

MEETING MINUTES of Ethics Committee

Date & Time	Monday, September 29, 2021 (3:30 PM to 4.30 PM)
Venue	Meeting Room of the Office of MD/DMD in NB Tower.
Participants	<ol style="list-style-type: none"> 1. Md. Zahid Hossain, Deputy Managing Director (Chairman) 2. Md. Ridwanul Hoque, Head of RDD (Member) 3. Mostafa Sarwar, Head of CRMD (Member) 4. Tapash Chakraborty, Head of HRMD (Member Secretary) 5. Mohammad Syejuddin Ahmmed, Head of ICCD (Member) 6. Fazal Abdullah, Head of AMLD (Member) 7. Ashraful Alam, Acting Head of CO&SD (Member) 8. Md. Abu Sayed, JAVP, CO&SD
Agenda No. 01	Review and update of last meeting held on June 22, 2021
Discussion	<p>The Meeting was started with the permission of the chair.</p> <p>Acting Head of CO&SD gave update about the progress of the last meeting's below agenda of the NIS:</p> <ul style="list-style-type: none"> ▪ Integrity award and Training – Brought back as agenda. Viewpoint of committee chairman ▪ Building NIS strategies <ul style="list-style-type: none"> ○ Utility bill receipt approach to be defined (Token / Queue Management System / Manual Register) ○ Encashment proceed of ABC will be credited to the accounts only (implemented) ○ Cash & Vault Operations: All the due diligences will be strictly followed by the branch and ICC (video checking). In addition to that Cluster Head will conduct surprise cash cheque at least once in a month under their jurisdictions. ▪ Retention and Destruction Policy (ICCD has emailed draft to GSD).
Decision	<ul style="list-style-type: none"> • Un-accomplished agendas need to be addressed by the concerned wings. • Also Leaflet related to bill payment to be printed and distributed through envelop to aware customer about different way to pay bills in MDB. RDD and PRD will coordinate for the fulfillment of task. • Chairman of the meeting has decided to check the development of retention and destruction policy and consult the matter with GSD and ICC.
Agenda No. 02	Integrity Award and Training
Discussion	<p>Discussed about below points:</p> <ol style="list-style-type: none"> 1. Integrity Award giving – At least certificate/monetary award can be given. 2. Integrity related scale has to be revised as per Bangladesh Bank's prescribed format.
Decision	Chairman himself has taken the responsibility to address the issue to the Managing Director and CEO. HR Division has advised to take necessary initiative regarding this.
Agenda No. 03	Suggestion related to building strategies of NIS
Discussion	<p>Discussion on the recent fraud incidences of the Union Bank.</p> <p>The documents of Union Bank showed that the vault has Tk. 31 crore of liquid money. However, the BB officials found Tk. 12 crore in the vault. (Shortfall of 19 Crore Taka). Union Bank Ltd has adjusted the shortage of funds in its vault through cheque.</p>

	<p>Cash and Vault Operations Branch: Below control mechanism can be deployed:</p> <ul style="list-style-type: none"> • Video checking of surprise visit of the BM by the audit • Bangladesh Bank Circular to be followed strictly related to keeping valuables of Tellers outside cash area and BM/CSM also should ensure its strict compliance. • Video checking of CSM's presence at the time cash opening, closing and safe out of the cash based on requirement by the auditor. • Video checking of CSM's presence at the time of ATM cash loading. • Both teller/cash-in-charge and CSM will handle cash opening, interim cash in/out requirement and cash closing.
Decision	<ul style="list-style-type: none"> • All the due diligences as mentioned above will be strictly followed by the branch, • ICC Division will conduct video checking of Teller Service and Vault operations at the time of their annual audit. • In addition to that surprise check at least once in a month will be conducted by the designated staff of cross-branch under close supervision and guidance of ICC Division. ICC Division will prepare a surprise cash checking schedule for branches and also will provide necessary instruction for surprise check.
Agenda No. 04	Miscellaneous Issues and Information
Discussion	1. Bangladesh Bank's appreciation came for the compliance of NIS. After proving the 4 th quarter report of FY 2020-2021, our total achievement was more than 80%. Big congratulations on your achievement from our NIS cell.
Decision	Information shared with all the participant.



Md. Zahid Hossain
Deputy Managing Director and Chairman of Ethics Committee

