

BANCSOFT – INSPECTION SOFTWARE

Inspection in Manual Environment

Issues in procedure followed in manual environment

- Needs lot of Man power
- Lack of Uniformity
- Chances of Omission/Duplication
- Needs lot of Paper Printouts
- Complexity in follow-up procedures
- Jotting sheets provided by Inspecting officer at his discretion
- Difficulty in tracking of items taken up with Regional Office/Wings
- Status of rectification known only at the time of periodical replies
- Only unattended queries is stated in the inspection report
- Difficulty in tracking of rectifications of previous inspections
- Fetching the accountability details fixed for a staff/account

BancSoft - Overview

- ✚ Developed by the Bankers for the Bankers
- ✚ CBS Platform Independent
- ✚ RBIA Compliant
- ✚ Green initiative (Paperless Inspection)
- ✚ Dashboards
- ✚ User friendly and flexible options for data entry
- ✚ Flow across RO/HO Wings through system
- ✚ Comprehensive Reports
- ✚ Automated alerts through eMail/SMS (Under Pipeline)
- ✚ Parameter based modules

BancSoft - Multi Level Architecture

Presently supports following levels of user groups:

- Branch
- Inspecting Officer
- Area/Regional/Zonal Office
- Head Office Wings
- Inspection Wing

Dashboards

- ✚ User group specific dashboards
- ✚ Drill down facility to the micro level
- ✚ Data displayed in Bank as a whole, RO/zonal Wise and District Wise

Menu Navigation

- User friendly options for menu access
- Menu access based on user rights
- Can access menu through any of the following options:
 - ✚ By entering Menu ID
 - ✚ By entering Menu Shortcut
 - ✚ By entering any word related to menu in Menu Search

Reports

- ✚ Single menu to generate all sort of reports
- ✚ Desired report can be identified easily by key word search
- ✚ Permitted to generate reports only according to the user view rights
- ✚ Filter rich reports
- ✚ Explanation related to filters displayed, wherever required
- ✚ Background generation of reports enable users to continue work during report generation
- ✚ Any report generated by the user is preserved and available for download
- ✚ Displays time of triggering, processing start/completion time and status of generation of every report
- ✚ Provision to generate reports in two formats (text and pdf)
- ✚ Provision to filter out desired reports based on parameters

Micro Reports

- Ideal for small data reports which can be generated with minimum system resource
- Output of report displayed in real time

Procedures

- ✚ Instructions for Branches, Inspecting Officers, Regional/Zonal Offices, Sections regarding various procedures to be followed in connection with the module
- ✚ Updated with latest developments
- ✚ New users can perform well without any training

Rectification & Movement of queries

- ✚ Facility for rectification by branches from commencement day onwards
- ✚ Rectification done up to the completion of inspection is done by Inspecting Officer
- ✚ Rectification done after the completion of inspection is done by RO/Zonal Office
- ✚ Branches can take up any observations with Regional/Zonal office for ratification, wherever required
- ✚ Regional/Zonal offices can either decide on the same or forward to the respective Wing in Head Office for decision

Stage level validation by system

- System will validate the activities to be completed at every important stage/level
- Nothing is left to user discretion
- This is a great utility to know the pendency for achieving important milestones
- Some of the activities monitored by system are
 - ✚ Inspection commencement readiness (Applicable to Inspection Wing)
 - ✚ Inspection closure readiness (Applicable to Inspection Officer)
 - ✚ Reply Marking (First/Second/Third/Final) (Applicable to Branches)

EMails/SMS (Under Pipeline)

- ✚ Auto generation of Email/SMS whenever warranted
- ✚ An added tracking/alert facility
- ✚ Periodical updates through emails of various critical data to Management and other users.

INSPECTION PROCESS**Plan Inspection****Inspection Wing Initiatives**

- Identification of Branch for inspection
- Inspection ID Creation
- Download Branch Data from CBS Platform
- Upload Data in the module (Nature of accounts uploaded – Advances and Deposits)
- Designate the Inspecting Officers
- Ensure commencement readiness

Inspecting Officers - Functions*Commencement Day Activities*

- ✚ Ensure Inspection Readiness
- ✚ Change Branch
- ✚ Set to current Inspection
- ✚ Set Inspection Status as Started
- ✚ Generate reports for follow up
- ✚ Update missing figures in data sheets related to business figures
- ✚ Commencement Day Activities

Accounts taken up for Inspection**Advances**

- ✚ All accounts live as on the review period end date
- ✚ High value accounts opened and closed during review period
- ✚ Deposits

- ✚ Accounts opened during the review period

Inspection Queries

- Queries are classified into 3 categories according to the severity.
 - ✚ Low
 - ✚ Moderate
 - ✚ Severe
- Queries are classified in to 2 categories based on the way it should be inspected.
 - ✚ Random
 - ✚ Account Linked

In case of queries linked to Account, Inspector has to mark Deviation/Non Deviation against each query.
- All queries related to deposit and gold loan accounts are treated as “Random”.
- Queries under the category “Account Linked” are linked to accounts (by system) based on the following criteria:
 - ✚ Scheme Code
 - ✚ Loan Amount
 - ✚ NPA Status
 - ✚ LPD Status
 - ✚ Equitable Mortgage
 - ✚ AOD Status
 - ✚ Opened during the period
 - ✚ Reviewed during the period
- Observations in Deposit & Advance Accounts
 - ✚ Categorized under Low, Medium (Part A) & Severe (Part B)
 - ✚ Provision to feed in various modes

Branch - Rectification of Queries

- Generation of jotting sheets for up to date list of observations
- Provision for rectification or to take up for ratification
- Multiple options for marking

Inspection Officer – Closure of Rectified Queries

- Inspector can Close or Return or Reply the queries rectified by the Branch

Inspecting Officers – Other Functions

- Observations related to general health of the Branch
 - ✚ Systems & Procedures that must be complied with (Check List - Compliance)
 - ✚ Portfolios where only random checking needed (Checklist – Random & RCIC)
 - ✚ Checking the commitment against Business Targets (Data Sheet)
 - ✚ RISK Valuation(RBIA) (Data Sheet Observations)

Inspection completion

- ✚ Ensure Inspection Completion readiness
- ✚ Generate Gradation Report and confirm data (Report 4055)
- ✚ Mark Inspection as completed
- ✚ Inspection Report Generation

Branch – Marking of Replies

- ▶ Provision to mark 4 Replies as mentioned below:
 - ✚ First Reply – On completion of rectification of 40% of observations (To be done within 15 days)
 - ✚ Second Reply – On completion of rectification of 65% of observations (To be done within 45 days)
 - ✚ Third Reply – On completion of rectification of 85% of observations (To be done within 75 days)
 - ✚ Final Reply – On completion of rectification of 100% of observations (To be done within 105 days)

Regional /Zonal Office Functions

- Settlement of observations rectified by Branches
- Processing observations taken up by Branches
- Initiate Closure of Inspection File

Head Office Wings Functions

- Settlement of observations taken up by AO/RO/ZO
- Accountability fixation (if necessary)

Closing of Inspection

- Inspection wing to make the Final closure in the system

Inspection Wing Other Functions

- Review Gradation given by Inspector
- Create New Users in the Module
- Handle Password reset of existing users

New features under Pipe Line

- ✚ Alerts/Data via SMS and eMail.
- ✚ Daily marking of commencement and conclusion of work
- ✚ Messaging application like eMail, integrated in the software, for sending various requests/conveying information etc.
- ✚ SMS Application to manually initiate SMS to users (with bulk SMS option)