



MEGHNA BANK LIMITED

Branch Name:

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

FOR THE YEAR OF:

| PROCESS   | FUNCTIONS   | Responsibility  | Initial |         |         |         |  |  |  |
|---|---|---|---------|---------|---------|---------|--|--|--|
|   |   |   | 1st Qtr | 2nd Qtr | 3rd Qtr | 4th Qtr |  |  |  |
| <b>General Banking Activities:</b>                |   |   |         |         |         |         |  |  |  |
| Safety, Security measures and premises protection | Quarterly checking of electrical wires of the branch by qualified electrician.  | Deputy Manager  |         |         |         |         |  |  |  |
|   | Ensure adequate Active Fire Extinguisher in branch premises.  | Deputy Manager  |         |         |         |         |  |  |  |
| Compliance of Anti Money Laundering activities    | Holding of BAMLCO meeting regularly   | BAMLCO/Branch Manager                                       |         |         |         |         |  |  |  |
| Compliance of Regulatory Instructions             | Checking the validity of Branche's Trade License  | Deputy Manager  |         |         |         |         |  |  |  |
|   | Compliance of Bangladesh Bank, Internal and External Audit and Inspection Report. (Quarterly/As when required)  | Deputy Manager  |         |         |         |         |  |  |  |
| Compliance of HO Instructions                     | Quarterly Operation report for all quarters were duly prepared and submitted to Operations Divisions & ICCD in time.  | Deputy Manager  |         |         |         |         |  |  |  |
| Prize Bond  | Ensure preparation of statement by mentioning the serial no. of unsold prize bond by a responsible Officer other than the In-charge of prize bond before and after end of each draw result.   | Deputy Manager  |         |         |         |         |  |  |  |
| Locker  | Maintaining of Master keys of locker under dual custodians.   | Deputy Manager  |         |         |         |         |  |  |  |
|   | Realization of security deposit, locker rent and insurance premium as per HO instructions.  | Deputy Manager  |         |         |         |         |  |  |  |
| Credit Monitoring                                 | Follow up the overdue and NPL loans regularly.  | Concern Relationship Manager                                |         |         |         |         |  |  |  |
|   | Ensure timely renewal of loans.   | Concern Relationship Manager                                |         |         |         |         |  |  |  |
|   | Stock verification report at a specified frequency.   | Concern Relationship Manager                                |         |         |         |         |  |  |  |
|   | Rescheduling of classified loan a/cs (if any) as per BRPD circular of BB.   | Concern Relationship Manager                                |         |         |         |         |  |  |  |
| Returns, statements and reporting (RM)            | Prepare periodic returns as per HO and BB guidelines i.e. monthly statement, monthly & Quarterly CIB, CL & CIB reconciliation, Industrial Term Loan Statement, quarterly SME statement, quarterly Agro based Industry statement, CL returns, MCR under BASEL II, Half Yearly Statement etc. | Concern Relationship Manager/ Deputy Manger/ Branch Manager |         |         |         |         |  |  |  |

DCFCL Format for Branch



Deputy Manager

Branch Manager