

## Organisation and Function

S. No.	Item	Details of disclosure	Information
1.1	Particulars of its organization, functions and duties [Sec 4(1)(b)(i)]	Name and address of the Organization	<b>Aryavart Bank,</b> Address: Aryavart Bank, Head Office, A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010.
		(ii) Head of the organization	Chairman.
		(iii) Vision, Mission and Key objectives	<b>Vision:</b> To become Bank of choice for micro, small and medium business and retail customers and developmental banking for people engaged in agriculture and rural development.  <b>Mission:</b> To provide superior, proactive banking service to all segments of market in its operational area and to provide responsive service to others in our role as a development Bank, in cost effective manners, especially to priority sector of economy.  <b>Key objectives :</b> <i>“हमारा लक्ष्य – समृद्ध एवं विकसित भारत”</i>
		(iv) Function and duties	All the Officers of the Bank have certain discretionary lending and administrative powers depending upon their positions. The delegation of such powers of various grades of officials is decided by Board of Directors of the Bank. These powers are revised periodically, depending upon the organization's requirement and also as per Government/NABARD/RBI guidelines. The concerned sanctioning authority takes decision to sanction a loan or otherwise on merits of each proposal. Duties of the Officers and Employee up to scale V is governed by Aryavart Bank (Officers and Employees) service (Amendment) Regulations, 2018. Duties of Officials on deputation from Sponsor Bank, including the Chairman, General Manager etc., is governed as per the extant Service Regulation of Sponsor Bank i.e. Bank of India
		(v) Organization Chart	Aryavart Bank operates in 26 districts of Uttar Pradesh having Branch network of 1367 and Head office at Lucknow. These Branches are managed by around 7000+ efficient work force under the control & supervision of 22 Regional offices & Head Office. Organization Chart is as follows, <b>Head Office → Regional office → Branch</b>
		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	“Aryavart Bank” has come into existence on 01.04.2019 with the amalgamation of “Gramin Bank of Aryavart” and “Allahabad U. P. Gramin Bank” vide Government of India Notification dated 25.01.2019 with share capital of 50% by Government of India, 15% by Government of Uttar Pradesh and 35% by Bank of India, the Sponsor Bank. For more details please visit <a href="http://www.aryavart-rb.com/about.html">http://www.aryavart-rb.com/about.html</a>
1.2	Power and duties of its officers and	(i) Powers and duties of officers (administrative, financial and	All the officers have certain financial powers and administrative powers depending upon their positions. The delegation of financial powers of various grades of officials is decided by the Board of

	employees [Sec 4(1) (b)(ii)]	judicial) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	Directors of the Bank, which is revised from time to time, depending upon the organization's requirement and also Government / RBI / NABARD guidelines. The concerned sanctioning authority takes decision to sanction a loan or otherwise on merits of each proposal. Duties of the Officers and Employee of Aryavart Bank is governed by Aryavart Bank (officers and Employees) service (Amendment) Regulations, 2018. Duties of Officials on deputation from Sponsor bank, including the Chairman, General Manager etc., is governed by the extant Service Regulation of Sponsor Bank i.e. Bank of India.
1.3	Procedure followed in decision making process [Sec 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability	There is a well-defined system in the Bank for decision making process. Lending and administrative decisions are taken at various levels by the Bank officials based on the powers delegated to them by the Board of Directors. Branches receive applications for credit facilities and as per delegation either dispose the credit proposal at branch level or recommend it to delegated authority for taking decision regarding disposal of credit proposal. All credit decisions approved by any sanctioning authority are reported to the next higher authority for noting. All the functions of the Bank are subjected to periodic/Internal/Concurrent Audit/Statutory Audit as well as supervision of RBI u/s 35 of Banking Regulation Act 1949. There is a well-defined organizational structure and clear system of accountability based on NABARD / RBI / CVC guidelines. The important policies of the Bank are as follows, which can be view on following link <a href="http://www.aryavart-rrb.com/banks_policy.html">http://www.aryavart-rrb.com/banks_policy.html</a> : <ul style="list-style-type: none"> <li>• Bank's Model Deposit Policy.</li> <li>• Banking Ombudsman Policy</li> <li>• Cheque collection Policy</li> <li>• Comprehensive Compensation Policy</li> <li>• Customer Rights Policy</li> <li>• Grievance Redressal Policy</li> <li>• Policy on Insurance business and soliciting</li> <li>• Policy on Summer Training- Internship.</li> <li>• Policy on compassionate appointment.</li> </ul>
1.4	Norms for discharge of functions [Section 4(1)(b)(iv)]	(i) Nature of functions/ services offered (ii) Norms/ standards for functions/ service delivery (iii) Process by which these services can be accessed (iv) Time-limit for achieving the targets	Information is available under "Our Schemes" tab available on Bank's official website. The Board of Directors take decision on introduction of various loan products, details of various loan products is available on the Bank's website under "Our Schemes". <b>The norms set by the Aryavart bank for the discharge of its functions.</b> The Bank functions with the following core values / norms <ul style="list-style-type: none"> <li>• Excellence in customer service</li> <li>• Fairness in all dealing and relation</li> <li>• Risk taking and innovation</li> <li>• Integrity</li> </ul>

			<ul style="list-style-type: none"> <li>• Transparency and discipline in policies and systems</li> </ul> <p>Regarding the core functions of the Bank i.e. accepting deposits and sanction of loans, the interest rates for deposits / advances, is displayed on the Bank's website under "<b>Interest Rate</b>" tab and also made available at all the Branches.</p> <p>Regarding sanction of loans, each officer of the Bank will consider loan proposals and take decision in terms of the scheme of delegation of powers, on the merits of the proposals. All the officers of the Bank are expected to discharge their duties and responsibilities with integrity and due diligence.</p>
		(v) Process of redress of grievances	Complaint may be filed online through "Complaints" tab at Bank's website. Grievance Redressal Policy is available on the bank official web site under "Policy" tab.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	Title and nature of the record/manual/instruction. (ii) List of Rules, regulations, instructions manuals and records. (iii) Acts/ Rules manuals etc.	Aryavart Bank (Officers and Employees) service (Amendment) Regulations, 2018, Aryavart Bank (Employees) Pension Regulation, 2018 and other circulars related to pensioners is available on bank official website under " <b>Pension</b> " tab. Apart from the above the manuals, circulars and policies of the Bank used by the officers/employees for discharging various functions are available at Bank's staff portal. These are meant for Bank's internal circulation.
1.6	Categories of documents held by the authority under its control [Section 4(1)(b) (vi)]	(i) Categories of documents (ii) Custodian of documents/categories	The documents obtained/executed at the time of lending by the customers / borrowers / guarantors etc for availing Bank's services are available with branches/ offices of Bank. Documents such as account opening form, safe locker agreement, KYC and other documents of Bank's costumers, which are of commercial value is available with the Branch/offices, under fiduciary relationship and can be shared with the concerned costumer.
1.7	Boards, Councils, Committees and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(i) Name of Boards, Council, Committee etc. (ii) Composition (iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	Details of Board of Directors can be viewed under " <b>Board of Directors</b> " tab of the Bank's official website. Bank functions through various committees and such committees advise the Bank on various issues, The committees includes : <ul style="list-style-type: none"> <li>• Tender Committee,</li> <li>• Premises Committee,</li> <li>• Investment Committee,</li> <li>• Fraud detection Committee,</li> <li>• Asset Liability Committee,</li> <li>• HLCC committee for credit,</li> <li>• HLCC committee for SAR</li> <li>• Audit Committee of the Board,</li> <li>• Risk Management Committee,</li> <li>• Women welfare Committee,</li> <li>• SC/ST Committee,</li> </ul> Public is not entitled to participate in the above committee meetings and minutes are not accessible to public.

			Public may refer to "Annual Report" & Balance Sheet" tab of the Bank for more details.																													
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation	Details of Board of Directors are available on bank's "Board of Directors" tab of the Bank's official website.																													
		(ii) Telephone , fax and email ID	Details of Head Office, Regional Office & Branches along with address and contact details are available on the official web site of Aryavart Bank under "contact us" tab. The details of designated Central Public Information Officers and First Appellate Authorities is available on the official web site of Aryavart bank under "RTI" tab List of bank Mitra is available on the official web site of Aryavart Bank under "Financial Inclusion" tab.																													
	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration	As on 31-03-2023 number of employee working under various cadre is as follows:																													
		(ii) System of compensation as provided in its regulations	<table border="1"> <thead> <tr> <th>S.no</th> <th>Cadre (officer)</th> <th>Staff strength</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Officer Scale V</td> <td>7</td> </tr> <tr> <td>2</td> <td>Officer Scale IV</td> <td>62</td> </tr> <tr> <td>3</td> <td>Officer Scale III</td> <td>211</td> </tr> <tr> <td>4</td> <td>Officer Scale II</td> <td>1045</td> </tr> <tr> <td>5</td> <td>Officer Scale I</td> <td>3384</td> </tr> <tr> <td>6</td> <td>Office Assistant</td> <td>2303</td> </tr> <tr> <td>7</td> <td>Office Attendant</td> <td>379</td> </tr> <tr> <td></td> <td>Total</td> <td>7391</td> </tr> </tbody> </table>			S.no	Cadre (officer)	Staff strength	1	Officer Scale V	7	2	Officer Scale IV	62	3	Officer Scale III	211	4	Officer Scale II	1045	5	Officer Scale I	3384	6	Office Assistant	2303	7	Office Attendant	379		Total	7391
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			<b>Scales of Pay of Officers:</b>																													
			<b>Grade Pay</b>	<b>Grade Pay Scale WEF 01.11.2017</b>																												
			<b>OFFICER</b>	Scale I- 36000-1490/7-46430-1740/2-49910-1990/7-63840. Scale II- 48170-1740/1-49910-1990/10-69810. Scale III-63840-1990/5-73790-2220/2-78230. Scale IV- 76010-2220/4- 84890-2500/2-89890 Scale V- 89890-2500/2-94890-2730/2-100350																												
			<b>OFFICE ASSISTANT</b>	17900-1000/3-20900-1230/3-24590-1490/4-30550-1730/7-42660-3270/1-45930-1990/1-47920(20Yrs)-1990/9-65830.																												
			<b>OFFICE ATTENDANT</b>	14500-500/4-16500-615/5-19575-740/4-22535-870/3-25145-1000/3-28145 (20 years)-1000/9-3714																												
1.10	Name, designation and other particulars of public information officers	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority	<b>For Branches, Region and Head Office</b>	<b>Designated Central Public Information Officer (CPIO)</b>	<b>Designated Appellate Authority (AA)</b>																											

[Sec 4(1) (b) (xvi)]	(ii) Address, telephone numbers and email ID of each designated official.	<b>Agra</b>	<b>Shri Rishi Sharma</b> Regional Manager, Agra Address: Aryavart Bank, Regional Office Agra,1,Raghunath Nagar, Opp. Sanjay Place, M.G.Road,Agra-282002, Phone: 8172901041	<b>Shri Bhagwan Kourwani</b> General Manager, Head Office Address: Aryavart Bank, Head Office, A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010. Phone: (O) 7388800799 Fax: 0522-2392986
<b>Aligarh</b>	<b>Shri R.P Singh</b> Regional Manager, Aligarh Address: Aryavart Bank, Regional Office Aligarh, Niranjana Priya Dham, 18-B Center Point, Aligarh- 202001. Phone: 8172900123			
<b>Banda</b>	<b>Shri Manoj Gupta</b> Regional Manager, Banda Address: Aryavart Bank,Regional Office Banda, Dr. Bhargawa ki kothi, Chilla Road, Banda -210001. Phone: 7388899002			
<b>Bahraich</b>	<b>Shri Deepak Kumar Gupta</b> Regional Manager, Bahraich Address: Aryavart Bank, Regional Office Bahraich, Kachehri Road, Bahraich -271801, Phone: 8052302995.			
<b>Barabanki</b>	<b>Shri Sanjiv Kumar</b> Regional Manager, Barabanki Address: Aryavart Bank, Regional Office Barabanki, C-930 & 931, Krishna Bhawan, Civil Lines, Dewa Road, Barabanki-225001. Phone: 7388899772			
<b>Bhinga</b>	<b>Shri Vinod Kumar Tiwari</b> Regional Manager, Bhinga Address: Aryavart Bank, Regional Office Bhinga,Civil Lines, Hospital Chauraha, Bahraich-227001.Phone: 9119601565.			
<b>Biswan</b>	<b>Shri Rakesh Kalra</b> Regional Manager, Biswan Address: Aryavart Bank, Regional Office Biswan, Jagannathganj, Sidhauri Rd.,Biswan, Sitapur – 261201, Phone: 7388899648.			
<b>Chitrakoot</b>	<b>Shri Satish Kumar</b>			

	Regional Manager, Chitrakoot Address: : Aryavart Bank, Regional Office Chitrakoot,Amanpur, Vill -Bedipuliya, Chitrakoot – 210205,Phone: 7388899004
<b>Etah</b>	<b>Shri K.U. Khan</b> Regional Manager, Etah Address: Aryavart Bank, Regional Office Etah,Civil Lines, Etah-207001. Phone: 8172900180
<b>Farrukhabad</b>	<b>Shri J.K Singh</b> Regional Manager, Farrukhabad Address: Aryavart Bank, Regional Office Farrukhabad,Sahyog Bhawan, Chaurasi, Fatehgarh, Farrukhabad-209601. Phone: 8172900236.
<b>Firozabad</b>	<b>Ms. Neena Gupta</b> Regional Manager, Firozabad Address: Aryavart Bank, Regional Office Firozabad, Ramkrishna Nagar, Jalesar Road, Firozabad- 283203,Phone: 9119601543
<b>Hardoi</b>	<b>Shri R.K. Verma</b> Regional Manager, Hardoi Address: Aryavart Bank, Regional Office Hardoi,House No. 333, New Civil Lines, near S.P. residence, Hardoi-241001. Phone: 7388899009
<b>Hathras</b>	<b>Shri Amit Jain</b> Regional Manager, Hathras Address: Aryavart Bank, Regional Office Hathras, Munshi Gajadhar Marg, Aligarh Road, Hathras- 204101, Phone: 9119601899.
<b>Kannauj</b>	<b>Shri Ratan Singh</b> Regional Manager, Kannauj Address: Aryavart Bank, Regional Office Kannauj,Saraimeera, Kannauj-209725. Phone: 7388899753
<b>Lakhimpur- Kheri</b>	<b>Shri Naresh Kumar Mangal</b> Regional Manager, Lakhimpur-Kheri

	Address: Aryavart Bank, Regional Office Lakhimpur-Kheri, L.R.P.Road,Lakhimpur-262701, Phone: 9119601541
<b>Lucknow</b>	<b>Shri R.K. Trivedi</b> Regional Manager, Lucknow Address: Aryavart Bank,Regional Office Lucknow,569/20K/1 Sneh Nagar, Near Nahariya Crossing (Awadh Hospital),Lucknow-226005 Phone: 8172900250
<b>Mahoba</b>	<b>Shri. A.K. Mishra</b> Regional Manager, Mahoba Address: Aryavart Bank, Regional Office Mahoba, Gandhi Nagar, Mahoba-210427. Phone: 7388899021
<b>Mainpuri</b>	<b>Shri O.P. Gupta</b> Regional Manager, Mainpuri Address: Aryavart Bank, Regional Office Mainpuri, Katchehary Road, Mainpuri, Phone: 8172900196
<b>Mirzapur</b>	<b>Shri U.K. Verma</b> Regional Manager, Mirzapur Address: Aryavart Bank, Regional Office Mirzapur, Bharhuna Chauraha, Varansai Road, Mirzapur - 231001, Phone: 8172900222
<b>Orai</b>	<b>Shri R.K. Joshi</b> Regional Manager, Orai Address: Aryavart Bank, Regional Office Orai, Rath Road, Orai -285001, Phone: 9450277606
<b>Sitapur</b>	<b>Shri Anil Kumar</b> Regional Manager, Sitapur Address: Near Eye hospital, in front of Gandhi Park Sitapur -261001 Phone: 7388899014.
<b>Unnao</b>	<b>Shri Ravi Praksh Sharma</b> Regional Manager, Unnao Address: Aryavart Bank, Regional Office Unnao,B-59, Avas Vikas Colony, Unnao-209801 Phone: 9822222517

			<b>Head office</b>	<b>Shri Bhagwan Kourwani,</b> General Manager, Head Office Address: Aryavart Bank, Head Office, A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010. Phone:7388800799 Fax: 0522-2392986	<b>Shri Santhosh. S</b> Chairman, Head Office Address: Aryavart Bank, Head Office, A-2/46, Vijay Khand, Gomti Nagar, Lucknow-226010. Phone: 7388800799 Fax: 0522-2392986
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalized for Minor penalty or major penalty proceedings			
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programs (ii) Efforts to encourage public authority to participate in these programs (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	Hyper link to Details guidelines for CPIO/Complainant/ F.A.A.		

### Budget and Programme

S. No.	Item	Details of disclosure	Remarks
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	Not applicable
		(ii) Budget for each agency and plan & programmes	Not applicable
		(iii) Proposed expenditures	Not applicable
		(iv) Revised budget for each agency, if any	Not applicable
		(v) Report on disbursements made and place where the related reports are available	Not applicable
2.2	Foreign and domestic tours	(i) Budget	Not applicable



	(F. No. 1/8/2012- IR dt. 11.9.2012)	Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. Places visited The period of visit The number of members in the official delegation Expenditure on the visit	Not applicable
		Information related to procurements Notice/tender enquires, and corrigenda if any thereon, Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, The works contracts concluded – in any such combination of the above- and The rate /rates and the total amount at which such procurement or works contract is to be executed.	"Tender" Tab
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	There are no subsidy programs or plans carried out by bank, however government subsidy program / scheme for lending activities are operated through the bank account maintained with various branches, the subsidy amount is transferred to the concerned beneficiary through DBT (direct benefit transfer) of the Bank.
		(ii) Objective of the programme	Not applicable
		(iii) Procedure to avail benefits	Not applicable
		(iv) Duration of the programme/ scheme	Not applicable
		(v) Physical and financial targets of the programme	Not applicable
		(vi) Nature/ scale of subsidy /amount allotted	Not applicable
		(vii) Eligibility criteria for grant of subsidy	Not applicable
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Not applicable
2.4	Discretionary and non-discretionary grants [F.No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Not applicable
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Not applicable
2.5	Particulars of Recipients of concessions, permits	(i) Concessions, permits or authorizations granted by public authority	Not applicable

	of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	For each concessions, permit or authorization granted Eligibility criteria Procedure for getting the concession/ grant and/ or permits of authorizations Name and address of the recipients given concessions/ permits or authorisations Date of award of concessions /permits of authorizations	Not applicable
2.6	CAG &PAC paras [F.No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Not applicable

### **Publicity Band Public interface**

S.No.	Item	Details of disclosure	Remarks
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation there of [Section 4(1)(b)(vii)] [F No 1/6/2011- IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	There is no arrangement for consultation with the members of Public in formulating any of the Policies of the bank. However the Board of the Bank includes directors from various disciplines as nominated by the Government of India in consultation with Reserve Bank of India/NABARD. As per the present arrangement, the shareholders if any can raise issues concerning policies in Board Meetings. Further the Bank's Annual results is published in Newspapers and uploaded on Bank's official website for information of public at a larger, as well as the shareholders
		Arrangements for consultation with or representation by Members of the public in policy formulation/ policy implementation Day & time allotted for visitors Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	
		Public- private partnerships (PPP)	Not applicable
		(i) Details of Special Purpose Vehicle (SPV), if any	
		(ii) Detailed project reports (DPRs)	Not applicable
		(iii) Concession agreements.	Not applicable
		(iv) Operation and maintenance manuals	Not applicable
		(v) Other documents generated as part of the implementation of the PPP	Not applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorization from the government	Not applicable
		(vii) Information relating to outputs and outcomes	Not applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not applicable

		(ix) All payment made under the PPP project	Not applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Not applicable
		(ii) Outline the Public consultation process	Not applicable
		(iii) Outline the arrangement for consultation before formulation of Policy	Not applicable
3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	Internet
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual / handbook available in (i) Electronic format	Hyperlink to disclosure under section 4(1)(b)
		(ii) Printed format	Hyperlink to disclosure under section 4(1)(b)
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	Our Schemes, Recruitment, Pension, Photo Gallery, RTI, Financial Inclusion, Interest Rates, DEAF List, Contact Us, Balance Sheet, Complaints, Board of Directors, BCSBI, Tender, News & Events, Policy, Service Charge, Bank's Model Deposit Policy, Banking Ombudsman Policy, Cheque collection Policy, Comprehensive Compensation Policy, Customer Rights Policy, Grievance Redressal Policy, Policy on Insurance business and soliciting, Policy on Summer Training- Internship, Policy on compassionate appointment.
		(ii) At a reasonable cost of the medium	Refer "Service Charge" tab on bank's official website.

## E. Governance

S .No.	Item	Details of disclosure	Remarks
4.1	Language in which Information Manual/ Handbook Available [F No. 1/6/2011- IR dt. 15.4.2013]	(i) English (ii) Vernacular/ Local Language	Yes
4.2	When was the information Manual /Handbook last updated?[F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	
4.3	Information available in electronic	(i) Details of information available in electronic	Hyperlink to disclosure under section 4(1)(b)

	form [Section 4(1)(b)(xiv)]	form				
		(ii) Name/ title of the document/record/ other information	Hyperlink to disclosure under section 4(1)(b)			
		(iii) Location where available	Hyperlink to disclosure under section 4(1)(b)			
4.4	Particulars of facilities available to citizen for obtaining information [Section 4(1)(b)(xv)]	(i) Name & location of the faculty	Hyperlink to disclosure under section 4(1)(b)			
		(ii) Details of information made available	Hyperlink to disclosure under section 4(1)(b)			
		(iii) Working hours of the facility	Hyperlink to disclosure under section 4(1)(b)			
		(iv) Contact person & contact details (Phone, fax email)	Hyperlink to disclosure under section 4(1)(b)			
4.5	Such other information as may be prescribed under section 4(i) (b)(xvii)	(i) Grievance redressal mechanism	"complaints" Tab			
		(ii) Details of applications received under RTI and information provided	s.no	FY	Application received	Application Disposed (including pending in at the financial year )
			1	2019-20	1037	1037
			2	2020-21	835	835
			3	2021-22	874	874
			4.	2022-23	981	981
		(iii) List of completed schemes/ projects/ Programmes	Not applicable			
		(iv) List of schemes/ projects/ programme underway	Not applicable			
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	Not applicable			
		(vi) Annual Report	"Annual Report" tab			
		(vii) Frequently Asked Question (FAQs)				
		Any other information such as Citizen's Charter				
		b) Result Framework Document (RFD)				
		c) Six monthly reports on the				
		d) Performance against the benchmarks set in the Citizen's Charter				
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	s.no	FY	Application received	Application Disposed (including pending in at the financial year )
			1	2019-20	1037	1037
			2	2020-21	835	835
			3	2021-22	874	874
			4.	2022-23	981	981

		(ii) Details of appeals received and orders issued	s.no	FY	Application received	Application Disposed including pending in previous financial year
			1	2019-20	171	171
			2	2020-21	152	152
			3	2021-22	144	144
			4.	2022-23	218	218
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	No such question.			

### Information as may be prescribed

S. No.	Item	Details of disclosure	Remarks
5.1	Such other information as may be prescribed [F. No. 1/2/2016-IR dt. 17.8.2016, F No. 1/6/2011-IR dt. 15.4.2013]	Name & details of Current CPIOs & FAAs Earlier CPIO & FAAs from 1.1.2015	Refer point no 1.10
		Details of third party audit of voluntary disclosure, Dates of audit carried out, Report of the audit carried out	
		Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD Date of appointment Name & Designation of the officers	
		Consultancy committee of key stake holders for advice on suo-motu disclosure Dates from which constituted Name & Designation of the officers	
		Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI Dates from which constituted Name & Designation of the Officers	

### Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Remarks
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information		Refer above.

6.2	Guidelines for Indian Government Websites (GIGW) is followed (released in February 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievance and Pensions, Govt. Of India)	(i) Whether STQC certification obtained and its validity. (ii) Does the website show the certificate on the Website?	Not applicable
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