of Inspection Reports shall be reviewed in the meetings of HO Committee on Recovery Matters once in a quarter. It shall be ensured that all inspections are conducted as per guidelines before the end of the respective financial year.

The Branch offices shall submit the list of assets down graded from standard to sub-standard every month, on or before 7th. Assets down graded from SSD to DBT also shall be prepared and corrective action taken by the Branch Manager as per instructions of HOD (Operations) of Head Office.

11. CORRECTIVE MEASURES:

- Individual case sheets on strategic recovery shall be prepared and same will be reviewed by the Operational Heads during their visit to Branches.
- The operational Heads shall review once in every month the follow-up actions taken by the Branch Manager/Area Officers.

- Adequate staff members in each Branch shall be deployed for recoveries.
- To keep in touch with other financing agencies which have assisted the defaulting units and accordingly chalk out the course of timely recovery action.
- To bring appropriate pressure on the guarantors/owners of the collateral securities to keep the account regular.
- The thrust in DBT-1 units shall be to collect 100% interest arrears plus maximum possible principal arrears.
- All the units in Dbt-2, Dbt-3 and Loss category shall be encouraged for honorable One Time Settlement based on valuation of assets as per norms to avoid unpleasant recovery action and to reduce provisioning requirements.

12. PREVENTIVE MEASURES:

- To closely watch and monitor all the assets under Standard and Sub-standard category.
- There shall be no fresh NPAs when compared to the position at the beginning of the year. Even if there are down-gradations, the same shall be upgraded at least one month before the end of Financial Year.
- All the assets under Sub-standard category require greater vigil since they are closer to doubtful category. Case-wise careful analysis shall be done. The inspection reports and the observations of the inspecting officer are key inputs for deciding further necessary action in these cases.
- Other options such as, Inter-se transfers, transfer of management and sale of the unit shall be examined on case to case basis.
- To inspect the units in the category of standard assets within 30 days of committing default in order to address the cause of such default and take immediate action.
- Upon inspection of defaulted units of standard assets as stated above, reschedulement / funding in deserving cases, depending on the problems on case to case basis shall be done and wherever necessary reappraisal shall be done by the Projects Department.

- In spite of the above efforts, if a loan account continues to be under sub-standard category without any improvement, efforts should be made to close such loan accounts within a maximum period of one year and thereafter, by taking appropriate recovery action with prior approval from competent authority. List of cases that continue in substandard category for more than one year as well as those downgraded further along with action taken/proposed to be taken shall be submitted at quarterly intervals to the Managing Director by the concerned Operation Departments.

13. NOMINEE DIRECTORS:

The Corporation shall nominate officers of the Corporation as nominee directors in respect of units where the sanctioned amount is Rs.5.00 Crores and above.

14. CIBIL

The Corporation is enrolled as a member of CIBIL. The list of defaulters shall be furnished to CIBIL. The information received from CIBIL shall be analyzed by the Branch Managers and HOD (Projects) and HOD (Operations), while appraising new proposals and indicated in the appraisal memorandum.

15. APPROACH TO RECOVERY AND NPA REDUCTION/MANAGEMENT:

Recovery of dues, especially from NPAs, is of paramount importance as it positions the Corporation as a self sustaining entity and contributes to reduction of NPAs. Focus on collections from and up-gradation of substandard and doubtful-I category assets will have multiplier effect on reduction of NPAs in percentage terms, while the collections, either interest or principal, from doubtful-II and III categories and loss assets will help in improving the bottom line of the Corporation. Good recoveries coupled with NPA reduction improve image and financial health of the Corporation and enhance the competitive advantage in terms of its affordability to attract successful entrepreneurs into its fold by offering competitive rates of interest and will help maintain and buildup standard asset portfolio. The Corporation shall aim at containing overall NPAs to a minimum level by end of FinancialYear by applying the following methods:

- a) Normal Recovery to Prevent Down-gradation: Follow up action like contacting the borrowers, personal visits to the units, letter correspondence etc., shall be made for recovery of total dues as and when instalments or interest fell due. The Corporation shall ensure that all dues from standard assets are recovered on time so that slippage of a standard assets into NPA category is prevented.
- b) Rescheduling of Standard Assets to prevent down-gradation: Where a standard asset is facing temporary problems and is likely to be downgraded because of non-payment of either interest or instalments, rescheduling of instalments can be considered by collecting interest outstanding so that down-gradation of a standard asset can be prevented.

- c) Normal Recovery for Up-gradation: Efforts shall be made to collect maximum possible amounts from NPAs. It shall be the endeavour that at least the minimum amount that will enable the substandard asset to upgrade to the standard category shall be collected. In the process of recovery efforts, there is no alternative to directly contacting the borrower in person, which is the key to successful NPA management. However, sending reminders by post without fail at regular intervals should not be lost sight of at any point of time.
- d) Approach to Rescheduling of loans: Accounts which have slipped into NPA category for non payment of interest / installments due to genuine reasons which are beyond the control of borrowers may be considered for rescheduling depending upon merits in each case. However, such rescheduling can upgrade the assets after one year of satisfactory performance of the loan account.
- e) Inter-se Transfer/Change of Management:

The transferee shall make down payment minimum of 25% of the total loan outstanding in case of sub-standard and doubtful category cases. 5% down payment of the principal outstanding or payment of total arrears whichever is higher shall be insisted in the case of standard category assets.

The collateral security originally offered at the time of release of loan shall be properly substituted to the satisfaction of the Corporation, if the same is required to be returned to the original promoters. Approval from the competent authority shall be obtained for substitution of collateral security (As per OO No. LEGAL/166 dt.03.02.2010).

If the existing collateral securities are continued, the consent of the collateral security holders for change of management/inter-se transfer shall be obtained.

The Managing Director is the approving authority in case of any deviations regarding down payment, CS compliance etc., stipulated in Inter-se transfer and change of management proposals.

- f) Penal Interest waiver:
- The Corporation waives part of penal interest to motivate the borrowers to regularize the loan account or to close the loan account. For sub-standard assets, 1% of the penal interest waiver is allowed for those who regularize the loan account subject to the condition that interest / penal interest shall be outstanding in the loan account as on the date of approval.
 - For DBT II & III category assets also, total penal interest is waived by retaining 1% of penal interest for those who regularize the loan account subject to the condition that interest / penal interest shall be outstanding in the loan account as on the date of approval.

- In respect of certain deserving cases, which are not eligible for OTS, if approached for closure of loan accounts, total penal interest without retaining 1% can be considered for waiver and the authority to consider total waiver of penal interest is the Managing Director.

Delegation of Powers for waiver of penal interest

The authorities to approve waiver of penal interest as stated above are as follows:

Loan Amount	Approving Authority
Term Loans with aggregate sanctions Up to Rs.30 lakh	Branch Manager
Term Loans with aggregate sanctions of above Rs.30 lakhs and below Rs.100 lakhs	HOD (OPD)
Term Loans of Rs.100 lakhs and above	Managing Director
All Corporate Loans	Managing Director
For WCTL up to Rs.30 lakhs sanctions	HOD (OPD)
For WCTL above Rs.30 lakhs sanctions	Managing Director

Special Interest Rebate:

- In respect of certain deserving NPA cases, which are not eligible for OTS, if approached for closure of loan accounts, waiver of interest shall be considered and the same shall be limited to disallowed Special Interest Rebate of 2% and the Managing Director is the approving authority.

The total concession by way of disallowed special interest rebate and Penal interest shall be limited to interest outstanding in the loan account.

- g) Delegation of Powers to approve reschedulement of loans with/without extension of loan period, funding of interest and Inter-se Transfer/Change of Management are as follows:

Loan Amount	Approving Authority
Term Loans with aggregate sanctions Up to Rs.50 lakhs sanctions including Doctors loans.	Branch Manager
Term Loans with aggregate sanctions of above Rs.50 lakhs and upto Rs.200 lakhs	HOD (Operations)
Term Loans of above Rs.200 lakh and upto Rs.500 lakhs	Executive Director
Above Rs.500 lakhs	Managing Director
Corporate Loans, WCTLs and MAS in deserving cases	Managing Director
Funding of interest on all loans	Managing Director
All reschedulements considered by BMs, HODs (OPD) are put up to HOC on recovery matters by the OPDs concerned on quarterly basis.	

h) Delegation of Powers to issue RCS:

Loan Amount	Approving Authority
To issue RCS up to loan sanctioned amount of Rs. 5.00 crores	BM
Above Rs.5.00 crores sanction amount	HOD (OPD)

The approving authority shall examine the projected profitability and cash flow statements submitted by the assisted units while considering reschedulements.

i) One Time Settlements: It is one of the proven routes for reduction of NPAs and is an effective approach to recovery from chronic defaulters. The schematic details are elaborated in para 19 of this document.

j) Recovery through Sale of Primary Assets under Sec.29 of SFCs Act: After exhausting all avenues of recovery as mentioned above, the Corporation, as a last resort, seeks recourse to recovery action under Sec.29 of SFCs Act to improve recovery and to reduce the NPAs. A Recall-cum-sale Notice is served informing the borrower to pay the entire outstanding within 15 days time. He is also given an opportunity to pay the due so that the proposed recovery action will be dropped. He is cautioned that in case he fails to regularize the loan account by paying the dues, the primary assets will be seized and sold exercising the powers under Sec. 29 of SFCs Act. In case the borrower does not come forward to regularize the account within the stipulated time, the primary assets are seized and sold in the open auction under Tender-cum-Bid process by giving wide publicity in the news papers.

The Branch sale Negotiations Committee is empowered to sell the primary assets under Sec.29 of SFCs Act in respect of up to Rs.30 lakh disbursed cases and over and above Rs.30 lakh disbursed cases are dealt by MRD of Head Office. All offers received in respect of above Rs.30 lakh cases are dealt by HO Sale Negotiations Committee and if an acceptable offer is received, it will be put up to the competent authority viz., Executive Director/Managing Director for sale approval. After obtaining approval from the competent authority, sale approval letter is issued to the successful bidder and the possession of the assets is handed over to the purchaser after receiving the entire sale consideration. Where land and buildings are sold, the Corporation executes sale deed in favour of the purchaser.

k) Recovery by invoking action under Securitization and Re-construction of Financial Asset and Enforcement of Security Interest Act (SARFAESI), 2002:

The Act came into force with effect from 21.06.2002. The Act empowers the Banks and

Financial Institutions to recover the amounts due to them in NPA Accounts by seizing and selling the primary security and non-agricultural collateral securities without intervention of Courts in the following cases:

- a. The Account of the unit declared as NPA.
- b. The Account of the financial asset is more than Rs.1.00 lakh.
- c. The amount due is more than 20% of the principal amount and interest thereon.

The Board of Directors at the meeting held on 22.1.2003 decided to take action under the Act against cases pending before BIFR and detailed guidelines were issued vide Office Order No.OPD2A/REC/277 dt.29.1.2003.

Of late, the Corporation is feeling difficulty to handover vacant possession of properties that were sold U/s.29 of SFCs Act since the land Lord / Tenants / Occupants are resisting and as the recovery process is being delayed. The Board at the meeting held on 27.05.2008 decided that the Corporation shall invoke the provisions of SARFAESI Act 2002 for recovery of loans due to the corporation in all defaulting units including cases pending before BIFR in addition to the powers conferred under SFCs Act and other general laws. Action under SARFAESI Act shall be initiated by the Branch Managers where disbursed amount is Rs.30.00 lakhs and for over and above Rs.30 lakh cases, HOD(OPD) is authorized to initiate action.

I) Recovery through RR Act and Sec.32 G of SFCs Act:

- A) Substantial amount is locked in loss assets where the primary assets were already sold under Section 29 of SFCs Act. Prior to introduction of Sec.32G of SFCs Act by way of amendment, the Corporation used to take recovery action against the promoters/guarantors under AP RRAct by virtue of a notification in GOMS No.287, dt.03.02.1978 issued by Govt. of AP under Sec.52 A of APRR Act, treating the dues as an arrear of land revenue. The Govt. of Andhra Pradesh has also empowered the Officers of the Corporation up to the cadre of Manager (present cadre Senior Manager) to discharge the duties of Dy.Tahsildar of Revenue Department by taking action under AP RR Act. The G.O. empowers the officers of the Corporation to attach all movable personal properties of the promoters and guarantors and provides for attachment of their personal immovable properties through District Collector by duly following the procedure laid down in the RR Act.
- B) The Corporation by virtue of the provisions contained in Section 32 G of SFC's Act approached the Govt. of Andhra Pradesh to authorize the Managing Director of the Corporation to issue a certificate of amounts due to recover as arrears of land revenue and

authorizing the Branch Manager of the Corporation to exercise the powers of Collector under AP Revenue Recovery Act. The Govt. of Andhra Pradesh accordingly, issued GOMS No.80, dated 27.1.2009 in terms of the above request of the Corporation.

The Corporation, accordingly framed necessary guidelines in respect of the procedure to be followed for initiating action under section 32G of SFCs Act for recovering the dues of the Corporation as arrears of land revenue under section 52 A & 52 B of AP RR Act.

In view of the judgment of the Hon^{ble} Supreme court of India in the matter of KSFC Vs. Sri Narsimhaiah, the Corporation cannot invoke provisions of Sec.29 of SFCs Act to sell the properties furnished as collateral security. The provisions contained in Sec.31 (i) of SARFAESI Act prohibit initiating action against agricultural properties furnished as collateral security. As such, the remedy available to the Corporation for initiating recovery action against the agricultural properties furnished as collateral security is by invoking provisions under section 31 (1) (aa) of SFCs Act by filing an OP before the District Judge within whose jurisdiction, the properties are situated. The said process is very lengthy and time taking and as such it was felt by the Corporation to invoke the provisions under section 32G of SFCs Act for sale of the agricultural properties furnished as collateral security which is comparatively a speedy remedy.

Action already initiated for recovery of dues under 52 A of AP RR Act utilizing the powers conferred on the Corporation vide GOMS No.287, dt.03.02.1978 shall be continued. Action under 32 G of SFCs Act shall be initiated in all fresh cases of loss assets for recovery as per the procedural guidelines already circulated.

The Branch shall form a team for doubtful and loss category assets along with the deputationists to take up the following works:

- To gather the property / solvency particulars of borrowers/guarantors.
- To Issue of notice to Defaulters under Section 32 G of SFCs Act / SARFAESI Act.
- Attachment and sale of movables U/s 5 of APRR Act in coordination with local MRO / Tahsildar.
- To take steps for attachment of immovable property of the borrowers and guarantors through District Collector / Authorized Officer of the District Collector.
- To take steps for sale of immovable property under APRR Act as per guidelines issued under section 32 G of SFCs Act.

- Take steps for sale of immovable property under SARFAESI Act.

The recovery Team at Branch shall update the records on the solvency particulars of borrowers and guarantors from time to time.

C) ACTION UNDER SECTION 31 (1)(aa) of SFCs Act

When there is an apprehension that the borrowers are likely to alienate/ dispose of their personal properties, an O.P. U/s 31(1)(aa) of SFCs Act shall be filed to obtain attachment of the property. The recovery team at branch shall collect the personal property particulars of borrowers and guarantors and file OP before the concerned District Judge where the personal properties of the guarantor are situated. The legal officer of the branch shall follow up the OP till the sale order is issued and sale of the properties shall effected by filing EP.

16. WILLEFUL DEFAULTERS:

- (i) Willful defaulters shall be dealt firmly for recovery of dues. RBI defined 'Willful Default' as follows:

- The unit has defaulted in meeting its payment / repayment obligations to the lender even when it has the capacity to honour the said obligations. The unit has defaulted in meeting its payment / repayment obligations to the lender and has not utilized the finance from the lender for the specific purposes for which finance was availed of but has diverted the funds for other purposes.
- The unit has defaulted in meeting its payment / repayment obligations to the lender and has siphoned off the funds so that the funds have not been utilized for the specific purpose for which finance was availed of, nor are the funds available with the unit in the form of other assets.

Diversion of funds would be construed to include any of the under noted occurrences:

- Utilization of short-term working capital funds for long-term purposes not in conformity with the terms of sanction;
- Deploying borrowed funds for purposes / activities or creation of assets other than those for which the loan was sanctioned;
- Transferring funds to the subsidiaries / Group companies or other corporates by whatever modalities;

- Routing of funds through any bank other than the lender bank or members of consortium without prior permission of the lender;
- Investment in other companies by way of acquiring equities / debt instruments without approval of lenders;
- Shortfall in deployment of funds vis-à-vis the amounts disbursed / drawn and the difference not being accounted for.
- Siphoning of funds, referred above, should be construed to occur if any funds borrowed from banks / FIs are utilized for purposes un-related to the operations of the borrower, to the detriment of the financial health of the entity or of the lender. The decision as to whether a particular instance amounts to siphoning of funds would have to be a judgment of the lenders based on objective facts and circumstances of the case.
- The identification of willful default should be made keeping in view the track record of the borrowers and should not be decided on the basis of isolated transactions / incidents. The default to be categorized as willful must be intentional, deliberate and calculated.
- In addition to the above, the unit can be categorized as willful defaulter if part of securities is sold and the proceeds are not remitted to the Corporation.

(ii) IDENTIFICATION & REPORTING OF WILFULL DEFAULTERS:

The Corporation shall take the following measures in identifying and reporting instances of willful default.

- With a view to imparting more objectivity in identifying cases of willful default, decisions to classify the borrower as willful defaulter should be entrusted to H.O. Committee on Recovery matters.
- The decision taken on classification of willful defaulters should be well documented and supported by requisite evidence. The decision should clearly spell out the reasons for which the borrower has been declared as willful defaulter vis-à-vis RBI guidelines.
- The borrower should thereafter be suitably advised about the proposal to classify him as willful defaulter along with the reasons therefore. The concerned borrower should be provided reasonable time (say 15 days) for making representation against such decision if he so desires, to a Committee headed by the Managing Director.

- A final declaration as 'willful defaulter' should be made after a view is taken by the Committee on the representation and the borrower should be suitably advised.
- The Corporation shall initiate recovery action against the borrowers under various Acts immediately after the borrower is declared as willful defaulter.

17. TIME FRAMES FOR RECOVERY PROCESS :

A list of important follow up actions/functions to be attended in the recovery process and the time frames within which such actions are to be initiated and implemented is enumerated for compliance all the concerned.

DEFAULT COMMITTED BY THE BORROWER	ACTION TO BE INITIATED BY THE CORPORATION	TIME FRAME PROPOSED FOR RECOVERY ACTION
(A) STANDARD ASSETS		
1. Non-payment of one interest demand and / one monthly instalment	i) First letter to be sent to the unit advising the borrower to pay the dues immediately.	<ul style="list-style-type: none"> ▪ For interest, on the following day of expiry of grace period ▪ For instalment, on the following day of the due date
	ii) If default continues, either by way of non-payment or part payment of the dues, 2 nd letter to be sent to the unit advising them to regularize the account immediately.	In 10 days from the date of first letter.
	iii) If default continues: (a) 3 rd letter (stiff letter) shall be sent advising the borrower to regularize the account immediately	On the next day of the promised date by the borrower or in 10 days from the 2 nd letter.
	(b) Where postdated cheques were issued in addition to the promise to regularize the account: If the cheque issued is dishonoured, the Recovery Officer shall bring it to BM's notice and take his approval on whether or not to file NI Act.	If it is decided to file case under NI Act, send notice within 7 days from the date of dishonour and take necessary steps to file the case, if payment is not received even after serving the notice.

	To follow up continuously and collect the dues by contacting the borrower through phone calls and personal visits/Telegrams	To collect the dues at least before the next interest demand and instalment falls due
2. Non-payment of two or three monthly interest demands and monthly instalments & one quarterly instalment	<p>It is a stressed asset and needs to be monitored very closely.</p> <p>-To collect at least the minimum amount that will help the account to continue in Standard Category.</p> <p>-All the steps prescribed in point 1 shall be repeated (with stiff letters). The letters and reminders need to cover the total arrears payable by the borrower unit.</p> <p>-To inspect the unit and a report shall be submitted if default continues</p> <p>-Where the problems faced are genuine, and are of short run in nature, the possibility of rescheduling of the principal instalments shall be examined by collecting interest dues and proposal shall be moved in this regard.</p> <p>-Where funding of interest is also to be extended, all cases shall be forwarded to the Managing Director through OPD. As a matter of policy, funding of interest shall not be encouraged.</p>	<p>At least before the date of down-gradation of the account.</p> <p>The time limits prescribed for each step are to be adhered.</p> <p>Within 45 days from the earliest date of default.</p> <p>Rescheduling of instalment / Funding of interest is to be done before the account becomes Sub-standard.</p>
(B) SUBSTANDARD ASSET (SSD)		
3. Non-payment of dues by a SSD Loan Account of 0- 3 months old (in SSD Category)	<ul style="list-style-type: none"> ▪ To follow up and collect at least the minimum amount that will help the account to upgrade into Standard Category. 	In a maximum of 10 days from the date of down-gradation

	<ul style="list-style-type: none"> ▪ To continue the follow up through letters, phone calls, personal visits etc., ▪ To collect total arrears of interest and instalments and upgrade the asset to STD category. 	Letters/telegrams shall be sent to the unit every 15 days from the date of fresh instalment/interest fallen due.
4. Non-payment of dues by a SSD Loan Account of 3- 6 months old (in SSD Category)	<ul style="list-style-type: none"> ▪ To collect at least the minimum amount that will help the account to upgrade into Standard Category. ▪ To reschedule instalments by collecting interest if the problems being faced are genuine and are of short term in nature. ▪ Where it is not possible to collect total interest, proposal for funding of interest may be moved. As a matter of policy, funding of interest is not to be encouraged. 	<p>Letters/telegrams shall be sent to the unit every 15 days. Personal visits shall also be made.</p> <p>In 30 days after the SSD account becomes six month old in this category.</p>
5. Non-payment of dues by a SSD Loan Account of 6-12 months old (in SSD Category)	<ul style="list-style-type: none"> ▪ To collect at least the minimum amount that will help the account to upgrade into Standard Category. 	Immediately on completing 6 months period in SSD Category.
	<ul style="list-style-type: none"> ▪ If reschedulement was not done in the earlier stage, to reschedule instalments now by collecting interest if the problems being faced are genuine and are of short term in nature. 	Within one month after completion of 6 months period in the SSD category.

	<ul style="list-style-type: none"> Where it is not possible to collect total interest, proposal for funding of interest may be moved. As a matter of policy, funding of interest is not to be encouraged. 	In one month after completing 6 months in SSD Category.
	<ul style="list-style-type: none"> If default continues even after reschedulement is given. 	RCS notice shall be given in 3 months from the date of reschedulement
	<ul style="list-style-type: none"> If it is not a fit case for reschedulement, the BM shall issue Recall cum sale notice to the unit and the promoters under Sec.29 for seizure and Sale of primary assets under SFCs Act after obtaining approval from the competent authority. Notice under SARFAESI Act may be issued wherever the primary and collateral securities can not be sold independently and are required to be sold at a time by following the procedure detailed in this order elsewhere. A copy of the notice shall be marked to the collateral security holder for information. 	In one month after completing 6 months in SSD Category.
	<ul style="list-style-type: none"> If the RCS notice issued under Sec.29 is returned un-served, the Recovery Officer shall serve the notice in person and take acknowledgement of the same from the promoters. Where the promoters are absent or deny to receive the notice, it shall be affixed at a prominent place of the factory premises and a panchanama to that effect be conducted recording the fact of affixing the notice at the factory in view of the absence of the 	In 3 days after the notice is returned.

	promoter at the factory or his or her denial to receive the notice.	
	<p>The following steps shall also be taken by the Recovery Officers:</p> <p>(i) To verify whether the collateral securities are in tact</p> <p>(ii) To verify whether the solvency particulars of the promoters declared at the time of sanction are in tact</p> <p>(iii) To take latest EC of the CS property mortgaged to ensure that no alienation of the property was done.</p>	<p>(i), (ii), and (iii) shall be completed within one month from the date of issuing of RCS notice under Sec29 of SFCs Act./notice under SARFAESI Act</p>
	<ul style="list-style-type: none"> Persuade the borrower through phone calls and follow up for payment and collect substantial portion of the arrears. 	<p>Before the RCS notice period expires.</p>
	<ul style="list-style-type: none"> If no payment or trivial payment is received, and if the action plan given by the borrower to regularize the loan account is not acceptable to the Corporation, the assets may be seized under Sec.29 of SFCs Act by conducting panchanama. If primary and collateral properties are seized under SARFAESI Act, the procedure laid down under various provisions of the Act shall be followed (The procedure is elaborated elsewhere in this order). The payments, if any, made 	<p>Within one week from the date of expiry of the notice period intimated in the RCS notice issued under SEC29 of SFCs Act /SARFAESI Act.</p> <p>The borrowers, CS holders and guarantors shall be informed about the seizure of assets in 3 days from the seizure date (including the day of seizure).</p> <p>The time frames prescribed for various</p>

	by the borrowers after issue of RCS notice or after seizure of assets shall be acknowledged by the Branch by issuing "Without Prejudice" stamped receipt.	process steps under SARFAESI Act shall be followed. They are elaborated in the ensuing pages.
	<ul style="list-style-type: none"> If the borrower makes substantial payment and submits an action plan to regularize the loan account, the recovery action proposed (seizure) can be deferred with the approval of the competent authority. Such payments made by the borrowers shall be acknowledged by the Branch by issuing "Without Prejudice" stamped receipt. 	The schedule given by the borrowers shall be observed. If the borrower fails to keep up the schedule with payments, proposed recovery action including seizure of the assets shall be taken within one week from the day of default. It is advised that fresh recall cum sale notice may be served and then the assets be seized, if the earlier RCS notice is three months old.
	<ul style="list-style-type: none"> The Recovery officer shall appoint security guards and insure the assets wherever it is felt essential. 	On the day of seizure.
	<ul style="list-style-type: none"> The BM shall ensure preparation of Sale Note for all units seized and get it audited by IA team and send the proposal to MRD of HO for release of sale advertisement, if it falls in HO jurisdiction along with valuation reports. HOD (MRD) or Branch Manager shall release first advertisement in two leading newspapers, one in vernacular language where the property is situated. 	<p>In 10 days from the date of seizure.</p> <p>Branch shall release advertisement in a maximum period of 15 days from date of seizure for sale of primary assets under Sec. 29 of SFCs Act. MRD of Ho shall release advertisement in a maximum period of 15</p>

		days taking into account the total number of units of all branches to be advertised for sale.
	<ul style="list-style-type: none"> Where the original borrower requests for stoppage of sale and promises in writing that he will pay substantial amount and if the proposed amount is acceptable to the Corporation, sale may be temporarily kept in abeyance. 	<p>A reasonable period of 15 days can be given and watch payment promised. The assets may be handed over to the original borrower on the following day of receipt of agreed amount and after receiving the approval from the</p> <p>Competent authority. if he does not adhere to the commitment made, sale advertisement may be released in three days after expiry of the promised date.</p> <p>Telegrams to bidders to be sent at least 2 days before the date of negotiations.</p> <p>Sale negotiations may be conducted on Monday/ convenient day following the date of receipt of tender</p> <p>On the same day the sale negotiations are concluded.</p> <p>On Monday/convenient day following the receipt of the increased offer</p> <p>In 3 days after concluding</p>
	<ul style="list-style-type: none"> Conducting of Sale negotiations by SNC at Branch or HO as the case may be duly informing the bidders by telegram and phone calls. BM shall display the highest 	

	<p>acceptable offer in Notice Board of branches/HO for seven days if SNC decides to do so.</p> <ul style="list-style-type: none"> ▪ If valid increased offers are received after displaying the highest offer in the notice Board, BM or HOD (MRD) shall invite the new bidder and the previous highest bidder for further negotiations ▪ The Branch or MRD shall prepare a note for approval or rejection of the highest offer based on the recommendations of SNC to the competent authority. ▪ BM/HOD(MRD) shall issue sale approval letter to the highest bidder. ▪ BM/ Recovery officer shall hand over the possession to the highest bidder under panchanama after receiving the full sale consideration (with interest, if required to be collected). ▪ BM shall register the assets in favour of the purchaser with Sub-Registrar. ▪ Where the purchaser does not pay the sale 	<p>the final sale negotiations.</p> <p>In a maximum of two days after obtaining sale approval from the competent authority.</p> <p>In a maximum of 7 days from the date of receipt of final payment from the bidder. BM shall inform the purchaser to this effect by way of letter on the next day of receipt of the final payment.</p> <p>In a maximum period of 30 days from the date of handing over of the assets. BM shall send a letter to the purchaser to this effect in 3 days after handing over of the assets.</p> <p>In 3 days after expiry of the stipulated time.</p> <p>In 15 days after expiry of the 15 days notice period</p>
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	<p>consideration within the stipulated period, BM shall send letter to the purchaser to pay the amount with interest within 15 days failing which the sale will be cancelled and the amount paid by him will be forfeited without giving any further notice.</p> <ul style="list-style-type: none"> ▪ If the balance sale consideration is not received from the purchaser within the stipulated time, the Branch Manager shall forfeit the amount paid by the purchaser. ▪ BM shall re-advertise the assets for sale. Where the case falls beyond the delegated powers of BM, he shall do so after taking approval from the Head Office. ▪ Where the original borrower comes forward to pay the entire outstanding to the Corporation before issue of sale approval letter to the successful bidder, the same shall be accepted by BM (within his delegated powers) or by HO (if the case falls within the powers of HO) and the assets shall be handed over after taking approval from the competent authority. ▪ Second or subsequent sale 	<p>In 15 days after forfeiture of the EMD/down payment</p> <p>Payment shall be in Cash (to be deposited into our bank by the borrower)/DD or bankers cheque or pay order. Cheque shall not be accepted.</p> <p>Proposal to be moved for handing over of the assets to the competent authority on the next day of receipt of the amount from the original borrower. The unit shall be handed over to the original borrower in a maximum of two days after receiving the approval.</p> <p>In a reasonable period after expiry of the validity of the first or subsequent advertisements as decided by BM/HOD (MRD).</p> <p>Where firm offer acceptable as per our sale norms is on hand with applicable EMD, advertisement for sale may be given immediately on receipt of the firm offer.</p>
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	<p>advertisements shall be given as per the procedure if the assets could not be sold after giving first advt.</p> <ul style="list-style-type: none"> ▪ After release of three or more advertisements for sale of primary assets, if no acceptable offers are received for primary assets, sale of primary and collateral securities can be tried out simultaneously under Sec.29, 32G of SFCs Act/SARFAESI Act). ▪ Even after release of 3 sale advertisements, if the assets could not be sold, branch shall get the assets valued by a panel valuer along with Branch engineer's valuation. 	<p>For sale of collateral security of agricultural property, action under 32 G of SFCs Act shall be initiated by following the procedure detailed in this order elsewhere.</p> <p>For sale of non-agricultural collateral property, action under SARFAESI Act shall be taken by following the procedure as detailed in this order elsewhere.</p> <p>Immediately after expiry of the validity of the 3rd advertisement.</p> <p>In 15 days after expiry of the validity of the 3rd sale advertisement.</p>
(C) DOUBTFUL ASSETS		
6. Non-payment of dues by all Doubtful loan accounts	<p>Same Steps as prescribed for SSD assets in the age group of above 6 months shall be followed. The Branch Manager will initiate the action in respect of doubtful and loss assets as per the powers delegated to him. Otherwise he shall obtain approval of HOD (OPD) for initiating action.</p> <ul style="list-style-type: none"> - Where there is doubt that the guarantors/borrowers will alienate the properties (not mortgaged), OP shall be filed under 31 (1) (aa) for attachment of personal 	<p>Same Time limits as prescribed for SSD assets of above 6 months old.</p> <p>HOD (OPD) to be informed about this and OP shall be filed immediately after</p>

	<p>properties of promoters/ guarantors.</p> <p>- Simultaneously, the Sub-Registrar concerned shall be requested in writing not to register the property as the Corporation is taking recovery action against the properties.</p>	<p>getting the approval from HOD (OPD) concerned.</p> <p>In 3 days after it is decided to take action under 31 (1) (aa)</p>
(D) LOSS ASSETS		
7. Non-payment of dues by Loss Category Assets	(a) Invoking the provisions of 32 G of SFCs Act for sale of movable properties:	
	1. BM shall issue Notice u/s.32G in the prescribed formats giving 15 days time for payment of outstanding amount. (Refer Office Order No.Legal/29 dated 12.06.2009, Pages 7-14 of Guidelines annexed to the order)	In 10 days after sale of Primary Security
	2. BM shall ensure enquiry of present details of solvency and creditworthiness of promoters/ guarantors/CS holders.	In 30 days from the date of Sale of Primary Security
	3. If payment is not received, BM shall send proposal to MD (through OPD) in the prescribed format circulated vide Office Order No. Legal/ 29 dated 12.06.2009 (Refer Pages 22 & 23 of Guidelines) for issue of Recovery Certificate (To mention in the proposal about the efforts taken for recovery of dues including sale of PS/CS and issue of Preliminary Notice under Sec.32 G and to request for permission to issue notice	In 45 days from the date of Sale of Primary Security.

	u/s.32G)	
	4. If MD decides, HOD (OPD) shall ensure sending of notice in the prescribed format (to be signed by MD) advising promoters / guarantors/ CS holders to appear before MD on the day specified (Refer page 16 of the Guidelines enclosed to Office Order No.Legal/29 dt. 12.06.2009).	In 3 days after MD decides to send such notice.
	5. MD to issue Recovery Certificate in the prescribed format after hearing promoters/ guarantors / CS holders (Refer Pages 17 &18 of the Guidelines enclosed to Office Order No. Legal/ 29 dated 12.06.2009).	In 15 days after receipt of proposal from branch or issue of notice as shown in Serial No.4 whichever is later.
	6. BM shall issue proceedings in the prescribed format designating authorized Officers to discharge the functions of BM to recover arrears as in the case of land revenue.	To issue proceedings and review the position in the beginning of every FY after employees transfers are effected.
	7. BM shall issue notice, demanding to pay the dues in 15 days, in the prescribed format under Sec.32 G after receipt of Recovery Certificate. The dues to be demanded is as shown in in Recovery Certificate with further interest from the cut off date (Refer p. 21, Guidelines annexed to O.O. No. Legal/ 29 dt.12.06.2009).	In 7 days from the date of receipt of Recovery Certificate from MD
	8. (a) If the amount is not received, BM shall issue distraint order authorizing officers to distraint the movable properties in the prescribed format (Form NO.1 of Annexure 15) under section 32	In 10 days after expiry of the time specified in the notice served as per point 7 above.

	<p>G of SFCs Act.</p> <p>(b) The authorized officer shall distrain the movable properties in Form No.2 (place where the property is kept shall be mentioned), if the dues are not paid even on the proposed day of disstraint. (Refer page 31 & 32 of Guidelines annexed to Office Order No. Legal/ 29 dated 12.06.2009).</p> <p>(C)If the defaulter is absent or denies to receive the notice, the distraintorder(Form No.1) and Inventory of Attached Property (Form No.2) shall be fixed at the usual place of residence or at the place where the property is attached and conduct panchanama to this effect.</p>	
	<p>9. (a)If the defaulter neglects to pay the dues, BM shall serve notice in Form No.3 to the borrower/ guarantor/surety informing the defaulter that the property distrained will be brought for sale within 15days unless the amount demanded be previously discharged. (Refer page 33 of Guidelines annexed to Office Order No. Legal/ 29 dated 12.06.2009).</p>	In one week after distraining the property.
	<p>(b) If defaulter is absent /denied to take the notice, BM or</p>	Same day of distraint of

	Authorized Officer shall fix the notice (Form No.3) at the place of residence and at the premises where the property is distrained and conduct panchanama recording the fact of absence/denial.	movable properties.
	10. Conduct sale through public auction after expiry of 15 days (as shown in Form No.3). The intended sale shall be made by beat of drum in the village where the propertiesdistrained and at the place where it is considered necessary to give due publicity to the same.	In 10 days after expiry of the notice period as mentioned in Form No.3.
	11. BM to confirm the sale and deliver the property after receipt of the sale consideration in full. They are empowered to approve sale of movable properties as per the delegated powers as in the case of Sec.29 sales.	After receipt of full amount on the date of auction.
	12.If the defaulter pays the amount prior to the day fixed for saletogether with interest and other expenses, the distrainer shall receive the amount and releasethe property forthwith.	Immediately on receipt of the amount from the defaulter.
	13.Power to force open doors: It shall be lawful for the distrainer to force open any stable cow house, granary, godown, out house, or other building, and he may also enter any dwelling house the outer door of which may be open and may break open the door of any room of such dwelling house for the purpose of attaching property belonging to a defaulter and lodged therein; provided always That it shall not be lawful for such distrainer to break open or enter any apartment in	The Branch Manager shall take appointment of the Station House Officer sufficiently in advance of the intended seizure.

	such dwelling house appropriated for the zenana of residence of woman. The distrainer may force open the outer door of a dwelling house in the presence of a police officer, who is deputed at the request of the BM to witness the process.	
Non-Payment of Arrears	b) ACTION UNDER SEC. 32 G FOR SALE OF IMMOVABLE PROPERTIES	
	1. BM shall serve notice in Form No.4 demanding payment of dues by giving 15 days time. If the defaulter is absent, the notice may be served to some adult male member of his family or his authorized agent or by affixing a copy on some conspicuous part of his residence or on the property proposed to be attached. (Refer Page No.34 of Guidelines annexed to Office Order No. LEGAL/29, dt.12.06.2009).	In 10 days after receiving the recovery certificate from MD.
	2. If the defaulter neglects to pay the amount: a) BM shall attach the property by serving a notice in Form No.5 and the same shall be affixed at a conspicuous part of land / building.	In 10 days after expiry of the notice period intimated in Form No.4
	The attachment should be publicly proclaimed on the land/ building The attachment shall be published in the District Gazette. (Refer Page No.35 of Guidelines annexed to Office Order No. LEGAL/29, dated 12.06.2009). b)The BM shall assume	On the date of serving the Notice in Form No.5 In 30 days after attachment. On the same date of attachment of the property. In 3 days (including the day of attachment) from the date of attachment of

	<p>management of the attached property and appoint an agent with proper establishment of Officers to manage the property.</p> <p>c) BM shall serve notice of assumption of management of the property attached to the defaulter in Form No.6</p> <p>d) The notice in Form No.6 shall be notified by publication in the District Gazette. (Refer Page No.36 of Guidelines annexed to Office Order No.LEGAL/29,dated 12.06.2009).</p> <p>e) A letter shall be sent to the Sub-Registrar requesting him not to register for alienation of the attached properties.</p>	<p>the property.</p> <p>In 30 days after attachment.</p> <p>In 3 days (including the day of attachment) from the date of attachment of the property.</p>
	<p>3. BM shall display notice of sale in Form No.7 (in English & in the language of the district) in the Collector's Office, in Talukcutchery, in the nearest police station, and at some conspicuous part of the land / building at least before 30 days of intended date of sale. (Refer Page Nos.37 &38 of Guidelines annexed to Office Order No. LEGAL / 29, dt.12.06.2009).</p>	<p>At least before 30 days of intended date of sale.</p>
	<p>4. BM shall publish notice of sale in Form 7A in the language of the district in the District Gazette at least a fortnight before the date of intended sale. (Refer Page No.37 of Guidelines annexed to Office Order No. LEGAL/29, dt.12.06.2009).</p>	<p>It is statutory to publish the notice at least a fortnight before the date of intended sale.(It normally takes 30 days to publish a notice in the District Gazette. So it is better to publish the notice one month in advance)</p>
	<p>5. Publicity about the sale of</p>	<p>Distribution of pamphlets,</p>

	<p>property be given by distribution of pamphlets, beat of drum and announcement by mike in the local area</p>	<p>three days before the intended sale.</p> <p>Other measures like beat of drum and mike announcements, two days continuously before the intended sale.</p>
	<p>6. The immovable properties attached shall be got valued by Branch Engineer. BM may be empowered to decide sale in respect of assets valued up to Rs.30 lakh (each asset). For any asset valuing above Rs.30 lakh, BM may be empowered to approve the sale after MD approves the upset price based on valuation of the asset attached.</p> <p>7. BM shall conduct sale of property through public auction at the time, place and on the date already decided and announced.</p> <p>8. BM shall confirm the sale to the highest bidder on the date of auction provided the offer is received equivalent to or more than the upset price. The purchaser shall deposit a sum of money equal to 15% of the price of the land/building with the BM at the time of purchase and the remaining amount shall be paid within 30 days failing which the money so deposited shall be liable to forfeiture.</p>	<p>In 15 days after serving the notice in Form No.7</p> <p>At the time, place and on the date already decided and communicated.</p> <p>At the time and date of auction.</p>
	<p>9. If there are no valid applications filed under section 37 (A) or 38 and if the purchaser deposits money</p>	<p>In one month from the date of confirmation of sale.</p>

	<p>within 30 days from the date of sale or within such extended time, the BM shall confirm the sale and the name of the purchaser shall be entered in the Revenue Records / Government records and sale certificates in Form-8. The name of the purchaser, date of purchase, together with a declaration in Form-10 (Please refer APRR Act for format) shall be published in the village where the property is situated, in Mandal Revenue Office, Collector's office and in the District Gazette.</p>	
Non-Payment of Arrears	Action under SARFAESI Act	
	<p>1. Where more than one secured creditor exist for term loans, action can be taken under this Act when secured creditors representing not less than 75% in value of the outstanding as on record date agree for the action. Under these circumstances, consent of other secured creditors shall be obtained.</p>	<p>BM shall send letter to the other secured creditors in 5 days after the decision is taken to initiate action under the Act.</p>
	<p>2. Branch Manager on his own, and the HOD(OPD), with the prior approval of the Managing Director, shall serve notice, as per the delegated powers, under sec.13(2) of the Act in Format I requiring the borrowers to discharge debt in full within 60days from the date of service of notice. (Refer page 12 of Office Order No. 48 dated 2.6.2008)</p>	<p>In 2 days after taking the decision to invoke the provisions of the Act or two days after receiving the approval of the other secured creditor whichever is later.</p>
	<p>3. If on receipt of the above notice, the borrower/CS holder</p>	<p>Branch Manager shall give reply in 7 days from the</p>

	<p>makes any representation or raises any objection, the Corporation shall reply/clarify the objections raised in 7 days of receipt of such representation.</p>	<p>date of receipt of objection.</p>
	<p>4. If there is no response from the borrower, the Branch Manager shall take possession of the assets (both movable and immovable) under Sec.13(4) by executing Panchanama as per Format II (Refer page 14 of Office Order No. 48 dated 2.6.2008).</p> <p>5. The Branch Manager shall take inventory of the movable property as early as possible in Format III (Refer page 15 of Office Order No. 48 dated 2.6.2008) and shall deliver or cause to be delivered a copy of such inventory to the borrower or to any person entitled to receive on behalf of the borrower.</p>	<p>In 7 days after expiry of 60 days notice period.</p> <p>On the same date of seizure. If it is not possible, in three days from the date of seizure including seizure date.</p>
	<p>6. The Branch Manager shall take possession of the immovable property in as early as possible in Format IV under Rule 8(1) and shall deliver or cause to be delivered the possession notice to the borrower or to any person entitled to receive on behalf of the borrower. He shall also affix the possession notice on the outer door or at a conspicuous place of the residence of the borrower (Refer Office Order No. 48 dated 2.6.2008, Page 16).</p>	<p>On the same date of seizure. If it is not possible, in three days from the date of seizure including seizure date.</p>
	<p>7. The Branch Manager shall also publish the possession notice in two leading newspapers in</p>	<p>In 3 days after possession notice is served.</p>

	vernacular language within 3 days after possession notice is served.	
	8. The authorized Officer shall take steps for preservation and protection of the properties seized by way of appointing of security guards and by insuring the assets, if required.	On the same day of seizure.
	9. After seizure, the asset shall be valued by the Branch Engineer, being the approved valuer. Where more than 3 advertisements were released, the assets may also be got valued by panel valuers along with Branch Engineer's valuation.	In 10 days from the date of seizure.
	10. The Branch Manager or any Authorized Officer shall serve to the borrower a notice of 30 days for sale of immovable property as per Format-V (Refer Office Order No. 48 dated 2.6.2008, Page No. 17).	In 15 days from seizure date
	11. The Branch Manager shall prepare the valuation reports, sale note and get them audited, if it is above Rs.30 lakh case, the sale note duly audited shall be forwarded to MRD for releasing the sale advertisement.	In 15 days from the date of seizure.
	12. Sale of assets shall be by inviting tenders under tender-cum-bid system from the public, the Branch Manager or HOD (MRD) shall cause a public notice (sale advertisement) issued in Format VI in two leading newspapers, one in vernacular language setting out the terms of the sale which shall include fixing up the upset price as per the guidelines. It may be planned	In 15 days after seizure by branch in the case of up to Rs.30 lakh disbursed amount. In above Rs.30 lakh disbursed cases, sale advertisement shall be given in 15-30 days after receipt of the proposal from branch.

	to issue sale advertisement coinciding with the date of serving 30 days notice to the borrower so that time can be saved. (Refer Office Order No. 48 dated 2.6.2008, Page 19 for format).	
	13. Conducting of Sale Negotiations by the respective SNC with the bidders.	After expiry of 30 days from the date of issuing sale notice to the borrower or issuing sale advertisement whichever is later. The negotiations date is notified in the Sale advertisement. On this notified date, negotiations shall be conducted.
	14. If the offer is found reasonable by the SNC, the Branch Manager/HOD(MRD) shall place the highest offer in the notice board at all branch offices of the Corporation for seven days inviting increased offers from the public.	On the same date of holding negotiations.
	15. If increased offers along with EMD and additional deposit are received, the respective SNC shall conduct sale negotiations inviting new bidders and the previous highest bidder.	On Monday following the date of receipt of enhanced offer or on the date as fixed by the SNC
	16. The final offer received shall be put up to the competent authority for approval or rejection based on the recommendations of the respective SNC as per the sale guidelines in vogue.	In 3 days from the date of holding final negotiations.
	17. If the amount due together with all costs, charges and expenses incurred is tendered at any time before issue of sale approval letter, then the property shall not be sold and action shall be stopped forthwith.	In 7 days after receipt of the total dues.

	18. The authority concerned shall issue sale approval letter to the purchaser as per the guidelines in vogue. (where the total dues are not received)	In one day after receiving the approval from the competent authority
	19. If the secured asset or part thereof is not in possession of the borrower/surety and is in the possession of the tenant or any other person, such property also may be taken possession of and sold by following the above procedure by serving a notice Format VII (Refer Office Order No. 48 dated 2.6.2008, Page 21).	Notice shall be served in 2 days after noticing the fact.
	20. After receiving the entire sale consideration and fulfilling the terms of sale, the Branch Manager shall handover the assets under panchanama to the purchaser.	In a maximum period of one week after receiving the entire sale consideration or on the date the borrower is willing to take possession. A letter to this effect shall be sent to the purchaser after receiving the entire sale consideration.
	<p>21. On compliance of the terms of sale and payment of the entire sale consideration, the Branch Manager exercising the powers of sale shall issue a certificate of sale of the property to the purchaser as per the Format –VIII (Refer Office Order No. 48 dated 2.6.2008, Page 22).</p> <p>The sale certificate shall be properly stamped and registered by Branch Manager. For movable properties, the sale certificate shall be in the Format –IX (Refer Office Order No. 48 dated 2.6.2008, Page 23).</p>	In a maximum period of 30 days from the date of handing over of the possession. Branch shall send a letter to this effect in 7 days from the date of handing over of assets.

	22. If the secured asset is under paripassu charge, the proportionate sale consideration shall be remitted by the Branch Manager.	In a period of 10 days from receipt of final payment.
	23. In case of necessity, the Authorized Officer may take assistance of Chief Metropolitan Magistrate/ District Magistrate under Sec.14 of SARFAESI Act, Format – X (Refer Office Order No. 48, dated 02.06.2008, Page 24).	Law Officer shall file necessary petition before the Court in 3 days after it is decided to take such assistance from the Court.
	24. Withdrawal of action initiated under SARFAESI Act may be done with the approval of the HOD (OPD) concerned when the borrower comes forward to pay the entire outstanding.	Immediately on receiving the amount by cash or DD /pay order/bankers cheque and after obtaining approval from the HOD (OPD) concerned.
7. Non-payment of dues by Loss Category Assets	Invoking of Provisions under Sec.31 (1) (aa)	
	Where there is doubt that the guarantors/ borrowers/ CS holders will alienate the properties, action under 31 (1) (aa) may be preferred. BM shall file OP under the provisions of 31 (1) (aa) of SFCs Act and seek attachment order against the third party guarantors' personal properties (not mortgaged to the Corporation) so that transfer of properties identified and cited in the O.P. will not be alienated by the guarantors. The action under these provisions is to be invoked as an alternative to taking action under Sec. 32G of SFCs Act.	The Sub-Registrar may be informed in writing that the Corporation is taking action against specified assets and he may be requested not to register the said assets in anybody's name.
8. Failure to Renew Insurance Policies	a. The Corporation shall renew the insurance policies in respect of STD and SSD	One month before the expiry of fire insurance.

	<p>assets after taking consent of the borrower.</p> <p>b. If consent is not given by the borrower or has not renewed the policies, BM shall serve notice to the borrower informing the action as per the terms of sanction.</p>	In 15 days after expiry of the policy
9. Missing Machinery	Where major part of machinery is found missing, the Branch Manager shall initiate action against the borrower including seizure of the remaining machinery.	<p>1. Notice shall be given by BM immediately on the date on which missing machinery is noticed for restoration of machinery in 7 days.</p> <p>2. BM to register FIR with police immediately after expiry of 15 days notice period, if the machinery is not restored.</p>
		3. BM to seize the remaining machinery in one week after expiry of the time allowed as per the notice and after taking approval from the competent authority
10. Non-submission of Information or Non-payment of arrears	Required inspections as per Circular No. 5 dated 9.5.2005, Office Orders No. 51 dated 9.6.2005 and Office Order No. 70 dated 2.7.2008, shall be conducted by Recovery Officer/Branch Engineer and inspection reports shall be forwarded to Head Office in respect of above Rs.1.00 crore sanction cases which are in default /facing certain problems	<p>a) Where the financial assistance is between Rs.5.00 lakhs to Rs.25.00 lakhs, the Recovery Officer shall inspect once in 6 months.</p> <p>b) Where the financial assistance is between Rs. 25.00 lakhs to Rs.100.00 lakhs, the Recovery Officer shall inspect once in 4 months</p> <p>c) Where the financial assistance is above</p>

		Rs.100.00 lakhs, the Recovery Officer shall inspect once in 3 months.
		d) The inspection reports shall be submitted within 1 week by the Recovery Officer to the Branch Manager/ HOD(OPD)/ MD.

18. FORMULATION OF TRIGGER POINTS POLICY

The Trigger Points Policy for initiating timely and uniform recovery action and for effective monitoring of the units which will in turn prevent down-gradation, reduce NPAs and improve collections from all categories of loan accounts. The trigger points and the course of action to be initiated against each alert are furnished below:

Sl.No.	Trigger Point	Action to be Initiated
(I) TRIGGERS WHEN DEFAULT IN REPAYMENT TAKES PLACE:		
1(a)	(II) Non-payment of first interest demand/first instalment within due date.	<p>Recovery Officer shall</p> <p>(i) Contact the chief promoter on the day immediately following the due date and impress on him the need for payment of the due amount in time and</p> <p>(ii) Send a letter reminding him to pay the due amount.</p> <p>(iii) Collect the due amount immediately.</p> <p>The cases defaulted first time shall be put up to the NPA Review Committee through OPD for deciding further course of action in those cases.</p>
(b)	If the due amount as stated in 1 (a) above is not paid until the 10 th day from due date.	<p>(i) The Branch Manager shall contact the chief promoter on the 10th day from the due date and collect the due immediately. The discussion with the borrower shall be recorded and filed in the loan file.</p> <p>(ii) The loan security documents shall be verified and the branch shall be satisfied that the documentation is in order. If any inadequacies/ deficiencies are found, they shall be made good forthwith.</p> <p>(iii) Diagnostic study of the case shall be</p>

		conducted analyzing the problems that led the unit to default the repayments.
c)	If the due amount as stated in first point is not paid until the 30 th day from due date.	Recovery Officer shall (i) inspect the unit (ii) interact with the chief promoter or any other responsible person at the unit, (iii) ascertain the reasons for default, (iv) make a general assessment about the performance of the unit with reference to records, (v) collect financial statements of the unit and (vi) insist on payment of dues (vii) collect a commitment letter agreeing to make the payment along with post datedcheque(s) payable not later than 60 days from due date. If the borrower does not cooperate, send a reminder by way of letter. (viii) Contact the CS holders/guarantors and inform them about the default in repayment of the dues and explain to them about the need to maintain the account regularly. They shall also be informed about the consequences they will have to face, if default continues in the loan account.
(d)	If the due amount as stated in first point is not paid until the 60 th day from due date.	<ul style="list-style-type: none"> (i) The loan account is border line potential NPA. The Recovery Officer along with Branch Engineer shall inspect and do all incidental functions as stated in point 1(c). (ii) The officers shall insist on payment of dues immediately. (iii) If the borrower does not pay the dues, he shall take commitment letter for payment along with post datescheques for total dues payable (realizable) at least one week before the loan account slips into NPA category (becomes substandard asset). (iv) If the borrower"s problems are genuine, the Recovery Officer shall collect at least that minimum amount as required to retain the asset under standard category. (v) The guarantors and CS holders shall be persuaded to regularize the loan account. (vi) Letters of commitment for regularization of the default shall be collected from the promoters / guarantors/CS holders and necessary follow up action for collection of dues be taken by the branch on the promised dates.
		(vii) If the Recovery Officer is convinced that the

		liquidity problem would persist for longer period, reschedulement of instalments may be extended taking into account the cash flows of the unit. It shall be ensured that at least total interest arrears are collected. Approval for reschedulement shall be given before the loan account slips into sub-standard category. Funding of interest may be considered very selectively.
2	Non-payment of any specific interest demand/instalment within the due date in a standard loan account – all points covered in point 1 (a) to (d) shall repeat.	Action points prescribed under point 1 (a) to (d) shall be followed.
3 (a)	Date of slippage of a standard asset into sub-standard category.	<ul style="list-style-type: none"> (i) It is the first time NPA case. Recovery Officer shall send a stiff letter on the NPA date to the borrower advising him to regularize the loan account. He should be warned that recovery action under various laws will be initiated, if the total dues are not cleared in 15 days period. (ii) The primary and the collateral security shall be verified and valued by the branch and satisfy themselves that the security offered is intact. (iii) Solvency declarations/ net worth statements shall be collected from all the promoters/ guarantors/CS holders at the end of every year.
4	On becoming an account 3 months old in sub-standard category.	Recovery Officer shall (i) inspect the unit (ii) interact with the chief promoter or any other responsible person at the unit, (iii) ascertain the reasons for default/sickness, (iv) make a thorough assessment about the performance of the unit with reference to records, (v) collect financial statements of the unit (vi) insist on payment of substantial portion of the due amount (vii) collect a commitment letter agreeing to clear the dues in monthly instalments along with two or three post dated cheques (viii) submit inspection report recording the discussions and promises made by the borrower.

		If it is agreed in-principle to reschedule the instalments by the Branch Manager, based on the recommendations of the Recovery Officer mentioned in the Inspection Report, reschedulement proposal shall be forwarded by the Recovery Officer to the Branch Manager in 15 days from the date of in-principle approval given by the Branch Manager.
5	A substandard account on attaining 6 months age (from the date of NPA).	(i) Recall cum sale notice under Sec.29 of SFCs Act/Notice under 13 (2) of SARFAESI Act shall be issued to the borrower concern/ promoters/ guarantors/ CS holders. (ii) If the borrower does not pay substantial portion of the dues, branch shall proceed with further recovery action including seizure & sale.
6	When down-gradation of an asset to Doubtful-I, II and III categories takes place.	If satisfactory payments are not received from the borrowers, recovery action viz., seizure and sale etc., shall be initiated, if it was not already done.
7	Where assets – Primary or collateral – could not be sold even after releasing three advertisements.	While the action to sell Primary and Collateral securities shall be continued, action under 32 G / 31 (1) (aa) of SFCs Act shall be initiated against the personal properties of the promoters/guarantors simultaneously.
8	On handing over of the primary security consequent on sale of the primary assets under Sec.29/32G of SFCs Act/SARFAESI.	Action under 32G/31(1)(aa) of SFCs Act shall be initiated against personal properties of the promoters/guarantors.
(III) TRIGGERS FOR OTHER EVENTS :		
9	Unit not working continuously for more than a month	<ul style="list-style-type: none"> - Discuss with the promoters for non-functioning of the unit - Enquire with neighbors, bankers etc. to know the reasons - If the reasons put forward would jeopardize the interest/ security of the Corporation, suitable recovery action shall be initiated.
10	Time, content and Cost Over-runs in the project implementation.	<ul style="list-style-type: none"> - Cases involving time, content and cost over-runs up to 20% and where the over runs agreed to be met by the borrowers, re-appraisal of the project is not required. - Cases involving time, content and cost over-runs of more than 20%, shall be reappraised and

		<p>viability be re-established.</p> <ul style="list-style-type: none"> - The Branch Manager shall stop further disbursement of loan in all such cases. - The branch concerned shall reappraise the project where the sanction amount is up to Rs.100 lakh. - The Branch concerned shall forward the cases to Projects Department of Head Office for reappraisal where the sanction amount is more than Rs.100 lakhs. - The borrower shall be informed about the revised terms and conditions. - Further disbursement of loan shall be effected only after compliance of the revised terms and conditions.
	Missing machinery/Shifting of machinery	Borrower shall be given notice to restore the machinery. If he fails to comply within the stipulated period, police complaint shall be lodged and the fact shall be brought to the notice of HOD (OPD).
11	Unauthorized leasing of the unit	Permission shall be obtained from the Corporation. Payment of rentals shall be remitted to the Corporation. If these conditions are not complied with, recovery action shall be initiated.
12	Sale of unit/ collateral security without permission	PS/CS shall be immediately seized and advertised for sale. Criminal case shall be filed against the borrowers and sureties.
13	Publication of negative news against the borrowers	Branch to discuss with the borrower and enquire locally. Suitable recovery action shall be initiated if the news items jeopardize the security of the Corporation.
14	Abandoning of the project under implementation	Recovery Officer shall discuss with the borrower and take recovery action.
15	Non-renewal of insurance policy on due dates	The borrower shall be persuaded; if the borrower is not complying with the requirement, to inform the position to HO for taking a decision on the further course of action to be taken.
16	Resignation of some partners/directors from the company/ change of management	Branch Recovery Officer shall inform in writing that their liability to pay the dues continues with them unless they are expressly relieved by the Corporation. Branch should inform in writing to the

		old management/ directors that it is their obligation to see that incoming directors/partners execute legal documents with the Corporation and get themselves relieved from the liability obligation from the corporation.
17	On knowing that fake documents were deposited as security and/or impersonation had occurred while availing loan and false and misleading information was furnished by the borrowers/sureties/ guarantors.	Criminal case shall be filed in 10 days from the date of receiving information and after getting the facts confirmed.
18	Theft occurred in the seized units	Recovery Officer and Branch Engineers shall immediately inspect the unit and take inventory of available machinery and stolen items and book a police complaint and obtain FIR from the police station. Payments to security agency shall be stopped. If security deposit is available, the value of stolen machinery shall be recovered out of the deposit amount. A case will have to be filed against the security agency making them accountable for the theft happened.

The course of action prescribed against each trigger point shall be implemented by the branches and OPDs and MRD of Head Office without fail.

19. ONE TIME SETTLEMENT SCHEME

19.1. Eligibility criteria:

- 1) Instead of fixing cut of date for OTS eligibility, all the units that downgrade to DBT category be permitted to approach for OTS after 2 years from the date of the unit downgrading to Doubtful category.
- 2) All doubtful category assets continuing in same category as on the date of approaching for OTS and all loss assets as on the date of approaching for OTS are eligible for One Time Settlement.

The Executive Committee may relax the eligibility criterion and approve one time settlements in respect of loan accounts with disbursed amount up to Rs.200.00 lakhs,

which were not in doubtful category and but are in doubtful category as on the date of taking up of the proposal for OTS. All other loan accounts with disbursed amount of above Rs. 200.00 lakhs involving relaxation of the said eligibility criterion shall be referred to the Board for approval of OTS.

- (iii) The default shall not be willful.
- (iv) Net worth of Limited Companies & Co-op Societies due to accumulated cash losses should have been eroded to the extent of 50% or more of its peak net worth in the preceding two accounting years. The condition of net worth erosion is not applicable to Proprietary and partnership concerns irrespective of the loan amount and to Limited Companies & Co-op Societies which availed loans up to Rs.5.00 lakhs.
- (v) Working capital term loans, and loans sanctioned for commercial and residential complexes are not covered under the OTS guidelines. The OTS guidelines can be extended to loss assets covered under the Working Capital Term Loan Scheme and the Schemes for Construction of Commercial and Residential complexes only after the primary and the collateral securities offered for these loans are disposed of either by the Corporation or by the borrowers/sureties with the prior approval of the Corporation and only after the sale consideration or the amount agreed is deposited with the Corporation and adjusted against the loan outstanding as per the accounting procedure.

19.2. Definitions:

For the purpose of implementing these guidelines, various terms are defined and various clarifications are issued as per Annexure-ii and the same shall be followed while processing OTS proposals.

19.3. One Time Settlement formulae:

- (i) The settlement formulae as shown in Annexure-I shall be applied for deciding OTS packages.
- (ii) Special OTS package may be extended for seized units which are in doubtful category and are lying in the possession of the Corporation for more than 2 years and where 3 advertisements were issued, but no acceptable offers were received. Similarly, DBT category units, which either were abandoned or have closed their operations for the last two years are also eligible for special OTS package.
- (iii) Valuation of primary and collateral security and verification of solvency and calculation of interest on net simple basis are dispensed with in respect of loans up to Rs.2.00 lakhs (disbursed loans) provided the settlement is approved for P+OE.

- (iv) However, where the value of PS and CS is high, say, more than 150% of the amount payable under NSR, prior approval of Managing Director shall be taken before the proposals are put up to the competent authority for loans up to Rs.5.00 lakhs disbursed cases.
- v) Where loan accounts backed by primary/collateral securities having value more than 200% of the amount payable under NSR method, in respect of above Rs.5.00 lakhs disbursed loans, such proposals shall be considered on case to case basis and to be put up to Executive Committee in respect of loans up to Rs.200.00 lakhs disbursed and to the Board for above Rs.200 lakhs loans. Statements of settlement formula are enclosed. – ANNEXURE-I

19.4. Write off policy for Loss assets upto Rs.5 lakhs disbursed loans:

- (i) For loans involving disbursement up to Rs.2.00 lakhs and where the net worth of the promoter/guarantor is zero:

There may be some loss accounts in the portfolio of the Corporation, where despite exhausting all recovery tools/measures, including legal action, engagement of recovery agencies, etc. no recovery seems to be forthcoming.

In such cases, where it is perceived that no reasonable chances exist for any further recovery of Corporation's dues, after having disposed of the primary and collateral security, if any, or where no security is available and / or in case where it is not possible to establish the details of personal net worth of the promoters and guarantors or where recovery of dues by enforcement of guarantees does not appear to be feasible and / or where the promoters and guarantors are not traceable and the cost of continuation of the asset in the Corporation's books does not appear to be worthwhile commensurate with its future realizable value, as a last resort write off of the account would only be the option available to the Corporation to clean the portfolio. But this would need to be done with great care and circumspection and after exhausting all recovery routes available and in accordance with the laid down guidelines.

Branch level committees with concerned Branch Manager as Chairman shall be constituted to review all loan accounts of below Rs.2.00 lakhs disbursement not supported by any CS and not possible to recover any amounts is authorized to approve total write-off on merits (ref: MRD OO 196 dt. 10.03.2011)

- (ii) For disbursed Loans above Rs. 2.00 lakhs up to Rs.5.00 lakh and where there is possibility for recovery exists:

In the case of disbursed loans up to Rs.5.00 lakh amount, the Corporation has express write-off policy. The minimum amount to be collected in these loans and the maximum write off of the principal amount that is allowed depend on the available value of primary

and collateral security and repaying capacity and standing of the promoters/guarantors. The maximum amount that can be written off is shown under settlement formulas in Annexure –I.

19.5. Write off Policy for Loss Assets of above Rs.5.00 lakh loans (disbursed loans) without collateral security.

19.5.1. Where loss assets are not supported by any collateral security, the minimum amount to be collected towards one time settlement shall be P+OE in respect of above Rs.5.00 lakh loans. However, wherever the branches feel that it is difficult to collect total P+OE outstanding, they are advised to forward the proposals after obtaining in principle approval of the Managing Director even for lesser amounts taking into account the value of solvency, worth and repaying capacity of the borrowers/guarantors, etc. The Executive Committee/Board will approve such settlements for lesser amounts on case to case basis and on merits.

The Recovery Officer of the Corporation and Special Dy. Tahsildar shall make thorough enquiries about the properties held by the borrowers, guarantors and their parents, spouses, sons and unmarried daughters before forwarding such proposals. If the account is proposed to be settled as per OTS norms, certification of solvency and other details are to be obtained for promoters/guarantors only.

a) The branch officers, SDT and BM shall verify the properties:

- (i) With reference to the solvency declarations given by the loanees/guarantors at the time of sanction of the loan.
- (ii) Owned by them at his/her (promoter/guarantor) native village/town with the help of panchayat and municipal records.
- (iii) (a) By making enquiries about the ownership of the building occupied by them at the time of enquiry, and any other properties owned by them. Such enquiries shall be made with borrowers/guarantors as well as three or four neighbours. The places, the offices and names and addresses of the officials and other persons (including neighbours) whom the branch officials have contacted shall be clearly recorded in their enquiry report.
- (b) The branch officials shall also contact the banker who has financed the working capital loan or term loan to the unit and other banks with whom they are conducting bank operations/transactions (based on cheques issued by them to the Corporation either in the unit's name or in their personal capacity) and find out their solvency. They shall solicit information from the banker about the properties owned by them based on the declarations/mortgage deeds executed by the borrowers/guarantors with the bank.

- (c) A notarized affidavit from the borrowers/guarantors shall also be obtained at the time of submitting the OTS proposal declaring the properties owned by them
- (d) The branch committee shall make a general assessment of the value of the properties owned by the borrowers/guarantors and others and the committee shall submit a certificate in the prescribed format duly incorporating the approximate value of the property identified.

19.5.2 The branch officials and SDT shall be held responsible for the information furnished by them in the enquiry report and will be liable for punishment in case the information furnished is found to be wrong.

19.5.3 In respect of loss category loans of "above Rs.5.00 lakhs" where no collateral security is available, one or more partners/guarantors may be relieved from the liability obligation by accepting a minimum amount of P+OE outstanding. Where it is difficult to collect total P+OE outstanding, branches may forward proposals even for lesser amounts on case to case basis with due justification after obtaining in principle approval of the Managing Director taking into account the solvency, credit worthiness and repaying capacity of the borrowers/guarantors proposed to be relieved. The procedure mentioned in 19.5.1. shall be followed scrupulously.

19.6. Down Payment:

(a) Amount to be collected:

The following are down payments prescribed for processing OTS requests:

- (i) 15% of the Principal outstanding in the DBT cases.
- (ii) 5% of the crystallized liability as per the applicable formula in the Loss cases.
- (iii) In certain deserving cases, if the parties are requesting to process OTS proposals after payment of part of down payment, such OTS proposals may be processed after taking approval from the Managing Director.

(b) Procedure for collection and adjustment of down payment:

- (i) The OTS requests shall be examined by the concerned Branch Manager to find out prima-facie eligibility. If the case is found to be prima-facie eligible, the party shall be advised to make requisite down payment as per guidelines in one tranche. If it is paid in part, 10 days time shall be given from the date of request to pay the balance down payment along with a written request for OTS.
- (ii) The amount of down payment shall be made by way of demand draft or cheque and the proposal shall be processed only after ensuring collection/realization of such

down payment.

- (iii) The initial amount so received shall be kept in Sundry Deposit and the same shall form part of final OTS payment.
- (iv) After approval of the OTS proposal, the down payment and subsequent receipts shall be appropriated to the loan elements of the crystallized liability in the order of OE, interest and principal.
- (v) If the case is not approved under OTS for some reason or other, the down payment received shall be adjusted to the loan account. The party must be informed in writing that his request for OTS could not be approved and the amount received as down payment was adjusted to loan account.

(b) Date from which the amounts received in the loan accounts are to be reckoned as OTS down payments:

- (i) If an OTS application is received during a particular financial year and OTS approval is accorded in that financial year, the payments received during that financial year shall only be reckoned as payments made towards OTS provided written request was given by the borrower that the amounts are being paid towards OTS down payment.
- (ii) However, proposals received during the last quarter of previous financial year, but could not be processed/approved during that year, may be processed in the succeeding year as per the guidelines. The amounts paid towards OTS down payment only in the last quarter of previous financial year shall be reckoned as part of crystallized liability.

19.7. Time Frame for processing:

The maximum time for processing of OTS applications from the date of receipt of application with full down payment by respective approving authorities shall be as under:

Approving Authority	Time frame for approval of OTS	Time frame for communication of OTS approval
Branch OTS Committee	15 days	2 days
HO Committee on Recovery Matters	20 days	2 days
Executive Committee/Board	30 days	5 days

19.8. Maximum period for payment of crystallized amount under OTS:

- a) The maximum period for payment of OTS liability shall not exceed 3 months. In exceptional cases, 6 months time may be allowed. The OTS amount net of down payment should be collected in 3 or 6 equal monthly installments, as the case may be (schedule to be given for total OTS amount by adding down payment to the first installment).
- b) For loans with disbursed amount up to Rs.2.00 lakhs no further interest shall be charged on the crystallized liability provided the amount is settled for P+OE or less and the OTS amount is paid within one month.
- c) For loans with disbursed amount of Rs.5.00 lakhs and below categorized as loss assets where no collateral security is available a period upto 1 year may be allowed for payment of crystallized liability without further interest.

19.9. Further Interest calculation on OTS approved amount till the amount is fully paid:

SI No.	Rule Position	Interest Calculation procedure
1	Loans up to Rs.2.00 lakhs cases settled for P+OE or less	<ol style="list-style-type: none"> (i) No further interest shall be charged, if the amount is paid within 30 days. (ii) If the amount is not paid within the overall period of 30 days, further interest shall be charged on OTS liability on NCR basis at prevailing interest rate (gross) under diminishing balances method from the first day of the following month up to which interest was charged (while arriving at crystallized liability) till closure of the loan account.
2	Loss assets up to Rs.5.00 lakhs loans where no collateral security is available	<ol style="list-style-type: none"> (i) No further interest shall be charged, if the amount is paid within 1 year as per schedule. (ii) If the amount is paid with intermittent delays but within overall loan period of 1 year, interest shall be charged at prevailing rates (gross) on the defaulted

		<p>amount for the defaulted period on NCR basis.</p> <p>(iii) If the amount is paid beyond the overall period of one year, further interest shall be charged on OTS liability on NCR basis at prevailing interest rate (gross) under the diminishing balances method from the first day of the following month up to which interest was charged (while arriving at crystallized liability) till closure of the loan account.</p>
3	In cases other than 1 & 2 above	Further interest shall be charged on NCR basis at prevailing interest rate (gross) under the diminishing balances method on OTS liability from the first day of the following month upto which interest was charged(while arriving at crystallized liability) till the closure of the loan account.
4	Where OTS is approved ,without further interest clause" as a deviation from 1, 2 and 3 of this table, by the competent authority	<p>(i) No further interest shall be charged, if the amount is paid exactly on the stipulated due dates.</p> <p>(ii) If the amount is paid with intermittent delays but within overall stipulated loan period, further interest shall be charged at prevailing rates (gross) on the defaulted amount for the defaulted period on NCR basis.</p> <p>(iii) If the amount is paid beyond the overall period further interest shall be charged on NCR basis at prevailing interest rate (gross) under the diminishing balances method on OTS liability from the first day of the following month up to which interest was charged (while arriving at crystallized liability) till closure of the loan account.</p>

19.9.1 BMs and HOD (Operations) shall ensure that OTS calculations are done up to the latest month by the time the proposal is placed before the competent authority for approval failing which it may result in loss of income to the Corporation.

19.9.2 In all OTS proposals, the following further interest clause shall be stipulated.

"The Corporation, while reserving the right of cancellation of OTS package, may, on merits and at its absolute discretion, condone the delays in payment of OTS liability subject to the condition that the borrowers shall pay further interest on the diminishing balances of the OTS crystallized liability on net compounding basis at prevailing rates of interest from _____ (date).

19.10 Delegation of Powers:

The following is the delegation of powers to approve OTS proposals and to approve deviations from the guidelines:

Amount disbursed shall be basis for exercising the powers	Approving Authority for proposals without any deviations	Approving Authority in the case of any deviations
I) OTS approvals including relieving of one or more borrowers/ guarantors without any write-off in respect of		
(i) Upto Rs.10.00 lakh loans	Branch Committee	H.O. Committee on Recovery Matters
(ii) Above Rs.10.00 lakh and upto Rs.50.00 lakh loans.	HO Committee on Recovery Matters	Executive Committee
(iii) Above Rs.50.00 lakh and upto Rs.200.00 lakh loans	Executive Committee	Executive Committee
(iv) Above Rs200.00 lakhs loans.	Board	Board
II) Where the value of assets is more than 200% of amount payable under NSR:	Executive Committee	Executive Committee
1) In respect of above Rs.5.00 lakhs and upto 200.00 lakhs loans		
2) Above Rs.200.00 lakh loans	Board	Board
III) OTS approvals involving write- off in respect of:		
i) Total Write off of Loss Assets upto Rs.2.00 lakhs disbursement, where no collateral security is	Branch Committee on Recovery matters.	--

available and there is no possibility for a recovery of any amounts (ref: MRD OO No. 196 dt 10.03.2011)		
(ii)DBT/Loss assets up to Rs.2.00 lakh loans (amount disbursed) where write-off of principal and OE is involved	HO Committee on Recovery matters	HO Committee on Recovery matters
(iii)DBT/Loss assets above Rs.2.00 lakhs and up to Rs.5.00 lakh loans (amount disbursed) where write-off of principal and OE is involved	HO Committee on Recovery matters	Executive Committee
(iv)DBT/ Loss assets above Rs.5.00 lakh and upto Rs.200 lakh loans (amount disbursed) Where write-off of Principal and OE is involved (a) if the write off amount is less than 50% of P+OE and up to Rs.5.00 lakhs.	Executive Committee	Executive Committee
(b) If the write off amount is more than 50% of P+OE and the amount exceeds Rs.5.00 lakhs	Board	Board
(c)DBT/ Loss assets above Rs.200.00 lakh loans (amount disbursed) where write-off of principal and OE is involved	Board	Board
IV) Reconsideration/ Reduction of OTS amount refer paras 19.13.2 & 19.13.4		
a) Upto Rs.2.00 lakhs Cases (amount disbursed)	Branch Committee	HO Committee on Recovery Matters
b)Above Rs.2.00 Lakhs and upto Rs.200.00 lakhs(amount disbursed)	Executive Committee	Executive Committee
c) Above Rs.200.00 Lakhs (amount disbursed)	Board	Board

V)Condoning of Delays & waiver of part of further interest	Approving Authority for proposals without any deviations	Approving Authority in the case of any deviations
(i) Condonation of Delay in payment of crystallized liability subject to collection of total interest on NCR basis in DBT and LOSS assets cases: a) Up to 6 months from the last installment date b) Beyond 6 months and up to 1 year. c) Above 1 year	BM HOD (OPD) MD	-- -- -
(ii)Condonation of delay in payment of OTS amount & Waiver of part or entire further interest (on NCR basis) up to a maximum of Rs.1.00 lakhs provided that the loan account shall be closed on or before the end of the Financial Year.	} } } } Managing Director } }	Executive Committee
iii) Condonation of delay in payment of further interest as approved by MD/EC without any waiver in further interest.	HOD(OPD)	
iv) Condonation of delay in payment of further interest as approved by MD/EC with waiver of part of interest on further interest.	---	EC

19.11. Time limit for cancellation of OTS if the payments are not forthcoming as per schedule:

If there is default in payment of any installment of balance OTS amount vis-à-vis the approval schedule, the OTS approval shall be cancelled if such default period exceeds 90 days from the approved schedule at any stage.

19.12. Consortium/BIFR/AAIFR Cases:

The Corporation shall pursue its own course of action in consortium cases in the best interest of the Organization taking into account the attendant circumstances of the case when the

consortium members are not agreeable to the stand taken by the Corporation irrespective of lead institution status.

19.13. New guidelines to apply only to fresh cases:

19.13.1 The new OTS guidelines shall be applicable only to fresh OTS cases and to already approved cases up to Rs.2.00 lakhs disbursed loans only.

19.13.2 In respect of "up to Rs.2.00 lakh loans" where OTS packages were sanctioned as per the earlier guidelines, existing prior to 03.08.2006 but the approved OTS amount was not fully paid despite the best efforts put in by the branches, fresh OTS package can be considered in all such cases as per the new guidelines. In all such cases, the OTS amounts already received shall be reckoned as part of crystallized liability under new guidelines.

19.13.3 In respect of above Rs.2.00 lakh cases the OTS package awarded automatically loses its validity, if the Corporation sells the primary security U/s 29 owing to non-payment of the OTS crystallized liability. The sale proceeds shall be adjusted against the total outstanding of the loan account as per the prevailing accounting norms. In all such cases, a fresh OTS package can be considered as per existing guidelines taking into account valuation of collateral security, personal solvency, if any, and worth and standing of the promoters/guarantors and such other parameters.

19.13.4 OTS packages already approved in respect of above Rs.2.00 lakh loans as per the guidelines existing prior to 03.08.2006 may be reconsidered on case to case basis by the Executive Committee in respect of above Rs.2.00 lakh and up to Rs.200.00 lakh loans. In all other cases where the disbursed amount is more than Rs. 200.00 lakhs, the Board is the competent authority to reconsider the OTS packages already approved. Reconsideration of OTS packages in respect of above Rs.2.00 lakh loans shall be put up very selectively and with due justification.

19.14. OTS Amounts prescribed are minimum:

19.14.1 Amount specified in OTS settlement formula is the minimum amount:

The amounts prescribed in the settlement formula given in Annexure-I is the minimum and the Officers at field level and HO level shall strive to collect maximum amounts by holding further negotiations with the borrower keeping in view the value of primary and collateral security and value of personal properties and solvencies of borrowers and guarantors. Every effort shall be made to maximize collections and to minimize write off/waiver.

19.15. Collection of amount equivalent to valuation of assets in DBT category assets:

The Corporation shall collect OTS amount equivalent to the realizable value of primary and collateral security properties only after comparing the offers received in response to our efforts to sell the assets in respect of D2 and D3 category assets. One time settlement shall be resorted

to only after taking action U/s 29 of SFCs Act such as seizure / advertisement for sale of primary/collateral securities and only after assessing the offers received in response to our advertisement for sale of assets in respect of D2 and D3 category assets.

- 19.15.1 Where the primary assets could not be sold even after releasing of 3 or more sale advertisements, valuation of Primary assets shall be done by a panel valuer (ref: MRD OO No.25 dt.11.05.2010) in addition to internal by the Branch Engineer. The valuation given by panel valuer may be taken as the basis for arriving at the OTS liability.
- 19.15.2 In the case of loans categorized as Loss Assets where collateral security is available and no principal/OE is outstanding, and if no amount is payable as per guidelines (i.e. the amount already received towards interest is equal to or higher than the amount of simple interest worked out) and it is resulting into the amount payable becoming zero, efforts shall be made in all such cases to collect maximum amounts towards interest for closure of loan account which shall not be less than:
- a) Minimum 25% of value of collateral security in the case of loans of above Rs.2.00 lakhs and upto Rs.5.00 lakhs.
 - b) Minimum 50% of value of collateral security in the case of loans of above Rs.5.00 lakhs.
- 19.16. In the case of loans categorized as Loss Assets where collateral security is not available and there is no principal and OE outstanding, and if no amount is payable as per the guidelines and it is resulting into the amount payable becoming zero, in such cases, efforts shall be made to collect maximum amounts towards interest for closure of loan account keeping in view the repaying capability and worth of the promoters and guarantors.
- 19.17. Yield/ Internal Rate of Return (IRR)
- IRR (which is also called yield) for the unit shall be calculated by taking the cash outflow in the form of disbursement and other expenses paid and cash inflow including repayment of principal, interest and OE starting from the first date of disbursement ending on the last date of envisaged OTS payment. The IRR shall be compared with net rate of interest (Gross – Spl. Int. Rebate). Minimum OTS amount based on desirable IRR shall be arrived and efforts shall be made to negotiate with the borrowers to accept the OTS amount based on desired IRR. OTS amount based on cost of borrowing shall also be calculated. Wherever settlement is proposed for the amount less than the amount based on borrowing cost, it shall be properly justified. Software in fox pro system was already supplied to branches for calculation of IRR (yield) and amount payable at refinance rate (borrowing cost).
- 19.18 Maintenance of OTS Records:

All branches and OPDs shall maintain all quality records on one-time settlements approved in the prescribed formats as per the ISO procedure.

19.19 Performance Review Reports:

The HOD (Operations) shall obtain information on quarterly basis from branches on the OTS approvals and submit the same to HOD(MRD) who shall in turn submit a consolidated report (zone-wise) to the Executive Committee showing all the OTS proposals approved by branch committees and HO Committee on Recovery Matters for information. The MRD Department shall also put up quarterly reports to the Executive Committee on the number and amount approved towards OTS, collections made out of the OTS approvals given in the previous years and during the current year and the balance crystallized liability to be collected for review.

19.20 Consent of party

The likely crystallized liability shall be indicated to the borrower during negotiations. The OTS approval letter shall be issued in duplicate and one copy shall be collected from the borrower within 15 days as token of acceptance of terms & conditions of OTS.

19.21 Collection of PD cheques for approved OTS amount:

Collection of PD cheques will eliminate the possibility of delays occurring in collecting OTS amount and the requests for waiver of part/full further interest on OTS amount for the delayed period. Hence, branches shall collect PD cheques for the approved OTS amounts from the borrowers at the time of collecting duplicate copy of OTS approval letter issued by the Corporation. The cheques shall be presented as per agreed schedule and Branch Managers/HOD (OPDs) shall ensure that the OTS amounts are collected as per schedule.

19.22 Internal Audit:

The OTS, Yield and IRR calculations shall be thoroughly checked by branch accounts section including the interest rates, missing demands if any, etc.

The Zonal Audit Teams shall audit all the OTS proposals including proposal for relieving one or more promoters / guarantors without closure of loan account. . After completion of the audit, the audit observations together with the compliance thereof shall be placed along with OTS note before the approving authorities.

19.23 Further loans to units / promoters involved in OTS settlement cases:

- a) Anyone who has obtained OTS shall be ineligible for sanction of any future loans from the Corporation. While scrutinizing / appraising the projects for sanction of loans, it may be ascertained whether any of the promoters or any of their near relatives as proprietor/ partner / director have taken the benefit under the OTS Scheme and in such case the facts

thereof shall be brought to the notice of the Board and to the approving authorities.

The fact of settlement of loan accounts, with disbursed amounts of above Rs.5.00 lakhs, under OTS shall also be intimated to APIDC/APIIC together with the names and addresses of all promoters and guarantors of those units. The HOD (MRD) of the concerned shall send this information to APIDC/APIIC. The name of promoters/guarantors who have availed OTS facility from the Corporation shall be placed in the web site of the Corporation.

While forwarding the term loan proposals, the Branch Managers shall specifically mention whether any of the promoters have availed OTS.

- b) However, where the promoters have settled their loan accounts under OTS due to the failure of units for the reasons beyond their control, the Corporation may consider sanction of loans in future only after 5 years from the date of closure of the loan accounts under OTS, depending on the viability of the respective projects/proposals with 50% extra collateral security than what is required as per the lending policy.

19.24 Formats for processing OTS proposals:

- 1) All the OTS proposals shall be prepared and put upto Branch, Head Office Committees, Executive Committee and the Board in the proformae as under:

Loans with disbursed amount:

A)	Upto Rs.2.00 lakhs	Note	621-A (Other than clusters) 621 B (for clusters at Branch) 621 C (clusters at HO)
		Memorandum to Br/HOC/EC/Board	622 A (other than clusters) 622-B (for clusters at Branch) 622-C (for clusters at HO)
B)	Above Rs.2.00 lakhs and upto Rs.5.00 lakhs	Note	621
	Above Rs.2.00 lakhs and upto Rs.5.00 lakhs	Memorandum to Br/HOC/EC/Board	622
C)	Above Rs.5.00 lakhs	Note	623
	Above Rs.5.00 lakhs	Memorandum to Br/HOC/EC/Board	624
D)	Total Write off up Rs. 2.00 lakhs	Memorandum Committee	Annexure –V
E)	Gist for EC/ Board Proposal		Annexure -VI

19.25 Staff Accountability:

While forwarding the OTS proposals the Branch Managers shall furnish the details of prima facie, blatant and serious irregularities committed (specifically collusion with the party and recklessness), if any, by Officers/employees of the Corporation during the stages of sanction, disbursement, including legal formalities, monitoring and recovering the loans. The names of officers who were associated with sanction and disbursement shall be mentioned in the OTS note/Memorandum.

Any officer who has dealt with a file at sanction/disbursement stage shall not associate with the same file at the time of OTS and the same shall be recorded.

Thes Branch Managers, for fixing staff accountability, if any, also shall furnish the details of the enquiries pending in the cases, wherever applicable.

19.26 Sources of Payment of OTS amount:

While forwarding the proposals the Branch Managers shall also indicate as to the sources of payment of the OTS amounts by obtaining a statement from the parties.

19.27 Clarifications and Interpretations:

Clarifications, if any on these OTS guidelines shall be referred to Monitoring & Recovery Dept. HO which shall be put up to the Managing Director for obtaining the clarification and for interpreting the guidelines in case of any doubt.

19.28 Validity of the OTS Scheme:

The validity of the instant OTS Scheme shall be in force until next revision.

ANNEXURE-II

DEFINITIONS & EXPLANATIONS

1. Doubtful Category Loans:

The loan account(s) of a particular unit which is classified as Doubtful assets, as per the IDBI/SIDBI guidelines in force from time to time, as on the cut off date i.e. 31.3.2010 and is continuing in doubtful category as on the last day of the month preceding the date of receiving the total down payment towards OTS are eligible for OTS.

It is clarified that in respect of rescheduled cases if the loan is in continuous default even after reschedulement, the asset classification as per the original repayment schedule shall be considered for deciding the eligibility for OTS.

2. Loss Category Loans:

The loan account(s) of a particular unit which is classified as Loss asset as per the IDBI /SIDBI guidelines in force from time to time, and identified by the Corporation as a Loss asset, as on the last day of the month preceding the date of receiving the total down payment towards OTS are eligible for OTS.

3. Net Worth:

The sum of total paid up capital, including share application money and free reserves, including the reserves credited out of the profits, share premium and subsidy but excluding the reserves created out of revaluation of assets, write back of depreciation and debit balance in P&L A/c. However, wherever the unit's operations are closed and the subsidy amount is recoverable by the Government, in such cases the subsidy amount shall be excluded from the computation of Net Worth.

4. Certification of repaying capability, worth and standing of the promoters and guarantors in respect of units in doubtful category and units in loss category.

(i) Certification of repaying capability, worth and standing of the promoters and guarantors is not required in respect of the following categories of units:

- a) All disbursed loans upto Rs.5.00 lakhs classified as Doubtful Category assets.
- b) All disbursed loans of above Rs.5.00 lakhs cases in Doubtful category where the accounts are sought to be settled at Principal + OE + NSR interest.
- c) All disbursed loans of above Rs.5.00 lakhs in Doubtful category where the value of primary and collateral securities is higher than the amount arrived at Principal + OE + NSR.
- d) All disbursed loans upto Rs.5.00 lakhs classified as Loss Category assets where collateral securities are available.
- e) All disbursed loans of above Rs.5.00 lakhs in Loss Category where the value of Collateral securities and the available primary securities, if any, is higher than the amount arrived at Principal + OE + NSR.
- f) All disbursed loans upto Rs.5.00 lakhs in loss category without Collateral Security, if the proposed settlement amount is P+OE or more.

ii) In respect of cases other than those mentioned in (i) above the following guidelines shall be followed for certification.

- a) In case of the Doubtful category units and Loss category units approaching for OTS, the Branch Committee shall make an assessment of the repaying capability, worth and standing of the promoters and guarantors as per the definition.
- b) The Branch Committee shall conduct discreet local enquiries about the repaying capability, worth and standing of the promoters and guarantors in the localities where they are residing and or in the location of the unit.
- c) Basing on the local enquiries, the Branch Committee, by its best assessment shall furnish a rough estimate of the properties identified by the committee on the repaying capability, worth and standing of the promoters and guarantors.
- d) For issuing such certificates regarding High / Moderate and Low, the Branch Committee may take the approximate worth of the promoters and of third party guarantors, wherever applicable. For this purpose the Committee may come to the conclusion that if the approximate worth of all the promoters and guarantors is more than 100% of the amount arrived at Principal + OE + NSR interest, it may be reckoned as High, if the approximate worth is found to be less than 100% of the amount worked out at Principal + OE + NSR, the same may be reckoned as Moderate and low.

The Branch Committee shall exercise proper care while making such certification.

- e) The certification shall be made as per the proforma Annexure-III
- f) The Branch Committee shall keep such opinion as one of the basis for holding negotiations with the promoters/guarantors, with regard to the amount payable towards OTS.

5. Disbursed amount:

The aggregate amount of disbursement in all the live loan account (s), excepting the disbursed amount in the working capital term loan accounts and seed capital loans of IDBI/SIDBI, as at the end of the month up to which the simple interest calculations are done for arriving the NSR amount/OTS liability shall be taken as the basis for applying eligible OTS settlement formula and for deciding the powers of delegation.

The disbursed amount in the special capital loan accounts (loans sanctioned under SCP and TSP) shall be taken into account for deciding on the disbursed amount.

6. Interest waiver to be shown in OTS proposals/resolutions:

The concept of notional interest has lost its significance with the introduction of shadow ledgers

and with charging of up to date interest in all the loan accounts. Hence, the entire interest outstanding including the outstanding shown in shadow ledger shall be shown in the OTS proposals under relevant columns. The interest waiver to be proposed in the OTS proposals shall be total interest outstanding (including the amount shown in shadow ledger) minus interest proposed to be collected as part of OTS amount.

7. Security:

The primary security / available primary security assets shall mean and include the following:

All the assets financed by the Corporation and assets self acquired, including the items of machinery missing, if any, during the period in which the unit was in party's possession.

8. Amounts to be collected for settlement of loan accounts under OTS:

- i) The amounts to be collected for settlement of loan accounts on OTS basis under various situations as mentioned in the Annexure-I are the minimum amounts to be collected for settlement and the efforts shall always be made to collect maximum possible amounts, keeping in view the value of primary and collateral security assets, repaying capability, standing & worth of promoters and guarantors.
- ii) The amount to be collected for settlement of loan accounts on OTS shall be determined based on the aggregate amount of disbursements in all the live accounts of respective units. In respect of units having multiple accounts, closed accounts shall not be considered for OTS.
- iii) In all the above settlement guidelines, wherever the amount of interest collected is more than NSR interest or NSR+2% or NSR+3% as per applicable guidelines, the excess of interest paid shall not be credited to principal

9. Valuation of assets:

The procedure for valuation of assets by outside panel valuer in the case of seized units where no reasonable offers were received even after release of three or more advertisements, is also applicable to OTS cases (ref: MRD OO No. 25 Dt 11.05.2010).

10. Net simple Rate of Interest

The following rates of interest shall be applied for NSR calculations for arriving at OTS crystallized liability:

Asset Category/ Date	Interest rate to be charged
----------------------	-----------------------------

of initial disbursement	During Original loan period	After expiry of original loan period
DBT I & II Assets		
For cases where initial disbursement was done on or after 01.02.1991	Document Rate/Gross rate of interest (without reducing interest rebate	Prevailing Document Rate /Gross Rate of interest (without reducing interest rebate) as changed from time to time after expiry of original loan period.
DBT III & Loss		
2. For cases where initial disbursement was done prior to 01.02.1991	Gross interest rate minus 3% interest rebate	ii) Prevailing gross interest rate minus 3% interest rebate as changed from time to time till 31.01.1991 iii) Prevailing document rate from 01.02.1991 till 09.03.1999 as changed from time to time. iv) Prevailing gross interest rate minus interest rebate from 10.03.1999 as changed from time to time.
3. For cases where initial disbursement was done on or after 01.02.1991 till 09.03.1999	DOC. Rate of interest	i) Prevailing document rate from 01.02.1991 till 09.03.1999 as changed from time to time. ii) Prevailing gross interest rate minus interest rebate from 10.03.1999 as changed from time to time.
4. For cases where initial disbursement	Gross interest rate minus applicable	Prevailing gross interest rate minus interest rebate

was done on or after 10.03.1999	interest rebate	from 10.03.1999 as changed from time to time.
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Explanations:

- a) In case where interest rate is charged was different from the document rate (due to revision of interest rate with retrospective effect) such rate shall be adopted for the period during tenure of the original loan
- d) In case of loan accounts where the loanees have availed lesser amount than the amount sanctioned, the overdue period shall be reckoned as per the original repayment schedule as communicated in the sanction letter.

However, in case the re-fixation has been considered in the loan account, prior to taking up the processing of the OTS proposal, the revised repayment schedule as per re-fixation /revised schedule shall be reckoned for the purpose of arriving at the date of account becoming overdue.

- e) In case of units having multiple loan accounts, for arriving the amounts paid towards interest, the interest paid in all the loan accounts shall be clubbed and shall be examined with reference to the total simple interest payable in all the loan accounts excluding closed accounts in normal course at specified rates as mentioned above.
- f) The extra rate of interest over and above the NSR shall mean charging of 2% or 3% extra rate of interest over and above the applicable rate of interest during the currency of the loan account as per the original schedule of repayment and over and above the prevailing rates of interest, as prevailing from time to time thereafter.

11. SIMPLE INTEREST - CALCULATION PROCEDURE

For arriving at the amounts payable by the units by charging simple interest, the following procedure shall be adopted:

- (i) Simple Interest as per rate explained above in Para No.10 shall be charged in the loan accounts. The interest rates shall always be exclusive of interest tax component.
- (ii) The interest shall be calculated on the Principal and Other Expenses from the date of initial disbursement till the end of the month preceding the month in which OTS proposal is put up to the competent authority for approval in all the live loan accounts of the unit including special capital loans sanctioned under special component plan (SCP) and tribal sub-plan (TSP). Seed capital loans sanctioned as an agency function shall not be

considered for the purpose of NSR calculations.

- (iii) Out of the simple interest amount so arrived, the interest amount paid by the units, shall be deducted and the balance amount of interest payable if any, shall be added to the Principal, Other Expenses outstanding in the loan accounts the amount so arrived shall be increased by the interest tax on the gross interest demand at the applicable rate of interest tax. The sum total of these amounts shall be the amounts payable at NSR.

In case, the amounts of interest paid by the parties is in excess of the simple interest as arrived above, the same shall be ignored and no credit shall be given for the excess interest towards settling of principal, other expenses, etc.

- (iv) Wherever valuation of assets is more than 125%/150%/200% of the amount payable under NSR method, 2%/3% extra interest shall be added to the applicable rates as per the settlement formulae.
- (v) Where P+OE and part of NSR interest is to be collected as per the settlement formulas, the percentage of part amount shall be worked out on the balance NSR interest amount payable (i.e. NSR interest Less amount already paid towards interest).

Examples:

- (1) A typical example of the calculations of the total crystallized amount payable under the OTS will be as under:

Principal outstanding (TL+ Spl. Cap. Loans)	xxxxx
Add: Net Simple Interest on Principal and OE	xxxxx

xxxxx	
Less: Interest amount already paid	xxxxx

Balance NSR Int.	xxxxx
Add: Other expenses	xxxxx

Add: Interest tax for all cases

xxxxx

(Interest tax has to be added at the rate 3% of the Gross interest demands debited to the loanee's accounts from the q.y.e. 31.10.1991 to the q.y.e. 31.01.1998 and at the rate of 2% of the Gross demands debited to the loanee's accounts from the q.y.e. 30.04.1998 till the period interest tax payment was in force)

Total crystallized amount payable under OTS

xxxxx

Note: 1) To add total outstanding in the seed capital loan accounts for arriving at total crystallized liability.

- 2) In respect of cases where seed / special capital loans were granted to loanee concerns as part of agency function, parties shall be insisted to settle the full amount of seed capital loan outstanding along with the OTS amount approved by the Corporation. The seed capital amount shall be included as part of total OTS amount.

12. INTERNAL RATE OF RETRUN (IRR)

IRR (which is also called yield) for OTS cases shall be calculated by using a function called XIRR available in "Microsoft Excel" this function calculates, the IRR based on outflows and inflows in the account. While the Corporation's software package of yield calculations are on quarterly compounding, XIRR calculations are based on yearly calculations. Either of the packages can be used this purpose.

Input required for these calculations is date wise disbursements in the loan account since beginning and date wise actual receipts in the loan account since beginning including the amounts appropriated to interest element and the amount being paid under OTS for closure of loan account, which shall be fed to calculate the IRR.

Example:

You invest Rs.50,000/- on September 13, 1998, and received the following payment : Rs.1,000/- on January 31, 1997 and Rs.53,000/- on June, 14, 1997.

The following range shows this data:

GUESS	CASHFLOW	DATES
0.10	-50000	09/13/96
	1000	01/31/97
53000	06/14/97	

@XIRR(GUESS;CASHFLOW;DATES)=10.90%

-o0o-

ANDHRA PRADESH STATE FINANCIAL CORPORATION

_____ BRANCH

CERTIFICATE

This is to certify that we have conducted local enquiries about the repaying capability, worth and local standing of the following Proprietor/ Partners / Promoter Directors including their family members, viz. Spouse, Sons and un-married daughters and of the third party guarantors in the loan account of M/s _____, _____, District.

A.

Name of Proprietor/ Partners/promoter Directors who executed the loan documents/ guaranteed the loan, including their family members and third party guarantors	Enquiries conducted at (Places)	Nature of properties owned	Approx.value	Other sources of income
1	2	3	4	5
1)				
2)				
3)				
4)				
5)				

B. Persons/Offices with addresses contacted for ascertaining solvency:

After thorough enquiries, we came to know that the solvency, repaying capability, worth and local standing of the above persons vis-à-vis the amounts worked out at Principal + OE + NSR Interest is High / Moderate & Low.

Date:

Committee Members

Place:

ANDHRA PRADESH STATE FINANCIAL CORPORATION

_____ BRANCH

CERTIFICATE

This is to certify that M/s _____ ,

_____. _____ District, has approached the Corporation for One Time Settlement (OTS) of their loan account. While processing the OTS proposal, the Committee has perused the loan files. The Committee is of the opinion that there are no prima facie, blatant & serious irregularities committed by the Officers & Employees during the stage of sanction, disbursement, legal formalities completion and monitoring & recovery of the loans.

Dated:

Place:

Branch Committee Members

ANDHRA PRADESH STATE FINANCIAL CORPORATION
_____BRANCH

Name of Account

Proposal for Regular write off – Loss Assets

S.No	Particulars					
1	Name of the borrower unit/company					
2	Scheme					
3	Product/activity					
4	Loan sanctioned					
5	Date of sanction					
6	Amount Disbursed					
7	Dues payable as on : _____					
	Principal o/s	Due date wise overdue position				
		Due date	Prin	Int.	Others	Total
		Total				
8	Interest rate					
9	Security details i) Primary ii) Collateral					
10	Value of Security	At the time of appraisal		As per valuation dated		
	Primary					
	Land, Buildings & Machinery					
	Collateral					
11	Solvency	Net worth at the time of appraisal		Net worth now (dated)		
12	Current status of the unit			Non-operational (since when)		
13	NPA date					
14	Reasons for NPA					
15	Asset classification					
16	Provision held as on _____					
17	Date of prudential write off	To be filled by HO				
18	Reason for prudential write off	To be filled by HO				
19	Total amount received so far					
20	Amount received after NPA date					
21	Overall yield					
22	Details of borrowings from other Banks / FIs including security offered to them					

23	Present status of those borrowings and lenders strategy for recovery		
24	Whether any second charge has been ceded to others?		
25.	Details of recovery tools applied / explored so far and current status – A detailed write up may be attached as Annexure:		
(i)	Restructuring		
	• Efforts made / details of restructuring approved		
	• Amount received after approval of restructuring		
	• Why failed?		
	• Why no further recovery through restructuring is possible		
	• Any further comments on restructuring		
	• (ii) Compromise settlement		
	• Efforts made / details of approval		
	• Amount received under OTS		
	• Why failed?		
	• Why no further recovery through OTS possible?		
	• Have the promoters indicated willingness to settle at any particular amount, even though not within guidelines?		
	• Any further comments		
	• (iii) Legal action (including action for take-over under Sec.29 of SFCs Act / Others		
	•		
	• Details of approval		
	• Amount received after initiation of legal action		
	• Important dates of legal action such as date of recall, date of invocation of guarantee, date of filing of suit, date of decree etc.		
	• Why Recovery Action failed?		
	• Present status / why no further recovery through Recovery action possible?		
	• Any further comments		
26	Date of last 3 visits and findings		
27	Specific reasons for not expecting any further recovery (pls. comment on primary, collateral security and guarantees/net worth etc.)		
28	Specific reasons for recommending the case for regular write off		
29	Recommendation of the branch		
30	Outcome of the Audit observations		
	Observations		Compliance
1			
2			
3			
4			
31	Staff Accountability		
32	Recommendations of HOD(OPD)		

CHAPTER 7

CATEGORIES OF DOCUMENTS HELD BY THE PUBLIC AUTHORITY UNDER ITS CONTROL

1.PROJECTS DEPARTMENT

Sl.No.	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Loan files	Loan files	II person in the vertical of Projects Dept.	To process the proposal	As and when sent by Branches	Almirah	Not required	Return to Branch after sanction / Rejection
2	Sanction Memorandum	i)HOSC memorandum Approved by HOD	II person in the vertical of Projects Dept.	To place before HOSC for decision	On convening the meeting	Almirah	Not required	Return to branch along with loan file
		ii)EC Memorandum approved by MD	II person in the vertical of Projects Dept.	To place before EC	On convening the meeting	Almirah	Not required	Return to branch along with loan file
		iii)Board Memorandum approved by MD	II person in the vertical of Projects Dept.	To place before Board	On convening the meeting	Almirah	Not required	Return to branch along with loan file
		iv)PSC Minutes approved by MD	HOD Projects II	Circulate minutes after approval	Each time the PSC is conducted	Almirah	Not required	To destroy after 8 years
		v)HOSC Minutes approved by MD	HOD Projects I	Circulate minutes after approval	Each time the HOSC is conducted	Almirah	Not required	To destroy after 8 years

2. LEGAL DEPARTMENT

Sl.No.	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Title approvals for HO	Register in ISO format containing the title	HOD (Legal)	To process verification of the title	As and when documents	NIL	Not required	Return to Branch after processing of title verification

	sanctions	deeds together with legal note received by HO from Branch and the date of approval with lead time			received			
2	Court cases	Case record pertaining to High Court and Supreme Court cases	HOD(Legal)	To pursue the court cases filed by the corporation / against the corporation	As and when the court case is filed by the corporation or the borrower	Almirah	Not required	Return to Branch after disposal of the case.
3	LF for the loans sanctioned to the staff such as House Building Loans, Special Personal Loans, Marriage loans etc.	Loan security documents executed by the staff in respect of loans sanctioned.	HOD (Legal)	To process for completion of legal formalities	As and when the loan is sanctioned	Fire proof cabinet	Not required	Return to employee after closure of the loan account

3.CSD Department

Sl.No.	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
	Purchase of Hardware & Software	1.Tender invitation	HOD (CSD)	Tendering process	As and when required	File	Not required	To destroy after 2 years
		2.Tender Document						
		3.Finalization proceedings / purchase order						
		4.Purchase invoices &						

		delivery challans						
	AMC for Hardware & Software	1.Tender invitation	HOD (CSD)	Tendering process	Once in a year	File	Not required	To destroy after 2 years

4.TRAINING :

Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1.	Training	Training Calendar, Training Correspondence, Approved Notes and other related papers.	II person in Training	Nil	As and when required	Almirah	Not required	To destroy after 3 years

5. HRD DEPARTMENT :

SlNo	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Personal files	Personal files of all the employees	II person of HRD Department	The papers marked to personal file of individual employees will be filed in concerned personal files of the employees	As and when the papers are marked to personal files	Filing Cabinet	Not required	To destroy after 2 years of superannuation of the employee.
2	Assets	R.C.Books of Vehicles at Head Office	II Person of HRD Department	--	As and when vehicles purchased	Filing Cabinet	Not required	To handover to the purchaser after vehicle is disposed off
3	PF loans	The process sheet for sanction of PF loans	II person of HRD Department	Processing for sanction of PF loan.	As and when application is received for sanction of PF loan	Almirah	Not required	To destroy after 2 years of superannuation of the employee.
4	PF Registers	General Ledger, Day Book and Fixed deposit	II Person of HRD	The transactions pertaining to Provident Fund are	Monthly	Almirah	Not required	To destroy after 2 years of superannuation

		registers	Department	recorded in General Ledger & Day Book. The investments made by PF Trust by way of fixed deposits is recorded in FDs Register.				of the employee.
5	Leave records	1.Cls Register& leave applications 2.OL/Spl.Leave/ Sick leave Register.	II Person of HRD Department	To record the leaves availed by the employee in the Registers.	Daily	Almirah	Not required	To destroy after 1 year of financial closure. To destroy after 3 years of superannuation of the last employee recorded in the register.
6	Documents relating to promotions	DPC Minutes and CRs	II Person of HRD Department	To fill up the vacancies arises in different cadres on promotion.	Yearly	Almirah	Not required	To destroy after 3 years of superannuation of the employee
Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
7	Pay fixations	Pay fixations	II Person of HRD Department	On receipt of options from the employees on promotion, the pay fixation will takes place. The pay in the promoted cadre will be fixed and audited.	As and when promotion/ revision arises	Almirah	Not required	Personal file
9	Stationary related records	1.Ledger 2. Stationary requisition slips	II Person of HRD Department	On receipt of indent for stationery is received, the stationery will be issued and enter the same in the concerned ledger folio. -do-	As and when required -do-	Filing racks -do-	Not required Not required	To destroy after 3 years of register's closing. To destroy after 1 year of annual closing.
10	Purchase of furniture	Asset Register	II Person of HRD	On receipt of indent for furniture, the same will be	As and when requisition	The furniture purchased will be	Not required	To destroy after 8 years

			Department	purchased following due procedure.	is received	provided to the requisitionist.		
11	Incentive payment Register	Incentive file	II Person of F&A Department	The incentive policy will be formulated by HRD Dept. After finalization of accounts for FY, the incentive amount will be paid to the employees.	After finalization of accounts for concerned financial year	Almirah	Not required	To destroy after 3 years
12	Submission of information to Government	Right to Information Act file	II Person of HRD Department	The details of applications/appeals received & disposed are submitted to Government during every quarter.	Every Quarter	Almirah	Not required	To destroy after 2 years
Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
13	Renewal of Insurance policy for vehicles	Insurance file	II Person of HRD Department	Before expiry of due date, the quotation for renewal of insurance policy for Office Vehicles is called for and the policy is renewed.	As and when due for renewal of insurance.	Almurah	Not required	To destroy after 2 years of the file's closing
14	Group Medical Insurance Policy	Group Medical Insurance Policy file	II Person of HRD Department	Before expiry of due date, the quotation for renewal of Group Medical Insurance Policy for is called for and the policy is renewed.	As and when due for renewal of insurance.	Almirah	Not required	To destroy after 2 years of the file's closing.
15	Group Gratuity Fund	Group Gratuity Fund file	II Person of HRD Department	Before expiry of due date, the quotation for renewal of Group Gratuity Fund policy is called for from LIC Policy and the policy is	The policy is renewed on 1 st March every year.	Almirah	Not required	Perpetual

				renewed.				
16	APSFC Employees Accumulated Superannuation Fund	APSFC Employees Accumulated Superannuation Fund file.	II Person of HRD Department	The Fund is managed by Corporation internally. Every month the subscription & contribution is credited to the employees individual account	Every month	Almirah	Not required	Perpetual

6. Monitoring & Recovery Department :

Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	MRD	I) Files:						
		i)Branch correspondence	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 2 years of closure of loan account or asset is sold
		ii)HOC on recovery matters minutes approved by MD	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		iii)NPA review / OTS pre scrutiny – Agenda & minutes	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)Correspondence on nominee directors	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 8 years
		v)RBI correspondence(SLIC)	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 8 years
		vi)Board agenda for policy matters	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 8 years
		vii) Govt. correspondence	HOD	--	As and when	Almirah	Not	To destroy on closure

			(MRD)		arises		required	of loan account or asset is sold
		viii)RSR files	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
	AMC	i)SALE – CUSTOMER FILE	HOD (MRD)	--	Maintained at Head Office till the sale is finalized and return to respective Branch for maintenance and disposal	Almirah	Not required	Return to branch.
		ii)Advertisement agencies correspondence	HOD (MRD)	--	--	Almirah	Not required	To destroy after 3 years
Sl. No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
		ii)BIFR correspondence/Notes/Others	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after the case is disposed off
		iii)Seized units correspondence	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)General correspondence & other files	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		v)Correspondence with other organizations	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		vi)Evaluation of Suppliers and Approved Notes and List of Suppliers	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
	MRD	REGISTERS						
		i)OTS Proposals Approved	HOD	--	As and when	Almirah	Not	To destroy after 3

		Register	(MRD)		arises		required	years
		ii)OTS Proposals Received Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iii)Inward Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)Outward Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
	AMC	i)SNC Minutes Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 5 years
		ii)Tender Forms Issue Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iii)Sales Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years
		iv)Advertisement Register	HOD (MRD)	--	As and when arises	Almirah	Not required	To destroy after 3 years

7. Infrastructure Development Cell :

Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
I	Own Building at Financial District at Nanakramguda (V), Serilingampalli (M), RR Dist., Head Office buildings at Chirag Ali Lane, Hyderabad and the land and buildings pertaining to Branch Offices and the sites purchased by the Corporation at various places for the purpose of construction	Title deeds and other documents pertaining to land and buildings	II person of ID Cell	--	--	Fire proof cabinet	Not required	To handover on disposal of the asset

	of Office Buildings.							
II	Rented buildings occupied by various Branch Offices	Documents pertaining to lease agreements etc.	Branch Manager	As and when lease period expires fresh lease deed to be obtained	As and when lease period expires	Almirah	Not required	To destroy after vacation of the premises

8. OPD Department

SINo	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	Sanction of loan and sale of units	Minutes of Zonal Sanction Committee, Zonal Sale Committee etc.	II person of OPD	HOD (OPDs)	As and when required	Almirah	Not required	To destroy after 8 years

9. INTERNAL AUDIT DEPARTMENT:

SINo	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
	1) Audit	1) Audit calendar, 2) Audit Committee Meetings minutes 3) quarterly observations reports, 4) compliance reports 5) concurrent audit register 6) Branch performance review reports submitted to MD.	II person in IA&VIG Dept.	HOD	As decided by MD	Almirah	Not required	To destroy after 3 years of completion of audit
	2) Vigilance Department	1) Complaint Register 2) List of Vigilance	II person in IA& VIG Dept.	HOD -Maintenance of documents	--	Almirah		To destroy 3 years after disposal of the

	3) ISO – MR Office	cases 1) Original approved quality manuals 2) ISO renewal certificate 3) ISO audit both Internal and external.	MR	- Internal Quality Audit - External Surveillance Audit, - MRC	3 Years	Almirah	Soft copy in CD	case On revision, obsolete documents will be removed
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10. FINANCE & ACCOUNTS DEPARTMENT

Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
	1. Investments made by the corporation : a)Shares	Share certificates – physical / de-mat	HOD (F&A)	F&A shall monitor the value of the investment and submit proposals to the Investment Committee for disposal of shares.	Half-yearly	Almirah	Physical form in case of unlisted shares and shares traded in non de-mat form. In case of de-mat form records like statement, blank transfer folios.	To destroy after 2 years from the date of payment received
	b) Debentures	Debenture certificates – physical / de-mat	HOD (F&A)	-do-	Half-yearly	Almirah	-do-	-do-
	c)Bonds	Bond certificates	HOD (F&A)	-do-	Half-yearly	Almirah	-do-	-do-
	d)Mutual funds	Periodical statement of account from the Investment company	HOD (F&A)	-do-	Half-yearly	Almirah	-do-	-do-
	e)Shares purchased by APSSIDC, APIDC	- do - Share certificates	HOD (F&A)	-do -	Half-yearly	Almirah	-do-	-do-
	f)Investment made in APITCO	Share certificates	HOD (F&A)	-do -	Half-yearly	Almirah	-do-	-do-

	etc.							
	3. SLR Bonds	1) List of original allottees, 2) Beneficiary position as at cutoff date for interest payment 3) Relevant correspondence for payment	HOD (F&A)	Half yearly records are verified for payment of interest / principal.	--	Almirah	Bonds in De-mat form are with RTA and in physical form are in the Bonds register.	To destroy after 2 years from the date of closure
	4. Non SLR Bonds	1) Applications received in respect of subscriptions, 12) List of original allottees, 3) Board resolution, 4) Listing agreement, 5) Beneficiary position as at cut off date for interest payment	HOD (F&A)	-do-	--	Almirah/filing of racks	Non-SLR Bonds are in De-mat form with RTA. Correspondence and other documents are in files only.	To destroy after 2 years from the date of closure.

		6) Relevant correspondence for payment 7) G.O. relating to Govt. Guarantee 8) Trust deeds 9) Retention agreement 10) Tripartite agreement						
	5. Availing loan from Commercial Banks	1) Sanction letter, 2) Board resolution authorizing to avail the loan 3) Copies of loan security documents executed.	HOD (F&A)	To service the loans taken on due dates with regard to interest / instalments	As and when required	Almirah / Filing Racks	Not required	To destroy after 3 years from the date of closure of loan.
	6. Issue of shares	1) Share Applications 2) Copies of allotment letters 3) Shareholders Register	HOD (F&A)	As per the decision of management	As and when required.	-do-	Not required	--
	7. Refinance from SIDBI	1) Refinance agreement, 2) MOU with SIDBI, 3) Refinance drawal letters	HOD (F&A)	Payment of Principal and Interest Forwarding drawal letters of SIDBI	As and when required	Almirah	Not required	Till the date of repayment.
	8. Fixed deposits	1) Application form, 2) FD certificate, 3) FD register, 4) Counter foil etc.	HOD (F&A) At HO and BM at concerned Branch	Receipt of Fixed Deposits, Payment of interest payment on redemption	Quarterly and on maturity	Almirah	Not required	Till the date of repayment
	9. Subsidies	1) GOs, 2) PD a/c. 3) Drawal letter, 4) Cheque books, 5) Vouchers	HOD (F&A)	Preparation of Advance Receipts Release of subsidies of Branches	As and when proceedings received	Almirah	Not required	To destroy after 8 years from the date of financial closure.

		6)General ledger, 7)Sub-ledger						
	10.Financial Statements	1)Trial Balance, 2) P& L A/c., 3)Balance Sheet (on monthly basis)	HOD (F&A)	Scrutiny and put up to Board on quarterly	Monthly	Almirah	Not required	To destroy after 8 years from the date of financial closure.
	11.Taxation	1) Income Tax returns filed, 2)Advance tax payments 3)Approved notes, 4)Challans, 5)Service tax, 6) TDS	HOD (F&A)	To submit to ID Department when called for.	Yearly	Almirah	Files	Until all applications disposed off/ to destroy after 8 years whichever is earlier.
	12.SIDBI Guidelines	SIDBI guidelines	HOD (F&A)	--	--	Almirah	Files	--
	13. Vouchers	i)Debit vouchers	HOD (F&A)	To make the payment to the parties concerned	As and when required	Almirah	Not required	To destroy after 8 years
		ii)Credit vouchers	HOD (F&A)	On receiving amounts from the parties concerned	As and when required	Almirah	Not required	To destroy after 8 years

11. FINANCIAL SERVICES CELL

Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
1	IRDA Licenses and Corporate agreements pertaining to General and Life Insurances	IRDA authorization license for Life and General Insurance and renewals from time to time.	HOD (Dev)	To be renewed every 3 years (existing is valid upto 09.09.2010 & to be renewed before 09.09.2010)	Every 3 years	Almirah	Not required	To destroy after one year of termination of agreement

12. DEVELOPMENT DEPARTMENT:

Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
1	Development	1)SLBC Annual Plan	HOD (Dev)	To attend meeting as and when required	Quarterly	Almirah	Not required	To destroy after one year
		2)Annual Credit Plan	HOD (Dev)	--	Annual	Almirah	Not required	To destroy after one year
		3)Success stories of Entrepreneurs	HOD (Dev)	As and when required by MD / Board	--	Almirah	Not required	To destroy after one year
		4)Survey reports	HOD (Dev)	As per MD/ Board's requirements	As and when required	Almirah	Not required	To destroy after one year
		5)Lending Policy	HOD (Dev)	Every year	Annual	Almirah	Not required	To destroy after one year

13. BRANCH :

Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
1	Financial	i)loan files	Branch Manager	To process sanction of loan, disbursement & recovery	For regular verification	Filing racks	Not required	To destroy after 2 years from the date of sanction, subject to closure of loan account
		ii)Disbursement register	Branch Manager	To record disbursal amount in the Register	As and when loan disbursed	Almirah	Not required	To destroy after 2 years.
		iii) Seizure Register	Branch Manager	To record seizure of unit in the Register	As and when unit seized	Almirah	Not required	To destroy after 2 years
		iv)Assets sold u/s 29 Register	Branch Manager	To record sale of unit in the Register	As and when unit sold	Almirah	Not required	To destroy after 2 years
		v)Debit vouchers	Branch Manager	To make the payment to the parties concerned	As and when required	Almirah	Not required	To destroy after 2 years
		viii)Credit vouchers	Branch Manager	On receiving amounts from the parties concerned	As and when required	Almirah	Not required	To destroy after 2 years
Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Back up	Disposal
1	2	3	4	5	6	7	8	9
II	Technical	i)Plant register	Senior Officer in Technical Cell at Branch	To record the machinery items on acquired by the borrower	As and when acquired by the borrower	Almirah	Not required	To destroy after 2 years of closure of loan account
III	LEGAL:							
	i)Legal	Loan security	Legal	To process for	As and	Fire	Not	Return to

	formalities for the loans sanctioned to borrowers	documents and title deeds, valuation reports and other securities offered by the borrower and sureties.	Officer	completion of legal formalities	when the loan is sanctioned	proof cabinet	required	borrower/ Bank after closure of the loan account
	ii) Legal formalities for staff loans	Loan security documents and title deeds, valuation reports and other securities offered by the borrower and sureties.	Legal Officer	To process for completion of legal formalities	As and when the loan is sanctioned	Fire proof cabinet	Not required	Return to employee or Bank as the case may be after closure of the loan account
IV	Registers	i) Documents Register	Legal Officer	To enter the documents submitted / executed by the borrower and sureties	At the request of borrower and banker	Steel almirah	Not required	To destroy after 3 years after closure of all loan accounts recorded in the Register
		ii) Legal formalities Register	Legal Officer	To enter the loans sanctioned to the borrowers upon completion of legal formalities	As and when legal formalities are completed	Steel almirah	Not required	To destroy after 3 years after closure of all loan accounts recorded in the Register
		iii) 2 nd charge / paripassu charge Register	Legal Officer	To record the 2 nd charge / paripassu charge ceded in favour of Bank/Financial Institution	As and when required	Almirah	Not required	To destroy after 20 years after closure of all loan accounts recorded in the Register
		iv) Register for FDR/NSC Bonds/LIC/Bank Guarantee	Legal Officer	To enter the transaction for encashment on maturity or for renewal	As and when legal formalities complied	Almirah	Not required	Perpetual

VI	Files	Court case files	Legal Officer	To maintain individual file for each court case filed by / against the corporation	As and when court case filed	Almirah	Not required	To file the papers in the loan file after disposal of the court case.
VII	1)Administration							
		i)Staff loan ledgers	Branch Manager	To make regular entries in the ledger	As and when required	Almirah	Not required	To destroy after 2 years after superannuation of the employees.
		ii) Leave records	Branch Manager	To record the leaves availed by the employees	As and when leave applied	Almirah	Not required	To destroy after 8 years
		iii) Salary Register	Branch Manager	Payment of salary	Monthly	Almirah	Not required	To destroy after 2 years
		iv)LTC Register	Branch Manager	To record the LTC facility availed by the employee	As and when facility is availed	Almirah	Not required	To destroy after 2 years
		v)Payment of TA Bills	Branch Manager	To record the TA bills availed by the employees	As and when employees goes on duty	Almirah	Not required	To destroy after 8 years
		vi)Furniture file	Branch Manager	To record the furniture in the Branch and fresh purchasers made from time to time	As and when furniture is purchased	Almirah	Not required	Perpetual

14. **BOARD SECRETARIAT:**

Sl.No	Subject	Document	Custodian	Action to be taken	Periodicity	Storage	Backup	Disposal
1	2	3	4	5	6	7	8	9
1	Memorandum approved by the Board	Master Agendas approved by the Board & EC	II person of Board Secretariat	--	As and when the Board/ EC conducts meeting	Almirah	--	20 years

CHAPTER 8

Arrangement for consultation with, or Representation by, the members of the public in relation to the Formulation of Policy or Implementation thereof

APSFC is a statutory Financial Institution working as per SFCs Act. The policies are formulated by the Board. There is no consultation with the Public in respect of formulation and / or implementation.

CHAPTER 9

Boards, Councils, Committees and other bodies constituted as part of Public Authority

The details of the Board and Executive Committee of the Corporation, Project Screening Committee, HO Sanction Committee, Operational Zone Sanction Committee, Sale Negotiation Committee.

S.No.	Name of the Committee	Members of the Committee	
		S.S. R. KoteswaraRao, Chartered Accountant	Chairman
1	AUDIT COMMITTEE	Sanjay Jain General Manager - SIDBI K. Harish Chandra Prasad, Industrialist	Member Member
2	PROJECTS SCREENING COMMITTEE	Managing Director Executive Director All Chief General Managers All General Managers HOD of Operations All HODs of Projects Department	Chairman Member Members Members Member Members
3	HEAD OFFICE SANCTION COMMITTEE	Managing Director Executive Director All Chief General Managers All General Managers HOD of [Proj-II] HOD of [OPD-II] HOD of [OPD-III] HOD of [OPD-IV]	Chairman Member Members Members Member (Co-opted) Member (Co-opted) Member (Co-opted) Member [Co-opted]
4	HEAD OFFICE COMMITTEE ON RECOVERY MATTERS	Managing Director Executive Director All Chief General Managers All General Managers HOD of MRD	Chairman Member Members Members Member
5	COMMITTEE TO APPROVE DEVIATIONS IN CASE OF SALE OF UNITS IN RESPECT OF CASES INVOLVING DISBURSED AMOUNT UP TO RS.30.00 LACS.	Executive Director HOD of MRD HOD of concerned OPD	Chairman Member Member
6	SALE NEGOTIATION COMMITTEE IN RESPECT OF HEAD OFFICE CASES [>RS.30.00 LACS DISBURSED LOANS]	Executive Director All Chief General Managers Concerned HOD of OPD HOD of MRD	Chairman Members Member Member
7	RISK MANAGEMENT COMMITTEE	Managing Director HOD of Projects HOD of Fin. & Accounts HODs of Operations Departments (Represented by HOD of OPD-I Dept.)	Chairman Member Member Member
8	COMMITTEE ON HRD MATTERS	Managing Director	Chairman

		Executive Director	Member
		All Chief General Managers	Members
		All General Managers	Members
9	ASSET LIABILITY MANAGEMENT COMMITTEE	Managing Director	Chairman
		Executive Director	Member
		HOD of Projects	Member
		HOD of MRD	Member
10	DISCIPLINARY COMMITTEE	Executive Director	Chairman
		All Chief General Managers	Members
11	PRE-SCRUTINY COMMITTEE TO SCREEN OTS PROPOSALS (Constituted from time to time)	Managing Director	Chairman
		Executive Director	Member
		All Chief General Managers	Members
		HOD of MRD	Member
		HOD of Operations	Member
12	CREDIT RECOMMENDING COMMITTEE [Screening Committee for Medium Term loans]	Executive Director	Chairman
		Chief General Manager	Member
		General Manager [Projects-I]	Member
13	E-COMMITTEE	Executive Director	Chairman
		All Chief General Managers	Members
		Senior most General Manager	Member
14	DEFAULT REVIEW COMMITTEE	Managing Director	Chairman
		Executive Director	Member
		Chief General Manager	Member
		All General Managers	Members
		Dy. General Managers – All OPDs	Members
		HOD of MRD	Member

CHAPTER 10

DETAILS OF PAY SCALES

S.No.	Cadre	Scales of Pay
1	Executive Director	Rs. 100770-2520-110850
2	Chief General Manager	Rs. 98440-2330-100770-2520-110850
3	General Manager	Rs. 87130-2160-91450-2330-100770-2520-110850
4	Dy. General Manager	Rs. 80930-2020-84970-2160-91450-2330-100770-2520-110850
5	Asst. General Manager	Rs. 78910-2020-84970-2160-91450-2330-100770-2520-110850
6	Senior Manager	Rs. 73270-1880-78910-2020-84970-2160-91450-2330-100770-2520-108330
7	Manager	Rs.66330-1660-67990-1760-73270-1880-78910-2020-84970-2160-91450-2330-100770-2520-108330
8	Deputy Manager	Rs.49870-1360-53950-1460-58330-1560-63010-1660-67990-1760-73270-1880-78910-2020-84970-2160-91450-2330-100770
9	Assistant Manager	Rs.35120-950-36070-1030-39160-1110-42490-1190-46060-1270-49870-1360-53950-1460-58330-1560-63010-1660-67990-1760-73270-1880-78910-2020-84970-2160-87130
10	Junior Officer	Rs.29760-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-49870-1360-53950-1460-58330-1560-63010-1660-67990-1760-73270-1880-78910-2020-80930
11	Assistant	Rs.25140-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-1360-53950-1460-58330-1560-63010-1660-67990-1760-73270
12	Jamedar	Rs.17890-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-49870-1360-53950
13	Attender	Rs.15460-470-16870-510-18400-550-20050-590-21820-640-23740-700-25840-760-28120-820-30580-880-33220-950-36070-1030-39160-1110-42490-1190-46060-1270-47330

CHAPTER 11

MONTHLY REMUNERATION RECEIVED BY OFFICERS AND EMPLOYEES INCLUDING THE SYSTEMS OF COMPENSATION AS PROVIDED IN REGULATIONS.

The details of monthly gross salary received by the officers and employees of the Corporation as on 31.03.2019

I) ANDHRA DIVISION:

Sl. No.	Staff No.	Name of the Employee Sarvasri	DSGN	Category	BASIC	P P	SPL PAY	TOTAL
1	291	SRINIVASA RAO KAK	MGR	OC	120930	80		169983
2	382	RAMANA RAO AV	SM	OC	120930	80		169983
3	389	PRABHAKARA GOUD R	GM	BC/B	123450		290	178457
4	391	SK ABDUL GAFFOOR	SM	OC	120930	190		170123
5	394	SUBRHAMANYESWARA RAO YV	SM	OC	120930	80		169983
6	395	LAXMINARAYANA V	MGR	OC	120930	130		175046
7	400	SUBBA RAO AV	AGM	OC	120930	80		169983
8	401	DATTATREYULU D	MGR	OC	120930			174881
9	402	PURUSHOTHAM K	AGM	OC	123450	450		173660
10	405	SESHADRI SEKHAR P	DGM	BC/B	123450	100	290	178584
11	475	SATYANARAYANA R	SM	BC/D	120930			174881
12	505	RAMA KRISHNA REDDY M	MGR	OC	118410	160		166878
13	518	NANCHARAI AH V	SM	BC/B	120930	160		170085
14	522	SATYA MURTHY G	SM	OC	120930	700		170772
15	527	CHANDRASEKHARA RAO K	MGR	OC	115890	70		163557
16	562	VISWANATHAM K	MGR	BC/A	118410	130		166840
17	564	SAIKUMAR T	SM	OC	120930			174881
18	583	RAMA SESHAI AH K	MGR	OC	115890	60		168544
19	595	SESHAGIRI RAO B	MGR	OC	115890	130		163633
20	606	SAILAJA D	MGR	OC	113370			165261
21	613	SRINIVASA CHOWDARY T	SM	OC	120930			169881
22	618	ARJUNA RAO T	AGM	OC	123450	190		178329
23	621	VIDYA SAGAR M	AGM	OC	123450	450		173660
24	623	RAO KS	GM	OC	123450	525	6016	186411
25	643	LAXMANA PRASAD T	SM	OC	113370			165261
26	644	NARAYANA RAO RNL	DM	OC	100770	60		144304
27	649	SURESH P	AM	OC	95770	110		143005
28	653	SAILAJA RANI G	AGM	OC	123450			178088
29	658	MURTHY JSN	MGR	OC	113370	130		165426
30	660	SUDHAKAR KVV	MGR	OC	113370	300		165643

31	677	PADMA RANI P	MGR	OC	108330	60		158924
32	691	PRASAD CHSVD	JAM	BC/B	49870	215		78615
33	693	SATYANARAYANA CH	DM	OC	96110	900		144443
34	694	SESHAGIRI RAO P	AGM	OC	123450	190		178329
35	695	SRINIVASA MANI S	SM	BC/B	123450	190		173329
36	696	RAGHU BABU L	MGR	BC/B	120930	160		170085
37	710	BANGARU RAJU M	DM	BC/D	96110	60		138374
38	711	PHANI BHUSHANAM PV	MGR	OC	100770	475		144832
39	713	NAGESWARA RAO P	DM	OC	93780	60		135410
40	714	RAMANA MURTHY BBSRK	SM	OC	105810	110		150781
41	716	RAJASEKHARA REDDY T	DM	OC	91450	475		132973
42	717	SRINIVAS SSS VEMURY	SM	OC	105810	350		151086
43	718	SURYA PRAKASH Y	DM	OC	91450	800		133386
44	721	KRISHNA PRASAD V	DM	OC	91450	60		137445
45	725	BAPANAIAH J	MGR	BC/B	98440			146263
46	726	RANGAVENDRA RAO GV	ATT	OC	20110	50		32701
47	727	SAMBIAIAH CH	JAM	OC	48600	50		72128
48	732	NAGABUSHANAMU V	DM	BC/A	69670	90		104768
49	737	SATYANARAYANA R	AM	BC/B	66330			98006
50	749	SRINIVASULA REDDY D	ATT	OC	44950	120		67365
51	759	HANUMANTHA PRASAD P	AM	OC	87130	110		132011
52	765	RAMANA VV	JAM	OC	48600	25		69091
53	769	MOHAN RAO G	JAM	SC	51230	25		76472
54	780	SATYANARAYANA KVV	DM	SC	103100	130		152358
55	782	PRASAD KHDV	DM	BC/A	82950	250		126870
56	783	RAM BABU M	ATT	BC/D	47330		450	75038
57	785	OBUL REDDY P	JAM	OC	46060	40		68881
58	788	CHANGALRAYULU E	ED	BC/D	123450	525	6016	186411
59	797	VENKATA RAO AS	MGR	OC	120930			169881
60	799	APPALA RAJU B	MGR	BC/A	103290	300		147816
61	805	MADHAVA PRASAD GS	SM	OC	120930			174881
62	815	KRISHNA RAO TV	AM	OC	96110	130		138463
63	816	VENKATESWARA RAO T	DM	OC	105430	60		150234
64	822	RAVINDRANATH TAGORE D	AM	SC	91450	110		132508
65	823	SAMBASIVA RAO B	DM	BC/A	96110	900		139443
66	831	SIVA NAGIAIAH C	AM	BC/A	75030	200		116729
67	835	CHANDRA SEKHAR Y	DM	OC	82950	1880		128944
68	836	SIMHACHALAM V	DM	BC/D	78910	90		116526
69	840	RUDRAIAH UM	DM	BC/A	77030	200		114274
70	842	SIVANNARAYANA B	DM	OC	78210	90		115635
71	843	GANESH VARA PRASAD V	SM	OC	120930	350		175326

72	850	SRINIVASA RAO M	AM	BC/B	75150	90		111741
73	852	KAMALAKARA RAO P	SM	SC	120930	350		170326
74	853	SIVA RAO P	DM	OC	78910	90		116526
75	854	PRAKASH M	DM	SC	78910	200		116666
76	858	SESHAGIRI RAO K	DM	OC	78910	700		117302
77	859	ASHOKA NANDA M	AGM	SC	120930	350		175326
78	861	GOPAL G	DM	SC	78710	250		116475
79	862	SRINIVASA RAO G	DM	OC	78910	90		121526
80	863	PRASADA RAO N	CGM	SC	123450	280	6016	186099
81	864	JAGAJYOTHI K	DM	SC	93780	250		135651
82	865	SHOBHA B	AM	SC	73270			109235
83	867	CHANDRA SEKHAR KS	JAM	SC	46060	25		68859
84	882	SRINIVASA RAO D	SM	SC	113370			165261
85	885	AMBRU NAIK B	SM	ST	113370	350		165706
86	888	HEMALATHA T	DM	SC	77030			113321
87	902	Dr.J.KRISHNAIAH	SM	BC/D	113370			165261
88	913	VENKATESWARLU K	AM	OC	79270	90		121984
89	914	HARIBABU K	DGM	SC	123450	280	290	178813
90	930	SRINIVASA RAO S	AM	BC/D	63010	170		96395
91	933	SRIDHAR BR	AM	OC	64670			95893
92	935	KANAKA DURGA RANI K	ATT	OC	37100			54933
93	936	SURENDRA BABU V	AM	OC	64670	255		95957
94	938	BHAVANI PN	AM	BC/A	64670			95581
95	939	VIJAY S	DM	ST	64670	235		95926
96	942	THAMBI JOSEPH	ATT	BC/C	36070	145		53646
97	943	RAVINDRA NAIK K	AM	ST	58330	170		86556
98	945	NAGESWARA RAO SARAPU	AM	SC	55410	170		82840
99	949	BALA MADDILETY N	SM	SC	80930	800		120000
100	950	MAHENDRA KUMAR K	DM	SC	66330			94856
101	952	UMA SUNDARI M	AM	OC	55410			87285
102	957	HARIKRISHNA PANTANGI	SM	OC	80930			123982
103	958	ROJENDRA REDDY N	SM	OC	80930			123982
104	959	MAHESH MV	DM	OC	56870			84156
105	960	RAVI KUMAR G	DM	SC	56870	530		84936
106	961	RAMANJANEYULU T	DM	BC/A	56870	530		84936
107	962	ARUNA P	DM	SC	56870			84156
108	964	PRAVEEN M	DM	SC	56870	570		84995
109	966	SRI PRAVEEN V	DM	OC	56870			84156
110	967	VENKAIAH P	DM	SC	56870			89551
111	968	SATYA SAILAJA M	DM	OC	56870			84156

112	970	SUNIL KUMAR K	DM	OC	56870	530		84936
113	971	MADHU KIRAN C	DM	BC/B	58330			86306
114	973	HEMALATHA I	DM	OC	56870			84156
115	974	USHA VANI CH	DM	OC	56870			89551
116	976	AZITHA KOYA	MGR	OC	82950			121552
117	977	NARASIHMA REDDY V	DM	OC	56870			84156
118	979	ARUNA KUMAR O	MGR	OC	75150	1660		113373
119	980	ANIL KUMAR V	SM	OC	78910			121411
120	981	SANTOSH KUMAR SVN R	DM	OC	53950			79896
121	983	MURALI KRISHNA B	DM	BC/B	56870	490		84877
122	986	JHANSI K	DM	OC	56870			84740
123	987	USHA R	DM	BC/B	56870			84740
124	989	GOVINDA RAO I	DM	BC/B	56870			84740
125	990	NAGA SEKHAR CH	DM	BC/B	56870			90427
126	991	SWARUPA RAO K	DM	SC	56870			84740
127	992	KIRAN KUMAR SNS	DM	OC	56870			90427
128	993	SUBBA REDDY MV	SM	OC	80930			118982
129	994	SRINIVASA RAO G	DM	SC	56870			84740
130	996	MADAN MOHAN S	MGR	OC	69750			103705
131	998	SREENATH M	DM	OC	59890			95176
132	1001	MD MUKHTAR HUSSAIN	DM	OC	53950			80440
133	1004	R.S. RAJASEKHAR	DM	BC/B	51230	1270		78305
134	1005	VIJAYA LAKSHMI M	ATT	BC/A	21230			31861
135	1008	VENKATESH B	DM	OC	52590			83697
136	1009	SRI DIVYA R	ASST	BC/B	33220			52938
137	1014	KOTESWARA RAO G	DM	SC	61450			97629
138	1015	GANESH SRIDHARA	AM	OC	43680			69686
139	1016	VENKAT REDDY M	AM	OC	43680			65318
140	1017	CHAITANYA KUPPA	AM	OC	43680			65318
141	1018	BHAVANI SHANKER P	AM	OC	43680			65318
142	1020	RAVI KUMAR N	AM	SC	43680			65318
143	1023	APARNA DHULIPALLA	AM	OC	43680			65318
144	1024	NAGARAJU RODDA	AM	ST	43680			69686
145	1025	SRINIVASA RAO POLAKI	AM	BC/A	43680			65318
146	1026	PHANI VIKRAM SEN A	AM	OC	43680			65318
147	1027	ASWINI VADDEGONI	AM	BC/B	49870			74433
148	1028	NAGARJUNA RAYAPUDI	AM	SC	43680			65318
149	1031	VIMALA PRIYA K	AM	BC/A	43680			65318
150	1032	ATTAR HUSSAIN ANSARY	AM	BC/E	43680			65318
151	1036	SHANTI SIRISHA DEVI P	AM	BC/C	43680			65318
152	1037	SRI PUSHPA DASARI	AM	BC/D	43680			65318

153	1041	NAGALAKSHMI KV	AM	BC/B	43680			65318
154	1044	NAGAVENI KEDRI	AM	ST	43680			65318
155	1045	PRAVEEN CHUKKABOTLA	AM	BC/D	43680			65318
156	1050	SHUBHA PUJARI	ASST	BC/A	28940			43214
157	1054	SUPRAJA G	ASST	OC	25840			41633

II) TELANGANA DIVISION :

Sl. No.	Staff No.	Name of the Employee	Designation	Category	Basic	PP	Spl Pay	Gross Rs.
1	657	SIVAJI PRABHU K	AGM	OC	120930	0	0	156504
2	907	JAGDISH KUMAR P	AGM	SC	110850	0	0	142386
3	911	PADMAKAR RAO S	SM	BC/D	100770	0	0	128915
4	919	SHIVALAL J	SM	ST	93780	0	0	123472
5	1010	SAMPATH KUMAR KATLA	SM	BC/D	77030	0	0	100207
6	1011	SIVA PRASAD PEDAKOTLA	SM	OC	77030	0	0	105207
7	1048	DAVID SOLOMON T	SM	BC/C	77030	0	0	100207
8	841	SUNITHA DEVI K	SM	SC	105810	0	0	139562
9	547	PRASANNA KUMARI M	SM	SC	113370	0	0	148033
10	955	VENKATA SWAMY D	SM	SC	71510	0	0	97755
11	572	RADHA KRISHNA A	SM	BC/B	110850	130	0	137532
12	639	NAGA RAJ AS	SM	OC	110770	130	0	145266
13	995	NANDURI V.B.BAPIRAJU	SM	OC	69750	0	0	93106
14	801	NAGARJUNA RAO CH	SM	OC	96110	0	0	128693
15	608	PADMA C	SM	OC	98440	0	0	131304
16	956	SUSHEELA RANI K	DM	OC	71510	750	0	101969
17	663	RENUKA DEVI D	DM	BC/B	98440	0	0	131304
18	642	SUREKHA V	DM	OC	98440	130	0	131450
19	646	SURYA KUMAR RVS	DM	OC	89290	0	0	121051
20	641	JAGADISH KUMAR BS	DM	SC	89290	130	0	121197
21	358	SAROJINI K	DM	OC	103100	0	0	136526

22	662	RANGAMANI K	DM	OC	91450	0	0	123472
23	810	MOHD NAYEEMUDDIN	DM	OC	87130	0	0	118631
24	705	SURYAM B	DM	SC	87130	300	0	118967
25	704	SARALA M	DM	SC	87130	110	0	118754
26	712	GOPALAKRISHNA P	DM	OC	87130	110	0	118754
27	715	NARASINGA RAO T	DM	BC/B	87130	110	0	113754
28	719	JAYA V	DM	OC	84970	0	0	116211
29	722	SUDHARANI K	DM	OC	84970	0	0	116211
30	873	JAGADEESHWAR RAO CH	DM	BC/A	73270	90	0	103201
31	834	VENKATESH AS	DM	BC/A	73270	360	0	103504
32	898	TILAK RAJ JADHAV	DM	ST	69750	330	0	99526
33	921	SATYANARAYANA B	DM	BC/B	73270	330	0	98190
34	963	SREEKANTH M	DM	BC/A	52590	1190	0	77396
35	965	ANIL KUMAR M	DM	OC	52590	0	0	70446
36	969	ARUNA CH	DM	SC	52590	0	0	75705
37	984	BHAVANA RUSHI CHIKKA	DM	BC/B	52590	0	0	75705
38	988	AMULYA CH	DM	BC/B	52590	0	0	75705
39	978	MOHAN DAS TAGORE K	DM	BC/B	52590	0	0	75705
40	982	NARESH KUMAR D	DM	SC	52590	0	0	70446
41	665	VIDYA RANI T	AM	SC	89290	0	0	121051
42	887	SURESH KUMAR A	AM	SC	67990	0	0	90782
43	972	SATISH BABU E	AM	BC/B	51230	0	0	73773
44	985	ANIL KUMAR B	AM	BC/A	47330	0	0	63500
45	1002	MOHD ABDUL ALEEM	AM	OC	46060	0	0	61823
46	1003	RAJESHWAR P	AM	OC	46060	0	0	61823
47	890	GIRI BABU D	AM	BC/A	69750	200	0	93370
48	839	FARHAD PASHA S	AM	OC	69750	200	0	93370

49	881	UDAY KUMAR A	AM	SC	66330	0	0	95223
50	895	PRASAD BC	AM	ST	66330	250	0	95578
51	830	VIJAYA LAXMI P	AM	SC	67990	0	0	97184
52	1019	USHASSU YTT	AM	OC	40270	0	0	54177
53	1027	ASHWINI VADDEGONI	AM	BC/B	40270	0	0	58204
54	1029	PRATHIBHA D	AM	BC/D	40270	0	0	54177
55	1033	PRASAD G	AM	BC/D	40270	0	0	54177
56	1034	DEEPAK A	AM	BC/C	40270	0	0	54177
57	1035	MANOHAR GOUD NAGULA	AM	BC/B	40270	0	0	54177
58	1038	SURESH KUMAR K	AM	BC/A	40270	0	0	54177
59	1040	AMRUTHA MANNE	AM	OC	40270	0	0	54177
60	1046	NAGA USHA RANI KODURU	AM	BC/A	40270	0	0	54177
61	1047	TEJAVATH TRISHULA	AM	ST	40270	0	0	58204
62	896	NARENDER RAO K	AM	ST	66330	90	0	95351
63	899	BHUKYA GOPAL	AM	ST	66330	200	0	88854
64	944	SHANKAR LAKAVATH	AM	ST	53950	570	0	52995
65	953	VENKATESHAN P	AM	SC	53950	0	0	72242
66	886	SNEHALATHA B	JO	SC	63010	200	0	84470
67	897	PULYA NAIK R	JO	ST	63010	200	0	90791
68	940	LALITHA P	JO	OC	55410	610	0	80578
69	773	GANGADHAR B	JO	BC/A	46060	25	0	61856
70	1052	CHIRISHMA T	ASST.	OC	25840	0	0	37306
71	570	SUDARSHAN D	JAM.	SC	52590	0	0	70446
72	743	SWAMY GOUD RV	JAM.	BC/B	46060	185	450	62572
73	744	PRABHAKARA REDDY P	JAM.	OC	46060	50	0	61889
74	740	PRABHAKARA CHARY M	JAM.	BC/B	44870	50	0	64739
75	910	BALAK DAS B	JAM.	SC	39160	0	0	56628

76	728	RAJU NM	ATTDR	OC	42490	25	0	61393
77	746	PRAKASH K	ATTDR	BC/A	42490	185	0	61621
78	747	NAGESWARA RAO Y	ATTDR	BC/B	42490	50	0	61429
79	735	SANKARAN L	ATTDR	BC/B	42490	60	0	61443
80	742	SUDHAKAR A	ATTDR	BC/A	42490	0	0	61358
81	734	VIJAY PRASAD BVV	ATTDR	BC/D	42490	0	0	57109
82	946	LAKSHAMMA Y	ATTDR	SC	30580	0	0	44140
83	948	SAROJANA B	ATTDR	BC/D	30580	0	0	41082
84	1007	JAMUNA BAI P	ATTDR	ST	18950	0	0	27519
85	1048	KANTHAMMA KATHERA	ATTDR	SC	17890	0	0	26013
86	1053	G. SRINIVASULU	ATTDR	BC	16870	0	0	27528
87	1055	APARNA	ASST	OC	25840	0	0	41633

CHAPTER - 12

BUDGET ALLOTMENT UNDER VARIOUS HEADS

No budget allocated by the Government of Andhra Pradesh or by the Government of India. However, the budget is prepared by the Corporation for its operational purposes.

The budget allocated to various heads for the financial year 2016-17

(Rs. in lakhs)

Sl.No.	Particulars	Budget for FY 2016-17
I.	Opening Cash and Bank balances	8940.03
II	Revenue Receipts:	
	a) Interest Recovery	41000.00
	b) Other Income	7200.00
	Total	48200.00
III	Capital Receipts:	
	a) Recovery of loans - Principal	80000.00
	b) Borrowings:	
	i) LOC from SIDBI	2200.00
	ii) Non SLR Bonds & Bank Borrowings	66000.00
	iii) Fixed Deposits	--
	Total	148200.00
IV	Total Receipts (II + III)	196400.00
V	Increase in other liabilities	0.00
VI	Total funds available (I+IV+V)	205340.00
VII	Revenue Expenditure:	
	a) Interest on borrowings & Financial Charges	20425.00
	b) Personal Expenses	6405.00
	c) Administrative Expenses	1132.00
	Total	27962.00
VIII	Capital payments:	
	a) Disbursement of TL/WC Loans	104000.00
	b) Staff loans	0.00
	c) Principal Repayments	58245.00
	d) Capital Expenditure	1900.00
	e) Other expenses (net)	180.00
	Total	164325.00
IX	Decrease in Other Liabilities (Net)	0.00
X	Total Payments (VII+VIII+IX)	192287.00
XI	Closing cash & Bank Balances (VI-X)	13053.00

CHAPTER 13

MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES

Corporation is not involved in any subsidy programmes. Presently, some of the subsidies are disbursed by the Commissioner of Industries through the Corporation.

CHAPTER 14

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY THE PUBLIC AUTHORITY

Collection from OTS cases approved during Financial Year 2015-2016 and closed fully by 31.03.2016 alongwith further interest, if any:				
Rs. In lakhs				
Sl.No	Name of the Unit	Name of the Branch	Principal Write off	Int. Waiver
01	Aves Health Products Pvt Ltd	RR(East)	0.00	103.84
02	Metamax Communications Pvt Ltd	RR(West)	0.00	77.12
03	Sri Datta Plastics	RR(West)	0.00	154.09
04	B.Laxman	Nizamabad	0.00	5.48
05	Vineela Bakers	Nizamabad	0.15	12.32
06	Srinivasa Seeds	Nizamabad	0.00	39.64
07	AletiKishan	Nizamabad	0.00	152.92
08				
09				
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12				
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14				

CHAPTER 15

INFORMATION AVAILABLE IN ELECTRONIC FORMS

Right to Information uploaded in the website is available in electronic forms.

CHAPTER 16

PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The citizens can obtain or download the information from the Corporation's website i.e. www.apsfc.com and website of A.P. Information Commission i.e. www.apic.gov.in.

CHAPTER 17

NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

Directory of Public Information Officers & Asst. Public Information Officers

The following Officers are designated as Appellate Authority, Public Information Officer and Asst. Public Information Officer in respect of Head Office and Branch Offices:

Head Office:

S. No.	Name & Designation of Officer Sarvasri	Authority	Office Address	Telephone / Mobile Nos.
1	Siddharth Jain, IAS Managing Director	Appellate Authority	Plot OS No.2, 2 nd Cross, 3 rd Road, Industrial Park, Auto Nagar, Vijayawada.	0866-2463874
2	R.Prabhakar Goud General Manager	Public Information Officer		0866-2463874
3	K.Hari babu General Manager	Asst. Public Information Officer	Phone No. 0866-2463890	0866-2463876

Branches:

VIJAYAWADA:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	S. Srinivasa Mani, Asst. General Manager	Public Information Officer	Lakshmi Villa, IV Floor, D.No. 40-15-9/13, Nandamuri Road, Brindavan Colony, Labbipet Lane Beside Grand Chandana, Vijayawada – 520 010	0866-2477762
3	R. Satyanarayana Senior Manager	Asst. Public Information Officer		

GUNTUR:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	O. Arun Kumar Manager	Public Information Officer	Ground Floor, Amulya Towers, Ring Road, Guntur – 522 007	0863-2350012
3	B. Sambasiva Rao Deputy Manager	Asst. Public Information Officer		

ELURU:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	G. Koteswara Rao Manager	Public Information Officer	# 27-3-24/1, Opposite SP/ s Office, Eluru – 534 006	08812-231037
3	P. Siva Rao Deputy Manager	Asst. Public Information Officer		

RAJAHMUNDRY:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	M. Ashoka Nanda, Asst. General Manager	Public Information Officer	D.No. 19-5-9, 2 nd Floor, Beside Swatantra Petrol Pump, Near Kambala Cheruvu, Ramachandrarao Peta, Rajamahendravaram – 533 101 East Godavari Dist.	0883-2442766
3	M. Praveen Deputy Manager	Asst. Public Information Officer		

KAKINADA:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	M. Ashoka Nanda, Asst. General Manager	Public Information Officer	D.No. 13-1-61 & 61/1, 1Floor, Opp: Apollo Hospital, Katyayani Hitach Complex, Main Road, Kakinada – 533 001.	0884-2358809
3	K.V.V. Satyanarayana Deputy Manager	Asst. Public Information Officer		

VISAKHAPATNAM:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	G. Ravi Kumar, Deputy Manager	Public Information Officer	D.No. 52-14-77/1, Near Bullaya College, New Resapuvanipalem, Vizag – 530 013	0891-2552574
3	I. Govinda Rao Manager	Asst. Public Information Officer		

VIZIANAGARAM:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	P.V. Phani Bhushanamu, Manager	Public Information Officer	D.No. 20-21-6, 2 nd Floor, Plot No. 1, Simhadri Nagar, 100 Feet Ring Road, Near Sai Baba Temple, Vizianagaram – 535002	08922-224685
3	RNL Narayana Rao Deputy Manager	Asst. Public Information Officer		

SRIKAKULAM:

1	K. Hari Babu Deputy General Manager	Appellate Authority	58-7-15, Level-3, Vaishnavi Plaza, Pantakaluva Road, New P&T Colony, Vijayawada – 520 010 A.P.	0866-2463875
2	Srinivas SSS Vemuri Senior Manager	Public Information Officer	Plot No. 377, 8 th Lane, P.N. Colony, Near Sri Venkateswara Swamy Temple, Srikakulam – 532 001.	08942-221656
3	B. Appala Raju Manager	Asst. Public Information Officer		

TIRUPATI:

1	R. Prabhakar Goud General Manager	Appellate Authority	D.No. 40-15-9/13, 4 th Floor, Nandamuri Road, Brundavan Colony, Beside Grand Chandana, Labbipet, Vijayawada – 520 010.	98665 56580
2	M.V. Subba Reddy	Public Information	2-2-388 B, Near LIC Office,	0877-2260792

	Senior Manager	Officer	Narasimhateertham Road,	
3	V. Sri Praveen Manager	Asst. Public Information Officer	Balaji Colony, Tirupati – 517 502	

KADAPA:

1	R. Prabhakar Goud General Manager	Appellate Authority	D.No. 40-15-9/13, 4 th Floor, Nandamuri Road, Brundavan Colony, Beside Grand Chandana, Labbipet, Vijayawada – 520 010.	98665 56580
2	N. Rojender Reddy Senior Manager	Public Information Officer	1 st Floor, YSR Residency Building, RTC Bus Stand to Rly. Station Road, Patel Road, Kadapa – 516001	08562-244421
3	G. Gopal Deputy Manager	Asst. Public Information Officer		

ANANTHAPUR:

1	R. Prabhakar Goud General Manager	Appellate Authority	D.No. 40-15-9/13, 4 th Floor, Nandamuri Road, Brundavan Colony, Beside Grand Chandana, Labbipet, Vijayawada – 520 010.	98665 56580
2	T. Ramanjaneyulu Manager	Public Information Officer	# 28/453-E2, Near Collectorate, Next to Nehru Yuvaka Kendra, Ananthapur – 515 004	08554-275511
3	G. Gopal Deputy Manager	Asst. Public Information Officer		

KURNOOL:

1	R. Prabhakar Goud General Manager	Appellate Authority	D.No. 40-15-9/13, 4 th Floor, Nandamuri Road, Brundavan Colony, Beside Grand Chandana, Labbipet, Vijayawada – 520 010.	98665 56580
2	B. Ambru Naik Senior Manager	Public Information Officer	# 50/706-C, Opp. Birla Guest House, B-Camp, Kurnool – 518002.	08518-229056
3	U.M. Rudraiah Deputy Manager	Asst. Public Information Officer		

NELLORE:

1	R. Prabhakar Goud General Manager	Appellate Authority	D.No. 40-15-9/13, 4 th Floor, Nandamuri Road, Brundavan Colony, Beside Grand Chandana, Labbipet, Vijayawada – 520 010.	98665 56580
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2	S. Madan Mohan Manager	Public Information Officer	Plot No. B-12A, Industrial Estate, GNT Road, A.K. Nagar, Dorgamitta, Nellore – 524 004 SPS Nellore Dist.	0861-2331600
3	M. Ramakrishna Reddy Manager	Asst. Public Information Officer		

ONGOLE:

1	R. Prabhakar Goud General Manager	Appellate Authority	D.No. 40-15-9/13, 4 th Floor, Nandamuri Road, Brundavan Colony, Beside Grand Chandana, Labbipet, Vijayawada – 520 010.	98665 56580
2	P. Kamalakar Rao Senior Manager	Public Information Officer	37-1-406(4), 2 nd Lane, Bhagyanagar, Ongole – 523 001, Prakasam Dist.	08592-233029
3	K. Chandrasekhar Rao Manager	Asst. Public Information Officer		

OTHERS:

- The working hours for the offices of the Corporation [both Head Office and Branch Offices] is from 10.00 AM to 5.00 PM with lunch time between 1.00PM to 1.30 PM. The 2nd and 4th Saturdays are holidays for the offices of the corporation.
- Corporation follows holidays declared under NI Act.
- Corporation's Library is not open to Public.
- The Right to Information is being updated as and when, there is any change in the information.

R. T. I – HOW TO APPLY

- Any citizen of India who desires to obtain information under the Right to Information Act, 2005 may make a request to the Public Information Officer / Asst. Public Information Officer in writing.

APPLICATION FEE

- The application for obtaining information under sub-section (1) of section 6 of RTI Act, 2005, must be accompanied by prescribed fee drawn in favour of Andhra Pradesh State Financial Corporation payable at the local office where the application has been submitted. At present the application fee, which is subject to change from time to time, is as under:

Application fee : Rs. 10/- (Rupees ten only)

Mode of payment : By cash against proper receipt or by demand draft / banker's cheque / Indian Postal Order drawn in favour of "Andhra Pradesh State Financial Corporation" payable at local office where the application is submitted.

- Persons who belong to BPL category are not required to pay the application fee provided necessary documents in support are produced.

ADDITIONAL FEE

- In case it is decided to provide the information, the applicant shall be informed of the additional fees required to be deposited by him / her for the information sought and information shall be furnished after the deposit of the fee by the Requester, as per the Act.
- In accordance to directives given in the above mentioned Gazette notification dated 16/09/2005, for providing the information under sub-section (1) of Section 8, an additional fee shall be charged. At present, the applicable rates, which are subject to change from time to time, are given as under:

For each page (in A4 size paper)	Rs. 2/- per page
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