



Indian Overseas Bank

**Customer Grievance Redressal Policy – 2023**

**1. Introduction**

In the present scenario of competitive banking, excellence in customer service is the most important tool for sustained business growth. Customer complaints are part of the business life of any corporate entity. This is more so for banks because banks are service organizations. As a service organization, customer service and customer satisfaction should be the prime concern of any bank. The bank believes that providing prompt and efficient service is essential not only to attract new customers, but also to retain existing ones.

This policy document aims to frame a strong Internal grievance Redressal mechanism with integrated control and Review system along with a root cause analysis. Bank also aims to redress customer complaints within Turn around time to aid in maintaining and refreshing the Customer Relationship. The Grievance Redressal machinery/system will enable to identify the gaps in the banking system so that corrective actions can be put forth ensuring that short comings do not occur in future by way of undertaking preventive measures.

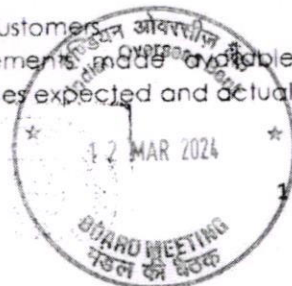
**The bank's policy on Grievance Redressal functions on the policy.**

- a) Customer be treated fairly at all times
- b) Complaints raised by customers are dealt with courtesy and on time
- c) Bank will handle all complaints efficiently, fairly and in a time bound manner.
- d) Customers are fully informed of avenues to escalate their complaints/grievances within the organization and their rights to alternative remedy, if they are not fully satisfied with the response of the bank to their complaints.
- e) The bank employees must work in good faith and without prejudice to the interest of the customer

In order to make bank's Redressal mechanism more meaningful and effective, a structured system is built and this system ensures that the Redressal sought is just and fair and is permissible within the given frame-work of rules and regulation. This Policy document is mandatorily made available at all branches and premises of the bank. The employees are made aware about the Complaint handling process, through internal training process like issuance of circulars from time to time, by conducting staff meetings and customers meeting etc.

**2. The customer complaint arises due to:**

- a. The attitudinal aspects in dealing with customer
- b. Inadequacy of the functions/arrangements made available to the customers or gaps in standards of services expected and actual services rendered.
- c. Technology related





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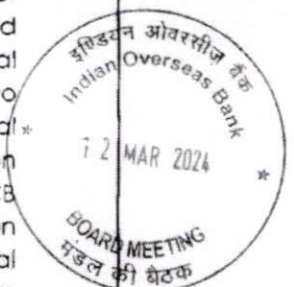
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- 2.1 The customer is having full right to register his/her complaint if he/she is not satisfied with the services provided by the bank. A customer can give his/her complaint or grievance in writing, orally in person, over telephone or by email to the bank or to the Contact Centre with dedicated Toll-Free Line. The customer shall be facilitated with a link to lodge Online complaint directly from the Bank Web page i.e. SPGRS Portal.
- 2.2 Customer shall be made aware of his rights to approach the RBI Integrated Ombudsman in case he/she is not satisfied with the bank's response. As such, in the final letter sent to the customer, banks shall indicate that the complainant can also approach the RBI Integrated Ombudsman, wherever the complaint is maintainable and falls under the purview of the Reserve Bank Integrated Ombudsman Scheme(RB-IO). The details of the Integrated Ombudsman as per RB- IO Scheme will also be included in the letter i.e the address of Centralised Receipt and Processing Centre(CRPC) of RBI: Reserve Bank of India, 4th floor, Sector 17, Chandigarh, 160017 , the RBI CMS site : [www.cms.rbi.org.in](http://www.cms.rbi.org.in) and RBI Contact Centre : 14448.
- 2.3 If Customer Complaint is not resolved within 30 days/ a month from date of lodging the complaint or if he/she is not satisfied with the solution provided by the bank, he/she can approach RBI Integrated Ombudsman or CPGRAMS (Centralised Public Grievances Redressal System- Govt of India, DFS portal) with his/her complaint or other legal avenues available for Grievance Redressal.
- 2.4 Bank shall give wide publicity to the Grievance Redressal Machinery through advertisements and also by placing them on its official website.

### 3. Internal Machinery to monitor and review Customer service/grievances

#### 3.1 Customer Service Committee of the Board (CSCB)

The committee would deal with the Customer Service and Grievances issues related to Deposits and Advances. The committee would also examine any other issues having a bearing on the quality of customer service rendered. This committee would also review the functioning of standing committee on Customer Service. The CSCB shall facilitate appointment of IO (Internal Ombudsman) and place the Internal Ombudsman at the Apex position of the Banks's Internal Grievance Redressal machinery. The CSCB shall establish a system of auto escalation of complaints that are partly or wholly rejected by the Internal Grievance Redressal Mechanism to the Internal Ombudsman for a final decision and approve an SOP (Standard Operating Procedure) to its effect. The CSCB shall have a system to discuss and deliberate upon the cases where the decision of the IO has been rejected by the Bank, which is to be done with the approval of ED. The CSCB shall approve implementation and usage of centralised system for Internal Grievance Machinery for effectiveness.





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**3.2 Standing Committee on Customer Service**

The Standing Committee may be chaired by the MD and CEO or the ED, and includes Senior executives of the bank and non-officials as its members to enable an independent feedback on the quality of customer service rendered by the bank. The committee would have the following functions:

- (a) Evaluate feed-back on quality of customer service received from various quarters. The committee would also review comments/feed-back on customer service and implementation of commitments in the Code of Bank's Commitments to Customers received from BCSBI/RBI.
- (b) The Committee would be responsible to ensure that all regulatory instructions regarding customer service are followed by the bank. Towards this, the committee would obtain necessary feed-back from Regional Managers/functional heads.
- (c) The committee also would consider unresolved complaints/grievances referred to it by functional heads responsible for Redressal and offer their advice.
- (d) The committee would submit report on its performance to the customer service committee of the board at quarterly intervals.

**3.3 Branch Level Customer Service**

Bank to constitute Branch Level Customer Service Committee headed by Branch head. The Committee may meet at least once a month (15<sup>th</sup> of every month, if 15<sup>th</sup> is holiday next working day) to study complaints/ suggestions, cases of delay, difficulties faced / reported by customers / members of the Committee and evolve ways and means of improving customer service.

The Committee acts as a forum to enable customers meet and interact with the senior officials of the Bank with the following objectives:

- (a) Collect customer feedback on services provided by the Bank
- (b) Reduce information gap between customers and Bank
- (c) Most importantly build trust amongst customers

The branch level committees may submit monthly report to Central office of the bank and consolidated quarterly report of the branches will be submitted as inputs / suggestions to the Standing Committee on Customer Service thus enabling the Standing Committee to examine them and provide relevant feedback to the Customer Service Committee of the board for necessary policy / procedural action.





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#### **3.4 Principal Nodal Officer (PNO) and other designated officials to handle complaints and grievances**

Bank would appoint a Principal Nodal Officer of the rank of General Manager (or its equivalent) who will be responsible for the implementation of customer service and complaint handling for the entire bank. The bank may also appoint other designated officers (Assistant General Manager or Chief Manager) at specified centres as Customer Relation Officer at Regional offices to handle customer grievances in respect of branches under their control. The name and contact details of Principal Nodal Officer (s) will be displayed on branch notice boards.

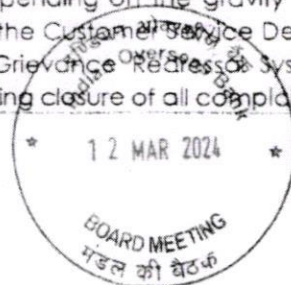
The contact details including name, complete address, telephone number, email address etc of the Principal Nodal Officer will also be displayed in the bank's website.

#### **4. Mandatory Display Requirements:**

- a. Appropriate arrangement for receiving complaints and suggestions.
- b. The name, address and contact number of Nodal Officer at Regional Office/Central office
- c. Contact details of RBI Integrated Ombudsman.
- d. Toll free telephone number for lodging complaints over telephones
- e. Code of bank's commitments to customers/Fair Practice code.
- f. The name and address, direct contact number and email address of the official to be contacted for redressal of the complaints
- g. At every branch of the bank a notice requesting the customers to meet the branch manager may be displayed regarding grievances, if the grievances remain un-redressed
- h. Branch will ensure that the complaint registers are kept at prominent place in their branches which would make it possible for customers to enter their complaints. Branches must attend the complaints entered in the complaint register and update the same in SPGRS, as the case may be.
- i. Bank will display in its official website, the names and other details of the officials of the Head Office/Regional Office who can be contacted for redressal of complaints including the names of the Nodal Officers /Principal Nodal Officer.

#### **5. Resolution of Grievances**

Branch Manager is responsible for the resolution of complaints/grievances in respect of customer's service by the branch. Branch Manager / Regional Manager/ Head of the Department at Central Office is responsible for resolution/ Redressal of Customer grievances respectively at Branch/ RO/CO depending on the gravity and nature, escalation in their control areas. The PNO and the Customer Service Department at Central office is responsible for the Internal Grievance Redressal System and its effectiveness. He would be responsible for ensuring closure of all complaints received





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at the branches. It is his foremost duty to see that the complaint should be resolved completely to the customer's satisfaction and if the customer is not satisfied, then he should be provided with alternate avenues to escalate the issue.

A complete reply should be given to the complainant to the extent possible, in cases where the contention of the complainant has not been accepted by the Bank.

All complaints that are Rejected or Partially Accepted which comes under the provisions of IO Scheme should be referred to the Internal Ombudsman of the bank for his observation, before the Principal Nodal Officer communicates his decision regarding the complaint to the complainant. If the customer is still not satisfied, he has option to go to RBI Integrated Ombudsman with his complaint or other avenues available for Grievance Redressal.

If the branch manager feels that it is not possible at his level to solve the problem, he can refer the case to Regional Office for guidance. Similarly, if Regional office finds that they are not able to solve the problem such cases may be referred to the General Manager (or its equivalent), Customer Service Department, Central Office who is the Principal Nodal Officer of the Bank.

Bank should identify areas in which the number of complaints is large or on the increase and consider constituting special Squads to look into complaints on the spot in branches against which there are frequent complaints.

The complaints relating to the noncompliance of Code of Commitment will also be resolved as laid down under the policy.

The complaints emanating from rural areas and those relating to financial assistance to Priority Sector and Government's Poverty Alleviation Programmes also forms part of Grievance Redressal Mechanism.

#### **6. Time frame**

In compliance with Damodaran Committee Recommendations, bank will accept all complaints. An acknowledgement will be sent to the complainant within 2 days from date of receipt of complaint. Complaint are being analysed in the right perspective because they indirectly reveal a weak spot in the working of the bank. Specific time schedule is evolved for handling complaints and disposing them.

Even though code of commitment permits Redressal within 15 days we have in our policy stipulated specific time frame for resolution of the complaints as indicated below:





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#### Time schedule for resolving the complaints:

Complaint due to	Received from	Period for Redressal
1. Deficiency in normal Banking services	(A) Directly from Public  (B) Govt of India/ RBI/ RBI Integrated Ombudsman	(A) 30 days from date of receipt  (B) 10 days from the date of receipt
2. Deficiencies in Normal Banking services which may result in monetary loss to the customer, subject to policy guidelines as per compensation policy	(A) Directly from Public  (B) Govt of India/ RBI/ Banking Ombudsman	(A) Normally within 30 days from the Date of Receipt. In the cases requiring detailed investigation by branch or external Agency, the settlement period may go beyond 30 days.  (B) Normally within 10 days from the Date of Receipt. In the cases requiring detailed investigation by branch or external agency, the settlement period may go beyond 10 days
3. Staff Attitude	(A) directly from Public  (B) Govt of India/ RBI/ Banking Ombudsman	(A) 7 days from the Date of Receipt  (B) 10 days from the Date of Receipt.
Other Matters	Directly from Public or through GOI/RBI/BO	30 days from the Date of Receipt in case of Direct Receipt from Public and 10 days from the Date of Receipt in cases of GOI/RBI/BO

- All types of Complaints received from Pensioners/Senior Citizens are redressed with utmost priority in least possible turnaround time.

#### 7. Complaints received through various channels:

Complaints are received at the bank through various channels viz.

- a. Letter, E-mail, Over Phone, oral, Direct in person, social media etc.
- b. Toll free number 1800 425 4455 & 1800 890 4445
- c. Standardised Public Grievances Redressal System (SPGRS)
- d. RBI Integrated Ombudsman
- e. Govt of India Portal (CPGRAM/INGRAM)
- f. Complaints received against Bank's Outsourced vendors.





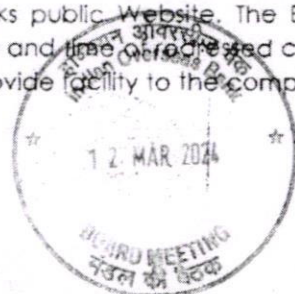
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- a) The Bank has integrated all complaint channel under Standardised Public Grievances Redressal System (SPGRS) portal. **Complaints are Intended to be received at any premises of the Bank Viz., Branch, any Depts. of Regional Office, Central Office and the complaints received through these channels are mandatorily entered into SPGRS by the recipient department.**
- b) Bank will have a system of acknowledging the complaints where the complaints are received through letters /forms.
- c) **Complaint received through Contact centres (Toll Free number):**  
An Outsourced Contact Centre is functional with toll free number 1800 425 4445 & 1800 890 4445. Bank shall facilitate the system, so that the Contact Centre mandatorily lodges all complaints received by them through toll free line into Bank's SPGRS Portal besides maintaining their own docket/record.
- d) **SPGRS (Standardised Public Grievance Redressal System):**  
In compliance to Damodaran Committee recommendations, Ministry of Finance Directive on EASE, RBI Guidelines, Centralised Grievance Management and Reporting system called as SPGRS shall be in Place for effective Grievance Redressal in the Bank. The System shall be made easily available and accessible internally for all officials/ Staff and should also be accessible to all customers at the banks Public site <https://www.ioib.in> at a dedicated place. The Application shall facilitate entry of grievances into the system at any point or premises of the bank by any bank official where the complaint is received. The system shall automatically acknowledge the customer once the complaint is lodged by way of SMS/ Email. The system shall facilitate real time tracking to the customer direct online from public website.

The system shall also facilitate collection of feedback direct from customer on the quality and time of Redressal. The system shall also have a mechanism to auto escalate the complaints to next higher level as per the defined escalation matrix.

The bank shall have a technologically aided centralised platform for the Internal Grievance Machinery named as SPGRS (Standardised Public Grievance Redressal System) that caters lodging, recording, escalation, and Redressal. The said platform shall automatically acknowledge the complainant. The said system shall allow direct lodging of complaints by customer through Online portal from Banks public Website. The Bank shall facilitate to obtain feedback on the quality and time of Redressed complaints from the customer. The System shall also provide facility to the complainant to track the real time status of the complaint.





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**e) Complaint through RBI Integrated Ombudsman:**

Basically, the complainant shall approach the RBI Integrated Ombudsman if his/her complaint at bank is not redressed or no satisfactory reply is received within 30 days of time and has the Opinion/ views of Internal ombudsman.

RBI has started the RB-IOS (Reserve Bank-Integrated Ombudsman Scheme, 2021) from 12.11.2021. The Scheme integrates the existing three Ombudsman Schemes of RBI namely, (i) the Banking Ombudsman Scheme, 2006; (ii) the Ombudsman Scheme for Non-Banking Financial Companies, 2018 and (iii) the Ombudsman Scheme for Digital Transactions, 2019.

In cases where the complainant has approached the BO before the IO has examined the complaint, the bank shall obtain the views of IO and include the views in the reply submission to the RBI Integrated Ombudsman. In other words, the decision of IO shall be mandatorily included in the information submitted by bank to the Integrated Ombudsman while responding to the complaints received from Integrated Ombudsman.

Branches will reply to the complaints referred to them by Integrated Ombudsman as per the norms stipulated by Reserve Bank – Integrated Ombudsman Scheme. The Redressal of the complaint will be on the basis of decision / award given by RBI Integrated Ombudsman. The Integrated Ombudsman will close the complaints based on the replies sent by the Bank.

Decision to prefer appeal against the award by Integrated Ombudsman will be taken on a case-to-case basis. If decided to honour the award, it will be implemented within the time frame as stipulated by Integrated Ombudsman Scheme 2021.

**f) Complaint through CPGRAMS (Govt of India Portal):**

Branches will reply/ respond within 3 days to the complaint forwarded to them by Customer Service Department for the complaint received through CPGRAMS portal. Appropriate action on the pending public grievances should be taken by branches/ ROs/CO departments immediately as per the gravity of the grievance and it should be ensured the complainants are informed by the concerned authorities by sending a reply and a copy of the same be uploaded on CPGRAMS portal. The customer service department will upload the replies/ responses given by the branches in CPGRAMS portal, after which the complaint will be closed by their system.







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**g) Complaints received against Outsourced Vendors/Agents or Violation of the Code by banks agent**

In the event of receipt of any complaint from the customer that the bank's Outsourced Agents/Representative/ or DSA (Direct Selling Agent) has engaged in any improper conduct or acted in violation of the Code of Bank's Commitment to Customers which the bank has adopted voluntarily, the bank is committed to redress the matter by Lodging into Bank's SPGRS Portal & investigate the matter and endeavour to communicate the findings to the customer within 7 working days from the date of receipt of complaint and wherever justified, compensate the customer for financial loss if any. The grievance related to outsourced agents to be got resolved through the outsourced agency with appropriate recovery/compensation from the agency only.

- ❖ In addition to above suggestions/ complaint box should be available in all branches. In all branches are having a complaint book/ register with perforated copies in each set. The customer can write or give oral complaint which will be recorded in the complaint register by the officials and acknowledgement will be given to the customer. One copy of such complaint will be forwarded to controlling office. The complaint received through this mode (through suggestion box) or through register will also be lodged in SPGRS.

**7.1 Internal Ombudsman:**

The Bank has appointed Internal Ombudsman as per RBI guidelines (IO Scheme) as an additional authority, independent in nature and is placed at the Apex Position of the Internal Grievance Redressal machinery. The IO shall not entertain First Resort complaints. The Bank Shall mandatorily refer all the Partially accepted and Fully rejected complaints that comes under the provisions IO Scheme to the Internal Ombudsman for examination. Branches/ RO/Verticals at CO shall forward all such rejected complaints to Customer Service Department to facilitate further inspection and decision for referral to IO. IO may concur with the views of the bank or give a decision against the bank. The Decision of IO will be binding on the bank.

**7.2 Appealing to Higher Fora:**

Where the policy issues are not involved, Bank should carefully weigh the cost aspects before appealing against the decision of lower legal court like Consumer Court/ Lower-level Civil Court.





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#### **7.3 Customer Service Meeting during Internal Audit:**

Bank have the policy in place to conduct customers meeting through ethic RBIA Inspection and concurrent audit of the branches.

#### **7.4 Redressal and Closure of complaints:**

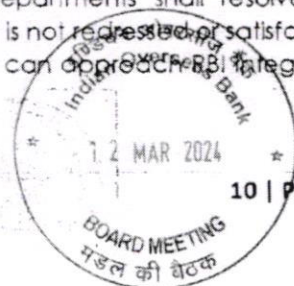
- The stake of Internal Grievance Redressal machinery lies with PNO who is the General Manager (or its equivalent) of Customer Service Department and his Department. i.e. CSD at Central Office.
- The Stake of closure of complaints lie with Customer Service Department for **Non-Digital Complaints**.
- The stake of closure of complaints lie with Digital Banking Department for **Digital Complaints**.
- All Fully accepted Complaints shall be closed once the grievance is redressed.
- All Partially accepted (Partially rejected) and Fully Rejected complaints that comes under provisions of IO scheme, shall be referred to Internal ombudsman for examination and opinion and appropriate closure shall be done after that.
- Any complaint regarding loan, on non-observation of time norms for sanction/ disbursal alone will be treated as complaint.

#### **8. Escalation Matrix**

Branches /ROs/ department of Central Office should endeavour to ensure that the complaint / grievances is resolved at the earliest and no room is given for escalation of complaints/ grievances. The escalation matrix gives the time available for the different layers for resolution of the complaint and the escalation to the higher authorities if the resolution is not done on time.

Sl. No	Lodgement /Received at	Day of lodging/Escalation	Days available for redressal
1	Branch	1 <sup>st</sup> Day	10 days
2	Regional Office	11 <sup>th</sup> Day	10 days
3	Central Office	21 <sup>st</sup> Day	10 days

The complaint received in any form is first lodged with the branch for redressal. If the complaint is not redressed within 10 days from the date of lodgement, the same shall be escalated to Regional Office on the 11<sup>th</sup> day of the lodgement. If the complaint is not redressed within next 10 days at the Regional Office level, the same will be escalated to Central Office departments on the 21<sup>st</sup> day of lodgement of the complaint. Central Office departments shall resolve the complaint within the next 10 days. If the complaint is not redressed or satisfactory reply is not received within 30 days, the customer can approach RBI Integrated Ombudsman for redressal of the grievance.





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**Damodaran Committee**

Online Grievance Redressal System	Under Para No 7(C)
Customer Service meeting during internal Audit	Under Para 7.3
Time frame for Grievance Redressal	Under Para No 6
Escalation of complaint	Under Para No 8
Appealing for higher Fora	Under 7.2

**9. Interaction with customers**

The bank recognizes that customer's expectation/requirement/grievances can be better appreciated through personal interaction with customers by bank's staff. Structured customer meets, will give a message to the customers that the bank cares for them and values their feedback/ suggestions for improvement in customer service. All branches therefore, will hold Customer Service Meeting (Customer's Grievance Day) on 15<sup>th</sup> of every month which is the Branch level customer committee meeting. Such Interactions will help the customers appreciate banking services and discuss their grievances in depth. The feedback from customers obtained during such interaction would be valuable input for revising Bank's product and services to meet customer requirements.

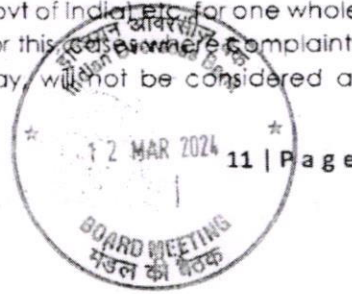
**10. Sensitizing operating staff on handling complaints**

Staff should be properly trained for handling complaints. We are dealing with people and hence difference of opinion and areas of friction can arise. With an open mind and a smile on the face, we should be able to win the customer's confidence. Customer service, public relations, imparting soft skills required for handling irate agitated customers will be an integral part of the training programs. It would be the responsibility of the Nodal Officer to ensure that internal machinery for handling complaints/grievances operates smoothly and efficiently at all levels. He should give feedback on training needs of staff at various level to the HR department.

Based upon quarterly analysis of complaints Educative series is published and findings of analysis is shared with Staff college to include in Staff training programmes.

**11. Incentive for Complaints - free branches**

Branches against which no complaint has been made from any channel, viz directly, email, SPGRS, RBI, Banking Ombudsman, CPGRAMS (Govt of India) etc. for one whole year will be considered as Complaint Free branches. For this purpose, no complaints received and resolved/closed within next working day, will not be considered as complaints.





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Regional manager will recommend such branch's name. Staff member of those branches will be awarded onetime payment of Rs.500/- (Rupees Five Hundred only) per staff as incentive for the branch being complaint free, for the previous financial year.

**12. RBI Circular No. RBI/2020-21/87 CEPD CO PRD Cir. No.01/13,01013/2020 21 dated 27.01.2021:**

To further strengthen the customer grievance Redressal mechanism in banks, RBI has decided to put in place a comprehensive framework comprising of, inter-alia, **enhanced disclosures by banks on customer complaints, recovery of cost of Redressal from banks for the maintainable complaints received against them in OBOs in excess of the peer group average**, and undertaking intensive review of the Grievance Redressal Mechanism and supervisory action against banks that fail to improve their Grievance Redressal Mechanism in a time bound manner.

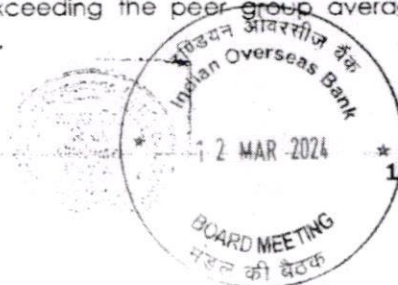
**12.1 Recovery Cost of Redressal of Complaints:**

Banks will be grouped into peer groups based upon asset size of the Banks as on March 31, of previous year; Peer group average of maintainable complaints would be compiled on following parameters;

1. Average Number of Complaints per Branch.
2. Average Number of Complaints per 1000 accounts (Total of Deposit and Credit accounts) held by the Bank; and
3. Average number of Digital complaints per 1000 Digital transactions executed through the bank by its customers.

**The cost of redressing complaints in excess of the peer group average will be recovered from the banks as follows:** The cost of Redressal to be recovered in this respect will be the average cost of handling a complaint at the OBOs during the year.

- **excess in any one parameter** - 30% of the cost of redressing a complaint (in the OBO) for the number of complaints in excess of the peer group average
- **excess in any two parameters** - 60% of the cost of redressing a complaint for the number of complaints exceeding the peer group average in the parameter with the higher excess.
- **excess in all the three parameters** – 100% of the cost of redressing a complaint for the number of complaints exceeding the peer group average in the parameter with the highest excess.





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**12.2 Enhanced Disclosure on Complaints:**

As mandated in the RBI circular, Bank is publishing the Analysis and disclosures of complaints/Awards/ Unimplemented awards of RBI Integrated Ombudsman along with bank's Annual Financial Result in the Annual Report. This statement will include all the complaints received at Central Office, Controlling Office and the branches.

**13. Validity:**

This Policy will be valid for a period of three years from the date of approval and will be placed for review every year. MD & CEO has the discretion to extend the validity of the policy by 6 months. Any changes suggested by RBI / Other regulatory authorities during the currency of the said Policy, will automatically form part of the Policy.

1. We confirm that all the relevant circulars/guidelines/directions issued by RBI and other regulators with regard to the New Policy or Policy under review/renewal, during the review period has been incorporated in the policy.

Sl. No	RBI/Other regulators Ref No.	Date	Guidelines/Circulars/Direction In Brief
1	Master Circular no Leg. B C. 21/09.07.006/2015-16	01.07.2015	Customer Service
2	Customer Complaints RBI/2020-21/87 CEPD. CO. PRD. Cir. No.01/13.01.013/2020-21]	27.01.2021	Customer Complaints
3	Reserve Bank - Integrated Ombudsman Scheme, 2021 (RBIOS, 2021) CEPD. PRD. No.S873/13.01.001/2021-22	12.11.2021	Customer Complaints

