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, 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 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 Banks' Controlling 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

- Banks' HOs shall generate the district wise and block wise data of each state in the prescribed format.
- Banks' HOs 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 India's 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 Banks' controlling 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, 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 offices of banks 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.

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.
- 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 ◇ ──NO──►  ┌───────────────────────────┐
              ◇  available on CBS      ◇          │ Each Banks' controlling    │
                           │                      │ office of particular state │
                          Yes                     │ will collate & upload the  │
                           │                      │ data in website/web portal │
                           ▼                      │ of SLBC of that state      │
              ┌──────────────────────┐            │ concerned                  │
              │ 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   │
              │ 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   │
                 └──────────────┘
```