

## DEPARTMENTAL CONTROL FUNCTION CHECKLIST (DCFCL) - "WEEKLY"

FOR THE MONTH OF:

PROCESS	FUNCTIONS	Responsibility	Initial				
			1st Week	2nd Week	3rd Week	4th Week	5th Week
Reconciliation	Reconciliation of online GL transaction with other branches and CHO has been done upon complying relevant policy and procedure of the bank.	Customer service/ Deputy Manager					
	Reconciliation of balance of deposit account maintained with other bank.	Customer service/ Deputy Manager					
Security Instruments Delivery	Ensure that all Debit Card, Credit Card, PIN cheque books and other security Instruments has been delivered to the customer with proper due diligence.	Branch Manager					
Reports>Returns/State ments	Ensure timely submission of Daily and weekly reports to HO/BB/Other regulators	Customer service/ Deputy Manager					
Activities of Accounts Department	Dr. all office a/c (sundry creditors' a/c, sundry debtors' a/c, adv. against employee a/c, adv. against suppliers a/c, suspense a/c etc.) with the approval of BM & reviewing the same.	Branch Manager					
	Review and reversal of contra entries	Branch Manager					
	Entries outstanding in suspense A/Cs for more than 30 days checking regularly	Deputy Manager					
	Maintain Voucher Movement Register	Deputy Manager					
Credit Operations	Ensure 1. CIB reporting 2. Execution required papers and documents as per CHO sanction. 3. Maintain safe-in and safe-out register under dual control. 4. Maintain due date diary for insurance and SRO token of the branch.	Branch Manager					
	Preparation of loan proposal and sending to HO for approval upon complying relevant policy and procedure of the bank.	Deputy Manager					
	Prepare CRG /up to date CRG / ICCRS of the client.	Deputy Manager					
	Receiving HO sanction letter and accordingly advice to the client.	Deputy Manager					
	Execution required papers and documents as per HO sanction	Deputy Manager					
	Prepare LDCL and sending to HO for obtaining the Authority for Disbursement and disburse the loan.	Deputy Manager					
Prepare loan sanction checklist	Deputy Manager						
Monitoring, follow up and supervision	Ensure 1. Follow up the overdue and NPL loans regularly. 2. Monitoring, supervision and follow up of all court cases (if any). 3. Ensure timely renewal of loans. 4. Rescheduling of classified loan accounts (if any) as per BRPD circular of BB. 5. Prepare of CL Statements as per BRPD circular of BB.	Branch Manager					
ATM	Branch is preserving ATM replenishment journal voucher weekly basis and review the same.	Deputy Manager					





মেঘনা ব্যাংক লিমিটেড  
অর্থের নদী

MEGHNA BANK LIMITED

Branch Name:

## DEPARTMENTAL CONTROL FUNCTION CHECKLIST (DCFC) - "WEEKLY"

FOR THE MONTH OF:

PROCESS	FUNCTIONS	Responsibility	Initial					
			1st Week	2nd Week	3rd Week	4th Week	5th Week	
Overall Cleanliness of the branch premises	Ensure proper cleanliness of the branch premises as per HO instructions.	Branch Manager						
Attendance of the branch employees	Ensure timely attendance of all employees of the branch.	Branch Manager						
Safety, Security measures and premises protection	Ensure 24 hours duty of security guard. (Including holiday)	Branch Manager						
	Ensure duty of Gun man during office hour.							
	Ensure adequate Active Fire Extinguisher in branch premises.							
	Ensure adequate smoke detector in branch premises							
Compliance of HO Instructions CSM	Ensure all security alarm of the branch are in active mode	Branch Manager						
	Ensure full compliance of MGBL Dress code for the employees of the bank.							
	Ensure full compliance of Bank Anti Harassment Policy.		Deputy Manager					
	Ensure full compliance of Bank Code of Conduct.							
Account opening activities	Ensure full compliance of Bank Compliance Manual.	Branch Manager						
	Opening of various deposit accounts by following applicable rules and regulations, preserving the same and loading information in Flora System with due approval of Branch Manager.							
Account Transfer	Contact Point Verification (CPV) to be done as per CHO instructions.	Branch Manager						
	Reconcile 100% of transactions on the journal against source documents	Branch Manager						
	Exceptions, such as, teller limit, posting restrictions, insufficiency, etc. to be checked instantly against source document	Branch Manager						
Dormant Account reactivation	Ensure that proper Due Diligence has been carried out while request received for reactivate Dormant/ inoperative account from the customer and send to concern department	Branch Manager						
Bills and Remittance	Ensure balancing the leaf of security blocks on regularly basis.	Customer service/ Deputy Manager						

DCFC Format for Branch



Deputy Manager

Branch Manager