Standard Operating Procedure (SOP) for Data Flow at LBS Fora

i. Head Office (HO) of each bank shall generate the report, pertaining to LBS related data and data available on CBS/ MIS, in the prescribed format (Text Format for data generation & uploading.zip) which includes columns of District Name, Block name, District code & Block code by 15th of succeeding month following the end of the quarter.

ii. HO of each bank shall provide the district & block level report in prescribed format (Text Format for data generation & uploading.zip) to controlling offices of bank working at state level.

iii. Each SLBC shall ensure that their data feeding website/web portal is having a provision for uploading the data by controlling offices of each bank in prescribed format.

iv. Each BanksôControlling Office at state level responsible to feed the data in respective state shall upload the data in SLBC portal by 20th of succeeding month of the end of the quarter.

v. Data pertaining to State Government/ Other data (which are not available on CBS or MIS of the bank) would be collated & uploaded by Controlling Office/ Lead District Manager (LDM) as is being done now, in SLBC web portal by 20th of succeeding month of the end of the quarter.

vi. SLBC Convenor bank should provide the access to LDMs of respective state on SLBC web portal to download the block wise data of their respective district.

vii. SLBC Convenor bank should provide the access to controlling office of respective state on SLBC web portal to download the uploaded data to verify the correctness of data.

Role of Banks' Head Offices

- BanksôHOs shall generate the district wise and block wise data of each state in the prescribed format (Flat file attached: Text Format for data generation & uploading.zip).
- BanksôHOs shall ensure that the mapping of their branches to the block level has been carried out.
- HO of each bank shall provide the report in prescribed format to controlling office of bank working at state level.
- The state code, district code & block code should be as per the government of Indiaôs census 2011 data.
- The amount column in the report should be provided in the actual figure and not it lakhs, crores, billions or millions etc.

Role of Controlling Office of Bank working at state level

- Each Banksôcontrolling office at state level responsible to feed the data in respective state must upload the data in SLBC portal of that state.
- For Data pertaining to State Government/ Other data (which is not available on CBS or MIS of the bank), controlling office of the bank at state level will collate the data in format given by SLBC of that state & upload the same on the SLBC portal.

Role of SLBC Convenor Bank

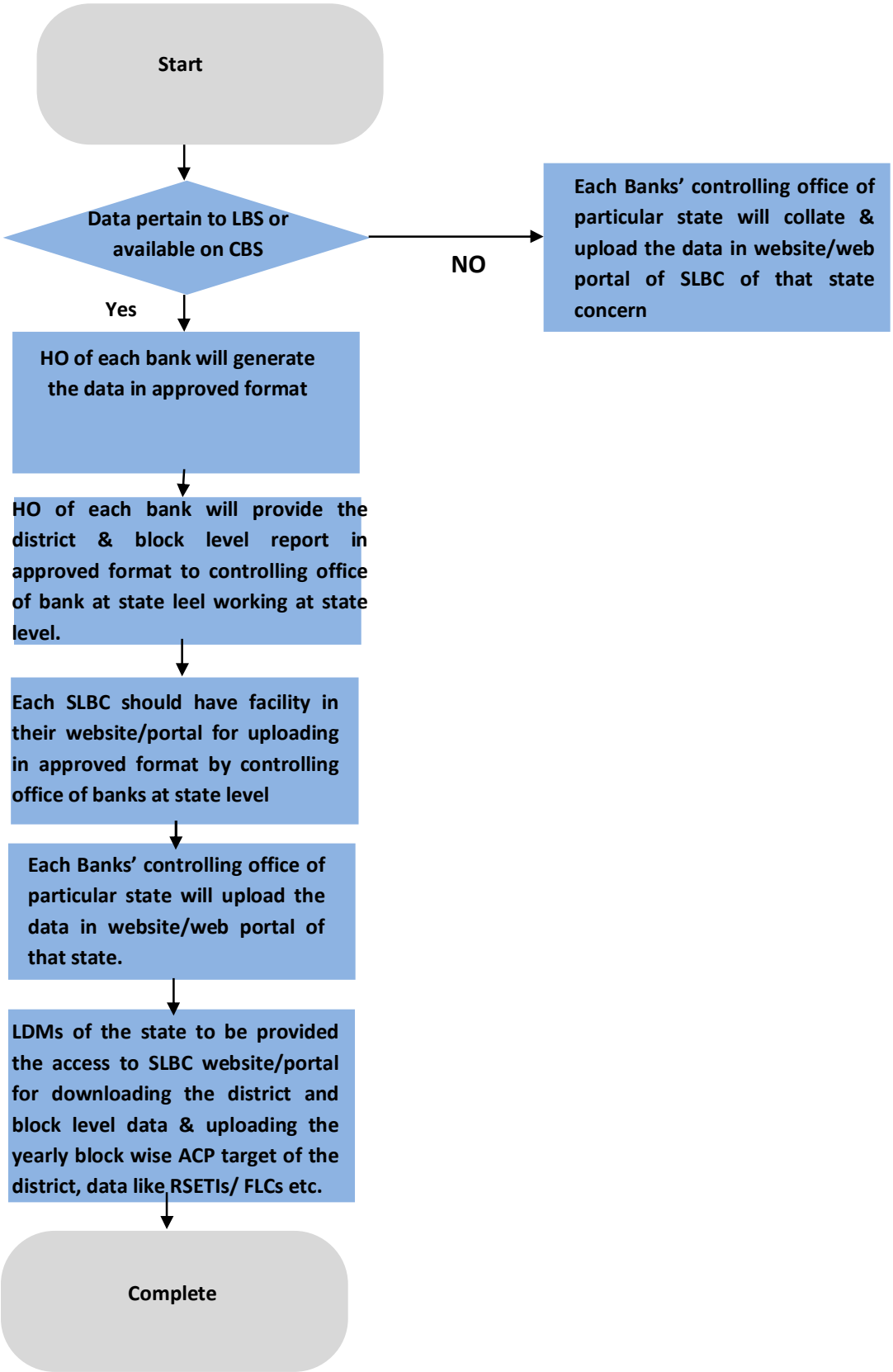
- SLBC Convenor bank must ensure that their data feeding website/web portal is having a provision for uploading the data in approved format by controlling office of each bank working at state level.
- There are 29 formats (flat files) for the data pertains to CBS or available through MIS of the bank.
- Other than formats mentioned above, there are 04 excel formats for data pertains to FLCs & RSETI (FLC & RSETI Format.xlsx), which is required to be collected from the controlling office of banks at state level.
- For Data pertaining to State Government/ Other data (which is not available on CBS or MIS of the bank), SLBC Convenor bank may follow their existing procedure or devise the new procedure.
- SLBC Convenor bank must ensure that LDMs are able to access web portal of SLBC to download the block wise data of their respective district.
- SLBC Convenor bank should provide the access to controlling office of respective state on SLBC web portal to download the uploaded data to verify the correctness of data.
- SLBC Convenor bank must ensure that their data feeding website/web portal is having a provision for uploading the block wise ACP target data in approved format by LDMs of that state (Format provided along with input files).

Role of Lead District Managers (LDMs)

- LDMs must upload the block wise ACP target of the district on SLBC portal of the state, by 15th April of the starting of the financial year (Format: ACP ñTarget Format.xlsxò attached for reference).
- LDMs shall download the block wise information of district for review purpose.

The flow chart describing the procedure to be followed in this regard is as follows.

FLOW CHART


Start
Data pertain to LBS or available on CBS
NO
Each Banks' controlling office of particular state will collate & upload the data in website/web portal of SLBC of that state concern
Yes
HO of each bank will generate the data in approved format
HO of each bank will provide the district & block level report in approved format to controlling office of bank at state leel working at state level.
Each SLBC should have facility in their website/portal for uploading in approved format by controlling office of banks at state level
Each Banks' controlling office of particular state will upload the data in website/web portal of that state.
LDMs of the state to be provided the access to SLBC website/portal for downloading the district and block level data & uploading the yearly block wise ACP target of the district, data like RSETIs/ FLCs etc.
Complete