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PROFILE	OF RUKADI VI	LLAGE
ROFILE O	F THE RATNAKA	R BANK LTD.
UKADI BR	ANCH.	

#### CHAPTER-III

### A PROFILE OF RUKADI VILLAGE. A PROFILE OF THE RATNAKAR BANK LTD., RUKADI BRANCH .

Sr.No.	Topics Page N	10.
3.A.	PROFILE OF THE RUKADI VILLAGE:	
3.1	Introduction.	
3.2	Location.	
3.3	Cropping Pattern.	
3.4	Population.	
3.5	Live Stock & Dairying.	
3.6	Forests.	
3.7.	Rainfall.	
3.8	Minerals.	•
3.9	Industries.	
3.10	Banking.	
3.11	Educational Facilities.	
3.12	Village Administration.	
3.13	Medical Facilities.	
3.14	Electrification.	
3.15	Important Features of Village.	
3,16	Trade.	
3.17	Transport & Communication.	
3.B.	A PROFILE OF THE RATNAKAR BANK LTD., RUKADI BRANCH.	

- 3.18 Historical Background of the Bank.
- 3.19 Organisational Profile of the Bank.
- 3.20 Organisational Chart & Their Functions.
- 3.21 Aims & Objectives of the Bank.
- 3.22 Important Features of the Bank.



#### CHAPTER-III

- A PROFILE OF RUKADI VILLAGE
- B PROFILE OF RATNAKAR BANK LTD.,
  RUKADI BRANCH.

#### 3.A : PROFILE OF THE VILLAGE :-

#### 3.1 INTRODUCTION :

In this chapter researcher has made an attempt to give general information of the village under study in which information as to the geographical, economical and social aspects of Rukadi village have been presented in details.

#### 3.2 LOCATION OF RUKADI VILLAGE:

Rukadi Village is located 15 Kms. away from Kolhapur, on to Kolhapur Miraj Road. The Village is situated on the bank Panchaganga River. Rukadi is situated between Atigre and Mangaon in Hatkanangale Taluka and it covers 1942 hectors and 84 R. area.

Under crop field 1280 hectors and 21 R, and under wells field 190 hectors and 90R and River water supply 451 hectors and .04 R, and without water supply sector is 644 hectors and 27 R.

"Panchaganga" is the main and only river for Rukadi
Village flowing west-north. The Rukadi Village is situated
at the east side of the Panchaganga river. During the rainy
season the river floods with water and create some problems
causing damage to crops of surrounding area.

#### 3.3 CROPPING PATTERN :-

The cropping pattern of village seems to have been dictated by availability of rain and irrigation facilities. Main crops of this region are Jawar, Groundnuts, Wheat, Sugarcane, Grapes, Rice, Chilli and Vegetables. Presently cultivation of grapes and sugar, rice, wheat seems to have attracted the cultivators of the village on a large scale. The increasing rate of agricultural productivity is also a noteworthy feature of the village.

Following table highlights the cropping pattern of the village.

TABLE NO. 3.1 :

TABLE SHOWING THE HECTORWISE CLASSIFICATION
OF CROPS

Crops Pattern	Hectors & R
Sugarcane	315 H. & 44 R
Jawar	308 H. & 32 R
Groundnuts	250 H. & 78 R
Rice	215 H. & 19 R
Wheat	164 H. & 89 R
Chilli	18 H. & 99 R

Thus sugarcane and jawar are the dominant crops of the village.

#### 3.4 POPULATION:

The population according to 1981 census is 11,390. The population according to 1988 census is 19,000 in village. The data regarding growth rate, sex rate, employed, unemployed, illiterate and literate figure, is not so made available by village panchayat. In the year 1981 total population was 11,390 consisting 3,157 members from backward class.

#### 3.5 LIVE STOCK AND DAIRY :

Live stock is a wealth of nation. It plays vital role in our economy. Live stock provides, income, humanfood as well as draught power to the farmers. Special live stock production programmes is carried out in the district. The latest census of livestock was carried in 1988. As per census there are 3,500 sheeps, 1000 goats and 125 hoarses etc.

The Rukadi Village with 8 hectors and 25R, of the forest area under gazing land pastures has a good scope for dairy development. According to 1984 census, there were approximately 500 Buffelows, 1000 Goats, 1350 sheeps, 850 Chickens, 350 Cows, and 402 Buffeloes. Milk business is an important activity and attracting farmers as it provides subsidiary occupation.

The village has also a Milk Co-operative Society started by dairy farmers entitled "Shri. Hajarat Peer Raje-bagswar Milk Dairy Ltd., ", which collects milk from all

farmers. This Dairy collects and supplies milk to Poona and Bombay with its own vans and trucks. The Dairy provides milk to other cities also. It is a remarkable to observe that the dairy has its own patarisation and packing plants. By and large, fifty percent of the total milk is provided to the people in polythine bags. In Rukadi Village rearing of milk animals is being getting popularity as it provides subsidiary occupation and contributes to income generation.

#### 3.6 FORESTS:

Due to availability of rainfall and high degree on hilly parts the Rukadi Village is lagging behind the development of Forests. However, the Village has covered 7 hector and 25 R, of Forest land.

#### 3.7 RAINFALL :

Rainfall is very important aspect of agricultural activities. Rukadi Village is a favoured village as far rainfall is concerned. During last four years the average rainfall is around 696.37 m.m. Mansoon starts in Rukadi. June-July ends in September.

Following table gives rainfall details of Rukadi in Page No. 72.

TABLE NO. 3.2 :

TABLE SHOWING THE YEARWISE & MONTHWISE CLASSIFICATION OF RAINFALL IN RUKADI VILLAGE

YEAR	MARCH	APRIL	MAY	JUNE	JOLY	AUG.	SEPT. OCT.	OCT.	NOV.	DEC.
								·		
1985	ì	1	•	ı	1	•	1	9.20	0° 08	ı
1986	ı	2,40	t	22.00	13,00	57,30	128,40 3,60	3,50	1	i
1987	87.40	ı	00.09	3.20	4,30	2,90	2,50	2,50 3,60	1.40	1.20
1988	ŧ	1	ı	3,00	109,20	52,95	42,42	ı	ŧ	1
TOTAL	87.40	2, 40	60.00	28, 20	126.50	113,15 173,32 16,40 81,40	173,32	16.40	81,40	1.20
				Witness desirement the second second	***************************************	The made of the party of the pa	***************************************			

SOURCE : Complied from Grampanchayat.

#### 3.8 MINERALS :-

As Red Clay minerals is available in village it has promoted brick making activity in the village as clay is used mainly for brick making and house construction.

#### 3.9 INDUSTRIES :

As compared to the other villages the industrial progress of the village is rather high. There is one cooperative "Fertilisers Factory" started in 26=11-1967 in
the village. There is also one private Rice Mill namely
'Kiran Pohe Industriy' situated in the village. There are
also four brick-making factories and also an Engineering
Industry namely "Avadooth Engineering works," situated between
Atigre and Rukadi. Thus Rukadi can be described as a village
which is experiencing slow industrial development.

#### 3.10 BANKING:

The whole Rukadi Village is being served by many national as well as co-operative and scheduled commercial banks namely bank of India, K.D.C. Bank and the Ratnakar Bank Ltd., The K.D.C. Bank was established in Rukadi village in the year 1965. After the establishment of the K.D.C. Bank, the R.B. Ltd., was established in the village in 1970. The BOI has also opened its branch in the year 1973. Hence all banking facilities are available to the people of in addition to the co-operative credit society of the villages,

#### 3.11 EDUCATIONAL FACILITIES :-

Rukadi Village is considered as a education centre in this area and credit of the same goes to 'Rayat Shikshan Sanstha'which started its high school in the year 1948 entitled "Mahatma Gandhi Vidyalaya Rukadi". Since then number of education institutions have come up with active support of Rayat Education Society and local institutions following table show different education institutions being run in Rukadi and strength of students and availability of teachers at different level.

Table showing the classification of Schools, Teachers & Students given in Page No. 75.

#### 3.12 MEDICAL FACILITIES :-

Rukadi Village is well known for availability of best medical facilities and qualified doctors. There is also a one primary health centre. But still some many people depend upon private treatment. There are also a 5 private health problems they take resort to Kolhapur.

#### 3.13 ELECTRIFICATION:

Electrification of the villages is one of the most important indicators for measuring economic development. Now a days electricity is a basic need of human being. Hence under electrification programme maximum villages are electrified. Electricity board has declared 90% electrification in the village.

TABLE SHOWING THE CLASSIFICATION OF SCHOOLS,

TEACHERS & STUDENTS

			4		7 5.5
NAME OF SCHOOL	ESTA- BLISHMENT	TE ME:N	ACHERS WOMEN	STUDE LADIES	
yyddigyng arlygdiologi,cody,cyffiolad Arladydgolydd Anedl yr rei ffinfylloddiddig cydf,cydfordd Yffiffongl,codd					
Mahatma Gandhi, Vidyalaya.	1948	46	9	193	905
. Idlatala.	1710	10		<b>.</b>	903
Shri.Chh.Shahu Jr. College of Education.	1952	15	1		116
College of Engracion.	1992	13	•	_	110
Kanya Vidya Mandir.	1959	2	17	756	***
Mahatma Gandhi Junior					
College.	1975	3	1	-	120
Kumar Vidya Mandir.	1981	10	5	_	375
Kundi viaya Manaii.	1901		3	_	373
Prayogik Vidya Mandir,	1981	12	1	9	402
Sambhajrao Mane Girls					
High School.	1987	2	5	179	-
New English School.	1988	4	_	_	142
Mea midital actions	1300	•	_	_	.1. 2 24
					, e , e set
TOTAL		94	34	1137	2063
TOTAL STUDENTS	-	-	-	3200	***
TOTAL TEACHERS	•	•••	128	-	-
	•				%

SOURCE: Complied from Grampanchayat.

#### 3.14 TRADE :

As result of availability of above mentioned infrastructure the village is progressing in trading activity also which includes dealing in Sugarcane, Groundnuts, Cloths, Hardware, Chemical, Stationary, Spareparts, Automobiles, building material, cement, cycles etc. A spinning Mills is also established 1984 which provided occupation to the 30 persons from the village. In the village bricks are produced which is one of the most important trade in village. A bricks are produced on large scale they can offer the same to the market at competitive rate.

#### 3.15 TRANSPORT AND COMMUNICATION:

The Village has got a well knit structure of roads and railway track. The broad-guage rail track runs through the village. This track starts from the Kolhapur and leads to Bombay and Nagpur. There is too much rush to train during festival season as Kolhapur is a holy and famous for its Ambabai Temple. Many people go to Bombay, Poona for Ganesh Chaturthi. The state highway also pass though the village which links the village with Kolhapur, Ratnagiri to west and the state highway which pass through the village linking with Miraj, Pandharpur, Kurduwadi, Barshi, Latur, etc., on these roads buses of the state transport corporation ply with a high frequency.

In the year 1972, the State Transport pick-up stop was constructed in the village and there are many buses plying frequently to Kolhapur and Ichalkaranji. Atmost all types of transport like, Cycles, Cars, Motor Cycles, Scooter, Buses, Tractors, Tanga etc., appear running on the roads and slowly the road is becoming a high traffic road.

#### 3.16 VILLAGE ADMINISTRATION :

caste gathered to Judge any irregularities among its members and in the community as a whole. Such associations called panchayat, is completely lacking now. The formal administration of the village is now in the hands of "panchayat Members". Rukadi Village divided into 5 wards. Each ward contains specific voters. They ellect their ward members. These elected ward members elect a "Sarpanch and one Depuity Sarpanch." Government appoints Gramesevak wholoocks day to day affairs of the panchayat Office. Presently there are 15 members in the Grampanchayat representing all the village.

The Grampanchayat collects taxes, constructs and repairs the roads, installs tubewells and looks after the primary schools. Taxes are collected according to the income from land or other sources.

The Village divided into 5 wards. The five wards & their representatives are mentioned in the following in P.No.78

TABLE SHOWING PANCHAYAT ADMINISTRATION OF

RUKADI VILLAGE:

sr.no		MEMBERS NAME	DIVISION	POSTS
1	Shri.	Annaso Bandu Digraje	C	-
2	_ "_	Khandu Bapu Chambhar	C	
3	_"_	Jaysingh Dnyandeo Dhavale	В	Members
4	**	Prakash Madhavrao Kulkarni	C	10
5	_"_	Vijaykumar Kakaso Mane	В	98
6	H	Shirpudin J. Mujavar	D	e
7	_"_	Adinath Baburao Kininge	A	H
8	_"_	Bajirao Dada Digraje	A	n
9	#_	Uttam Piraji Kambale	$\mathbf{E}^{\cdot}$	**
10	****	Shamrao Jinappa Gaikwad	E	11
11	_ "_	Vittal Anna Koli	D	H
12	_ "_	Shamrao C. Lokhande	D	**
13.	"	Uaraj Ganpati Surve	E	**
14.	Mrs.	Ajmatbi Jalalso Mujavar	В	**
15.		Shalan Mahadeo Kamble	A	H

#### SOURCE :

Complied from Grampanchayat.

#### 3.17 IMPORTANT FEATURES OF RUKADI VILLAGE AT A GLANCE :

The following important features of Rukadi village.

- 1. Vivid Karyakari Seva Sahakari Society,
- 2. Jawahar Urban Co-op. Credit Society,
- 3. Shetakari Sahakari Sangh Ltd.,
- 4. Hajaratpeer Rajebaswar Milk Dairy,
- 5. Saraswati Sahakari Water Supply Society,
- 6. Panchaganga River & Ramling Hills.
- 7. Sambhajirao Mane Credit Co-op. Society.
- 8. Fifteen Grampanchayat Members,
- 9. Subpost Office
- 11. Girls School,
- 13. Zilla Parishad High School,
- 15. Village Water Supply Office,
- 17. Railway Station
- 19. Bank Of India
- 21. The K.D.C. Bank
- 23. Indira Water Supply Sanstha
- 25. Kirana stores 40
- 27. Pan Shop. 20,
- 29. Restaurant 3,
- 31. Hotel 4.
- 33. Bookbinding Shop
- 35. Masala Grinding,

- 10. Vaternery Centre,
- 12. Primary Health Centre,
- 14. Talathi Office,
- 16. State Transport Stand,
- 18. Drinking Water wells,
- 20. Ratnakar Bank Ltd.,
- 22. Private Despensaries,
- 24. Five wards of the village,
- 26. Cloth Shops. 8,
- 28. Cycle shops 10,
- 30. Bhandi Shop 6.
- 32. Engineering Work shop 1
- 34. Gadi Karkhana
- 36. Londry, Shop,

37. Tailoring,	38. Watch Reparing,
39. Radio, T.V.Repairing,	40. Tractor, Scootor Reparing,
41. Krishi Seva Centre	42. Painting shop,
43. Cyclostyling,	44. Stove, Gasbatti Reparing,
45. General Stores,	46. Medical Stores 3,
47. Furniture Shops.	48. Electricity Stores,
49. Stationery shop,	50. Sweet Mart,
51. Hardware Shop,	52. Tea shop,
53. Cement shop,	54. Chemical Shop,
55. Photo studio 3,	56. Ice Candy Shop.
57. Typewriting Institute,	58. Leather Shops,
59. Carpentary Shops,	60. Bakery Shops,
61. Lottery Stall,	62. Water Tank 3,
63. Tree Plantation,	64. Hair Cutting Saloon Shop,
65. Sahash Milk Dairy,	66. City Land Measurement Centre,
67. The Boy Scout Library,	68. Brick Making Industries 4.
69. Touring Talkies 2, etc.	•

Foregoing information inrespect of Rukadi Village indicates the potentiality of the village development. Through presently agriculture is main activity of the people for there is sufficient scope for banks, like, Scheduled Banks, Co-operative Banks, and Nationalised Banks to play its role in the village and to achieve over all development of the village.

**SOURCE**: Complied from Grampanchayat.

### CHAPTER NO. 3.B : PROFILE OF RATNAKAR BANK LTD., RUKADI BRANCH.

#### 3.18 : HISTORICAL BACKGROUND OF THE BANK :

The Ratnakar Bank Ltd., having its Head Office at Shahupuri, Kolhapur, established in 1st Jan, 1943, on Nagapanchami Day, at Kolhapur.

Shri. Babagonda Patil, and Shri. Gangaram Siddappa Chougule were the prominent founders. They started the Bank with the help of leading local businessman from Kolhapur and Sangli. The bank was registered under The Banking companies Act as applicable to the Kolhapur District. Subsequently, the Branches were opened at Jaysingpur, Vadgaon, Rukadi etc. As required by the law, bank has obtained Banking Licence in the year 1943 and also was included in the Scheduled of RBI Act 1934 in the year 1959.

The bank opened first branch, Outside the Maharashtra State at Belgaum in the year 1974 which is in Karnataka State. The Bank has expanded its activities its branches in Metropolitan Cities and also in Rural areas.

At present, there are 4 Branches in Metropolitan Cities, 12 in Urban-areas, 9 in Semi-Urban areas and 28 in Rural areas.

SOURCE: \* Banking Profile R.B.I. Bombay 1981 P.56.

TABLE NO. 3.5:

# TABLE SHOWING THE ESTABLISHMENT OF BRANCHES IN METROPOLITAN CITIES, URBAN AREAS, SEMI— URBAN AND RURAL AREAS

BRANCHE'S (ARE'A)	TOTAL
RURAL AREAS	28
URBAN AREAS	12
SEMI URBAN AREAS	9
METROPOLITAN CITIES	4
	The second secon

The development of the Bank in respect of the Deposits and Advances in shown in the table No. 3.6. The figures obtained for the said Table are from the year 1965 to 1988.

The picture becomes more clear from the corresponding graph, given in Page No. 84.

TABLE NO. 3.6:

TABLE SHOWING DEPOSITS & ADVANCES OF THE

RATNAKAR BANK LTD., H.O. KOLHAPUR.

(Figures in Lack's Rs.)

YEAR	DEPOSIT'S	ADVANCES
1965	71, 24	43.85
1966	75.47	47.96
1967	110.35	54.28
1968	143,62	82.50
1969	<b>147</b> . <sup>8</sup> 80	101.07
1970	163.64	101.45
1971	188.67	120.86
1972	244.62	156.11
1973	314.97	203.60
1974	344.98	212.01
1975	432,99	281, 29
1976	510.05	380.28
1977	5 <b>28,</b> 05	304.19
1978	615.03	372.55
1979	818,68	519.44
1980	1157.41	770.69
1981	1476.68	980.68
1982	1592.57	1017.06
1983	1792.81	1123.19
1984	2111.01	1231.19
1985	2613.00	1413.97
1986	3230.00	1875.00
1987	4178.00	2194.00
1988	50 crores.	N.A.*

#### SOURCE : \* N.A. = Not Available.

Above table No. 3.6 & graph No. 1 appended on next page indicate consistent increase inrespect of deposits and advances right from 1965 to 1988, which are also shown on graph.

#### 3.19 ORGANISATIONAL PROFILE OF THE BANK :

The Ratnakar Bank Ltd., was started with the prime objective of promoting the economic interest of the borrowers of the bank which tried to render efficient services in raising standard living of people. Now the Bank has extended its activities in all fields of the human life in general and framers and other poors in particular.

The area of operation has also extended subsequently to the whole of Kolhapur District in Maharashtra and Belgaum District, of Karnataka State.

#### I) DAILY ROUTINE :-

All the members of the staff at H.O. and branch offices and by rotation give a talk on any current topic related to Banking about 15 to 20 minutes and " the mass prayer on " Banking " is sung in cours everyday and then right earnestly everybody sits in his chair and starts his official duty at 11 a.m.

For the purpose of convenience proper check and control, all the multi-farious activities of the Bank are divided into separate sections and branches. Each section maintains its accounts separately. There are as many balance sheet a there are sections. They are consolidated, at H.O. which prepares the consolidated balance sheet of the Bank. 26

Each section has to complete its cash ledger, stock ledger etc, every day.

Having completed day to day accounts all the sections and branches situated in Kolhapur City and the other Branches send their daily reports in the prescribed form to the H.O. All the branches including branches located outside the city do send their daily reports by post on the following day. On receipt of the same, secretary, scrutinies all the daily reports and with his observations submits the same to the General Manager everyday.

All the sections and Branches send their respective monthly statements too, i.e. Profit & Loss A/c. Balance sheet, together with the Schedule to the H.O. So as to reach the same by every month.

The meeting of the Managers of all the branches is held where in overall review of working off every branch is taken and difficulties are sorted out. On receipt of all the Statements and documents a scrutiny made before going for the consolidated picture. 27

The establishment section having received the consolidated balance sheet and other important reports from various branches and sections, prepare precise notes for the Board Meeting on every subject and obtain remarks from the Assistant General Manager.

A continuous and con-current audit is carried out by the Government Auditor appointed by the Banking department forthe purpose.

In addition Banks has its own internal audit section for carrying out day to day checking which helps in rectifying most of the major mistakes and irregularities.

#### II) EMPLOYEE RELATION :

The Bank, in consultation with the recognised bank Union of the Staff the employees have finalised the pay scales etc. satisfactorily. The Bank provides a financial Assistance to the members of the staff. Benefits are also made available to staff personnel and their dependents. 28

Compulsory General provident fund at 8.33% has been enforced and the Bank contributes on equal amounts towards the same as Employer's contribution. Other benefits like leave, gratuity, and medical facilities are also provided for the staff.

As on 1980 the total permanent employees 353, 1981 the total permanent employees 402, and 1982-425, and 1983, 431 and 1984 June 436, December 1984, 444 and 1985-447 and 1986, 463 and October 1987, 453 etc.

The organisational set up is very peculiar one.

From the organisational set up delegation of look after the overall supervision of all the activities of the Bank and

also the subordinates recognised their responsibility in order to achieve the common objectives of the Bank has a team of able experienced and trained officals who are devotees to of their work.

Organisational setup of the bank (H.O.) it includes the following departments.

- 1. Secretary Department,
- 2. Loans & Advances Department,
- 3. Account Department,
- 4. Staff Department,
- 5. Inspection Departments, and
- 6. Development Departments etc.

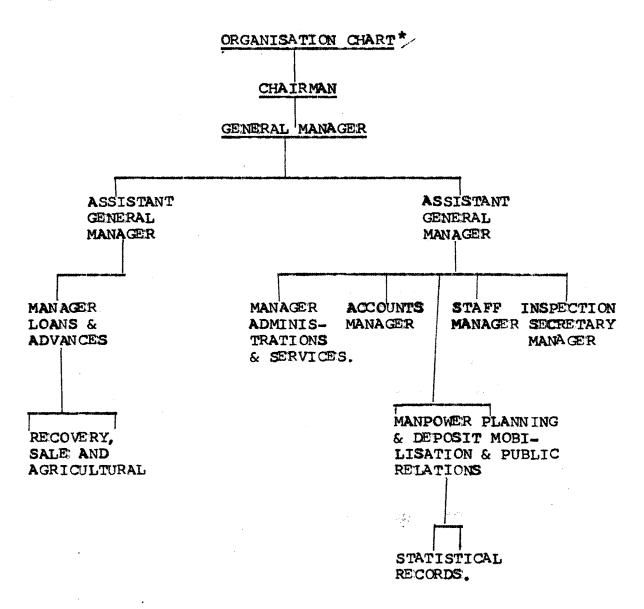
The Ratnakar Bank Ltd., H.O. Shahupuri Kolhapur organisational Chart at H.O. with brief description of functions of each department and name of the head of the department with designation is as given in Chapter No. 3. 20.

#### SOURCE: :

- R. Natraj: Management of Banks,
  "Banking Law and Practice," Himalaya Publishing
  House, Bombay-1982, P-54.
- 27. Sundharam P.M., "Modern Banking," Sultan Chand & Sons, Publishers 4792/23, Daryaganj, Delhi-6, P-5.P-93.
- 28. Gopal Kalkal, "Perspectives in Indian Banking",
  Bombay Popular Prakashan Pvt. Ltd.,
  55C Tardeo Road, Bombay-400 034, 1977 P-88.
- 29. Shekhar K.C.: "Banking Theory & Practice", Vani Educational Books & Vikas Publishing House, Girgaon-Bombay, 1981, P-30.

#### 3.20 ORGANISATION CHART AND THEIR FUNCTIONS:

Organisational chart at H.O. with brief descriptions of functions of each department and name of the head of the department with designation as under-



#### FUNCTIONS :-

- 1. Secretary Department
- 4) Staff Departments
- 2. Loans & Advances Department
- 5) Inspection Departments
- 3. Accounts Departments
- 6) Development Departments,
- \* SOURCE: Indian Co-op. Review Vol.XIX, 1982.

#### I) SECRETARY DEPARTMENT :-

- a) To call Board Meeting, Preparing Agenda sending to respective directors, writing minutes be present in meeting & helping the chairman in conducting the affaires of the meeting.
- b) Annual General Meeting work is to prepare Agenda, making a arrangement of general meeting etc.
- c) Filling a allotment returns and Annual Return of the Company filling a Balance Sheet to Registrar of companies, and other returns according to company laws and to maintain several statutory Book like, register of members, Register of Directors etc.
- d) Share transfer and transmission and issuing share certificates etc.,
- e) Distributing a dividend to the shareholders, Issue of duplicaters inrespect of last instrument (Deposit Receipts) and claims by legal representative of deceased depositors and borrowers etc.

#### II) LOANS AND ADVANCES DEPARTMENT :-

The work of this department involves -

- a) Scrutiny and sanction of Advance-proposals reveived from Branches and keeping the record there of.
  - b) Scrutiny of Branch Returns relating to advances.

- c) Follow up Audit/Inspection objections relating to advances.
- d) Submission of R.B.I. returns relating to advances,
- e) Issue of periodical circulars to Branches relating to policy and procedure of Advances.
- f) Preparation and Schemes for obtaining References ARDC and IDBI.
- g) Follow up of irregular accounts, issue of Notices to Borrowers etc.,
- h) Filling of Suits for recovery of dues and attend in the court matters relating there to.

  Submission of periodical information to Board relating to advances.
  - i) Conveying Board Sanctions for advances to Branches,
- j) Attending to the correspondence relating to District/State level consultative committee meeting of lead Banks etc.,

#### III) ACCOUNTS DEPARTMENT :-

The routine work of this department involves

- a) Maintenance of accounts Daybook, General Ledger, a Balance Sheet, H.O. vouchers etc.,
  - b) Reconciliation of Bank & Branch Accounts,

- c) Scrutiny of Reconcialiations of accounts with other Banks at branches.
- d) Borrowing arrangement with other Banks against Gross Profit Notes etc.,
- e) Maintenance of Investment in G.P. Notes,
  Shares etc, Account and placing the periodical (Quarterly)
  review of these investment in the Board Meeting.
  - f) Management of funds,
- g) Preparation for Annual Accounts and Balance
  Sheets, Scrutiny and follow up on periodical returns such
  as Sundry Debtors, Sundry Creditors, Suspense, Travelling
  and other expenses etc;
- h) Maintenance of Petty Cash and Postage, control over telephone/Telex operations.
- i) Scrutiny of Weekly Balance Sheets of Branches.

This department is Personnel Dept-A bank which discharge following duties and function -

a) Recruitment of Staff.

IV) STAFF DEPARTMENT :-

- b) Maintenance of Staff Record.
- c) Sanctioning of leave and providing releiving staff sanctioning of leave and providing releiving staff
  Attending to Labour cases and conduct of inquiry proceedings.

- d) Providing Staff for training.
- e) Staff Provident fund, Gratuity, Income Tax,
- f) Professional Taxes, & compliance of Returns, Recommendations of Staff for promotions/increments, checking of Salary Sheets overtime bill, T.A. bill etc.,

All types of returns pertaining to staff salary, Bonus for any amounts payable to or recoverable from the staff. Recommendations for transfer of Staff, Control over the typist pool and arrangement of typing work for entire office. Inward and outward etc.

#### V) INSPECTION DEPARTMENT :-

The role of this department is very crucial which includes-

- i) Preparation of regular periodical inspection programme for all branches, Carrying out of actual Inspections and preparation and submission of Inspection reports with summerises,
- ii) Sending reports to branches and obtaining their compliance reports and follow up till rectifications of defects.
- iii) Preparation and review of Inspections procedures. Attending to the work relating to R.B.I. Inspections and Annual Reports, and Annual Audit, Arrangements of training Programme for various categories of Staff incouding training of R.B.I. Colleges and other centres.

iv) Maintenance of Office Library, Review of Book of Instructions and various forms and documents etc.

#### VI) DEVELOPMENT DEPARTMENT :-

This department plan for -

Opening New Branches, Deposit Mobilisation, Bank Advertisement, Development of Head Office and Branch Premises, Developmental Correspondence, Vehicles, furniture and fixtures, Stationary, Printing and Supply of forms etc. Insurance of Bank Assets, All returns relating to Developments Department, follow up of Audit/Inspection objections pertaining to this department.

- 3.21 AIMS AND OBJECTIVES OF THE BANK :The main aims of the Ratnakar Bank Ltd., are explained below :-
  - 1. To supply the borrowers the necessary Assistance.
- 2. To help the borrowers to development their overall circumstances.
- 3. To control the utilisation of Financial Assistance.

  To achieve the above aims the following objectives

  were laid down as per the bye laws of the bank.
- 1) Accepting deposits, from borrowers and members under deposit Scheme like, Current Deposit, Saving Deposit, Pigmi Deposit, Fixed Deposit, Damduppat Deposit, Cash Certificates, Reinvestment Deposit, Monthly Interest Deposit, Lakhapati in our Amrutkumbha Lakshadish Deposit Scheme, Monthly Income Kalpvruksha, Nirantar Scheme etc.,

- 2) To reveive for safe custody securities ornaments and other valuables.
- 3) To buy and sale securities of the central government or State government or other certificates.,
- 4) To draw, accept, endorse, buysell and negotiate inland bill of exchanges, Promissory notes, drafts, bills receivable, railway, receipt, guarantee card, Warrants, Shares and debentures of the other institutions.
- 5) Advancing Loans to members and non-members and borrowers and employees on mortgage or without mortgage as per direction of Registrar of Co-operative Banks.
- 6) To spread Co-operation, economic feelings, and self reliance among the members or other peoples or borrowers of the Bank.
- 7) To crete funds for the welfare of the employees the children of the members and their dependents.
- 8) To collect capital for the day to day activities of the bank.
- 9) The members of the bank are going to act according to the demands of the association to guide them to supply them all financial Assistance on their demand sent through them to supply efficient employees to make arrangements of internal audit for them, to act as a mediator in between the connected Banks.

10) To supply necessary information about Banking and to run information Bureau.

Do banking business inrespect of loans:-

- 1) To act as commission underwriting of stock, Shares debentures bonds etc.,
- 2) To act as against for the R.B.I. or any other bank.
- 3) To acquire land and household properties for purpose of satisfaction of claims and hold properties for purpose of construction of building etc. for office purpose.
- 4) To construct own premises and maintenance of Premises for employment.
- 5) Advancing loans to small scale Industries and Finance for self employment.
- 6) To make other transactions as per Banking Regulation Act 1949.
- 7) To make any business which is approved by Central Govt. for Co-operative banks as per the Act.
- 8) To start printing press for printing and binding the certificates of the Banks after taking the permission of the concerned officers.
- 9) Likewise to satisfy the above basic objectives from time to time the Bank can adopt different plans & prospectives.

#### 3.22 IMPORTANT FEATURES OF THE BANK :-

The Following are the important Features of the Bank :-

- 1) Established in Aug. 1943 in the them Kolhapur District.
  - 2) The bank is helpful to needful.
- 3) Accept "NRE" Rupee currency Accounts in prominent
  14 Urban Branches.
- 4) Secured 1st position during 1987 by achieving 29.30% growth in deposit mobilisation amongst all India private Scheduled commercial banks.
- 5) 57, Branches spread over from Bombay capital city of Maharashtra to Banglore Capital city of Karnataka State.
- 6) Scheduled Commercial Bank having its Registered Office in Kolhapur District.
- 7) Different Deposit Schemes are available in the Bank.
  - 1. Fixed Deposit Scheme.
  - 2. Re-Investment Damdidpat, Damduppat Scheme,
  - 3. Monthly Interest payable Deposit Scheme,
  - 4. Amrutkumbha Deposit Scheme,
  - 5. Kalpavruksha Deposit Scheme.
  - 6. Alpa Bachat (Small Savings) Deposit Scheme.
  - 7. Recurring Deposit Scheme.
  - 8. Cumulative Deposit Scheme.
  - 9. Savings Deposit Scheme.
  - 10. Saving fund Deposit Scheme.

SOURCE: 30 : Choubey B.N.: "Principles & Practice of Co-operative Banking in India,"
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