

## **RTIA in Website**

### **RIGHT TO INFORMATION ACT**

The Government of India has enacted the 'Right to Information Act 2005' replacing the Freedom of Information Act. In order to promote transparency and accountability in the working of any Public Authority, the Act provides the right to citizens to secure access to information of general nature. The Public Sector Banks are "Public Authorities" for the purposes of this Act.

### **INFORMATION AVAILABLE UNDER THE ACT**

As far as the Banks are concerned the relevant provision that have already come into force are Sections 4(1), 5(1) & 5(2). The right to information includes an access to the information which is held by or under the control of the Bank which comes under Public Authority and includes the right to inspect the work, document, records, taking notes, extracts or certified copies of documents / records and certified samples of the materials and obtaining information which is also stored in electronic form.

### **THE INFORMATION EXEMPTED FROM DISCLOSURE**

The Act provides under Sections 8 and 9, certain categories of information that are exempt from disclosure to the citizens. The public may also refer to the relative sections of the Act before submitting a request for information.

### **HOW TO GET THE INFORMATION?**

Any citizen can request for information by making an application in writing or through electronic means

for Head Office:

**Sri P Raja Sekhar Reddy**  
**Chief Inspector &**  
**Central Public Information Officer (CPIO)**  
**Head Office**  
**Saptagiri Grameena Bank**  
**PB No. 17, Naidu Buildings**  
**Chittoor – 517001.**

**Mobile: 8886644009**

**e-mail: [inspection@sgbank.in](mailto:inspection@sgbank.in)**

**for Branches falling under respective Regional Offices control the addresses of CPIOs are:**

1. Sri M Jayaram Naik  
Regional Manager & CPIO  
Saptagiri Grameena Bank  
D No. 20-92/25 (1)  
Naidu Buildings  
Chittoor -517001

Mobile: 8886644018

e-mail: [rochittoor@sgbank.in](mailto:rochittoor@sgbank.in)

2. Sri N Manikyam Chetty  
Regional Manager & CPIO  
Saptagiri Grameena Bank  
D No. 11 / 83, Avenue Road, II Floor  
Madanapalle  
Chittoor -517325

Mobile: 8886644016  
e-mail: [rompl@sgbank.in](mailto:rompl@sgbank.in)

3. Sri G Chandru  
Regional Manager & CPIO  
Saptagiri Grameena Bank  
D No. 27-14-57  
Rajagopalachari Street  
Governorpet  
Vijayawada

Mobile: 8886644126  
e-mail: [rovijayawada@sgbank.in](mailto:rovijayawada@sgbank.in)

### **Appellate Authority**

**Sri M Vijaya Bhaskara Rao**  
General Manager & Appellate Authority  
**Head Office**  
**Saptagiri Grameena Bank**  
**PB No. 17, Naidu Buildings**  
**Chittoor – 517001.**

**Mobile: 8886314567**  
**e-mail: [headoffice@sgbank.in](mailto:headoffice@sgbank.in)**

<b>Annexure 1</b>		
<b><u>Mandatory Disclosure by the Bank under section 4 (1)(b) of RTI Act and its Annual Updation - 2017</u></b>		
<b>Sl no.</b>	<b>Mandatory obligation.</b>	<b>Information Disclosed</b>
i	The particulars of its organisation, functions and duties	<p>Saptagiri Grameena Bank, sponsored by Indian Bank, came into existence on 30.06.2006 after amalgamation of erstwhile Shri Venkateswara Grameena Bank(SVGB) operating in Chittoor District and Kanakadurga Grameena Bank (KDGB) operating in Krishna District, in terms of Government of India dt: 29.06.2006. The Head Quarters is Chittoor. The stake holders of the Bank are Government of India, Indian Bank (Sponsor Bank) and Government of Andhra Pradesh in the ratio of 50:35:15 respectively.</p> <p>The Bank has a three tier Organizational set up</p>

		<p>comprising its Head Office at Chittoor, 3 Regional Offices and 202 branches as on 31.03.2017 spread in Chittoor and Krishna Districts.</p> <p>The activities of the Bank are covered by the Banking Regulation Act and the directives of Indian Bank (Sponsor Bank), NABARD and RBI issued from time to time.</p> <p>For location of branches, their addresses =&gt;click on <a href="#">Branch Network</a></p>
ii	The powers and duties of its officers and employees	For powers and duties of the officers and employees of the Bank click <a href="#">Job roles/duties of Employees and Officers (under maintenance)</a> .
iii	The procedure followed in the decision making process, including channels of supervision and accountability	<p>The Administrative and Credit Powers of officers at various levels and of different scales to be exercised in the process of decision making and the procedural guidelines on the channels of supervision and accountability are decided by the Board and kept as a confidential document. The credit decisions at Branch level are taken by Branch Managers at various levels from Asst. Manager to Chief Manager of Branch depending upon their positions. Credit decisions at Regional level are taken by the Regional Office Level Credit Committee (RMLCC).</p> <p>At Head Office level, Credit decisions are taken at General Manager Level Credit Committee (GMLCC), Chairman Level Credit Committee (CHLCC),</p>
iv	The norms set by it for the discharge of its functions	The norms for discharge of the functions of the Bank are based on Indian Bank (Sponsor Bank), NABARD and RBI directives and Board's directives. For Time Norms for certain services click <a href="#">Time Norms for certain services in normal circumstances (under maintenance)</a> .
v	The rules, regulations, instructions, Manuals and records, held by it or under its control or used by its employees for discharging its functions;	All branches and offices of the Bank are provided with the copies of Manuals of Instructions and circulars for discharging their functions effectively. <b>The details of such manuals being voluminous, covering several thousand pages are not ported in the Bank's web site <a href="http://www.saptagirigrameenabank.in">www.saptagirigrameenabank.in</a></b> Whenever any specific detail on such list is sought for, it could be provided for inspection subject to provisions of RTI Act.
vi	A statement of the categories of documents that are held by it or under its control	<p>Branches hold the documents relating to loan borrowers and deposit customers.</p> <p>Based on the Central and State Laws, Corporate Office has prescribed the list of various documents to be held/maintained by the branches/offices of the Bank.</p>

vii	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof	There is no arrangement for consultation with the members of public in formulating any of the policies of the Bank. However, as directed by RBI, the Standing Committee on Customer Service at Head Office includes five customers of the Bank representing the Public.
viii	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	The details ported in Bank's website <a href="http://www.saptagirigrameenabank.in">www.saptagirigrameenabank.in</a> For details of About Us =>click <a href="#">Board of Directors</a>  For Chairman's Message, About Us =>click Board of Directors => Chairman's Message  For details of Board members are available in annual reports, for annual reports click <b>Balance Sheet</b> visit our website <a href="http://www.saptagirigrameenabank.in">www.saptagirigrameenabank.in</a> => <b>Balance Sheet</b>  The meetings of the Board, Councils and Committees are not open to the public. As also the minutes of such meetings are not accessible to the public.
ix	A directory of its officers and employees	For the directory of officers and employees viz. SR No., name, Branch, Zone/Head Office, designation and Gross Salary drawn as on 28.02.2017 click <a href="#">Directory of officers, employees and their gross salary (under maintenance)</a> .
x	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	The data in the website is updated Annually in the month of February as the data keeps changing from month to month due to transfers/ placements retirements. The gross salary keeps changing due to arrears of various allowances/annual increments/ change in DA/HRA etc.  Regarding the system of compensation in the Bank, it is informed that for officers, it is fixed as per Officers Service Regulations and for employees it is based on Bi-partite settlement.
xi	The budget allocated to each of its agencies, indicating the particulars of all plans, proposed expenditures and reports on disbursements made	There is no provision of budget allocation for Bank for proposed expenditure and disbursements. This provision is not applicable to banks. There are targets furnished to the various functionaries at Regional level for mobilizing Business.
xii	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such	Our Bank implements certain subsidy loaded loan schemes of central government and state government viz. PMEGP Scheme, PMMY (MUDRA Scheme) Startup India, Standup India, SC/ST/BC/Minority/ Kapu Welfare Action Plans offering certain percentage of subsidy of the

	programmes	<p>loan projects.</p> <p>Sponsoring Departments of Central and State Government shortlist the beneficiaries of such programmes and allocate among the banks in the respective area of operation. The subsidy is managed by the respective sponsoring Departments of Central and State government.</p> <p>There are different loan products of the Bank offered to the public. For details click Products and Services</p> <p>The public are informed that the sanctioning authorities shall decide to sanction a loan exercising the powers conferred by the Bank after taking into consideration the facts, figures and merits of each loan proposal..</p>
xiii	Particulars of recipients of concessions, permits or authorisations granted by it	<p>In respect of Demand and Term Deposits, there are no programmes of the bank granting concessions; permits, authorizations except the following:</p> <p>For Savings Bank Deposit, additional interest of 1.00% p.a. is offered to Staff/eligible ex-staff members.</p> <p>For Domestic Term Deposit of Senior Citizens up to 2.00 crores additional rate of interest payable would be 0.50% p.a. for deposits of 15 days to 10 years over the card rate in respect of Short Term Deposits, Fixed Deposits, Tax Savings Deposits and Reinvestment Plan Schemes. Similarly, for Recurring Deposit accounts, Senior Citizens are eligible for additional interest rate of 0.50% p.a. for the period from 6 months to 120 months (in multiples of 3months).</p> <p>Similarly, additional rate of interest of 1.00% p.a. is offered to Staff/eligible ex-staff members and for Ex Staff cum Senior Citizens, the additional rate of interest is 1.50% p.a. However, the additional rate of interest offered is for amount less than Rs.1 crore only (comprising all types of Deposits at one or more branches put together) placed by staff members, eligible ex-staff members and eligible senior citizen cum ex-staff members where they are the principal account holders.</p>
xiv	Details in respect of the information, available to or held by it, reduced in an electronic form	Information which has public/customer's interest is ported in our web site <a href="http://www.saptagirigrameenabank.in">www.saptagirigrameenabank.in</a> for the benefit of our customers and public in general.
xv	The particulars of facilities available to citizens for	All the branches of the bank subscribe one vernacular and one English daily news papers for the use of Public.

	obtaining information, including the working hours of a library or reading room, if maintained for public use	The working Hours of the branches are displayed in the branch premises in Bold letters for the information of the Public.
xvi	The names, designations and other particulars of the Public Information Officers and Asst Public Information Officers are given in the below Hyper Link	<p>A General Manager is designated under section 19(1) of RTI Act, as the First Appellate Authority (FAA) and Chief Inspector is designated as Central Public Information Officer (CPIO) for Head Office and 3 Regional Managers as CPIOs for Branches under their control under section 5 of RTI Act. All the Branch Managers are designated as Assistant Public Information Officers (APIO) under section 5 of RTI Act.</p> <p>The applications under RTI Act and application fee of Rs.10/- in cash are accepted by all our branches.</p> <p>Application fee of Rs.10/- in cash is accepted by all our branches. The applicant is required to enclose proof of such cash remittance with his application.</p>
xvii	Such other information as may be prescribed; and thereafter update these publications every year	The information relating to public is ported in the Bank's web site from time to time. For details of financial results click: <a href="#">Annual Reports.</a>

**Note to Public: Redressal of Grievances is outside the ambit of RTI Act.**

As per section 4 (2) of RTI Act, Bank disclosed the information suo motu as under:

\* [Code of Commitment to Customers](#) \* [Code of Commitment to Micro & Small Enterprises](#) \* [Know Your Customer \(KYC\) Documents](#) \* [List of holidays](#) \* [Service Charges/Forex Rates](#), \* [Lending Rates](#) \* [Deposit Rates](#)\*, \* [Banking Ombudsman scheme](#)