

APPLICATION FOR CUSTOMER SERVICE POINT (CSP)



FOR OFFICE USE AT LHO

CSP CODE NO: _____ DATE: _____

PHOTOGRAPH

NAME OF THE APPLICANT:-

FATHER'S NAME:-		MOTHER'S NAME:-	
VILLAGE/WARD:	CODE:	GP :	
TOWN (FOR U/SU):	CODE:	BLOCK :	
SUB- DISTRICT:	CODE:	PIN :	
DISTRICT:	CODE:	CATEGORY(RURAL/SU/U):	
LALTITUDE (UPTO 6 DECIMALS):		LONGITUDE(UPTO 6 DECIMALS):	
DISTANCE OF NEAREST CSP : KM			
NEAREST SBI BRANCH NAME :		CODE	DISTANCE: KM
NAME OF SSA, IF ALLOTTED TO STATE BANK OF INDIA:		CODE:	

PERSONAL DETAILS OF CSP:	
DATE OF BIRTH: AGE: YEARS	EDUCATIONAL QUALIFICATION:-
PLACE OF BUSINESS (RENTED / OWNED):	
PERIOD OF STAY AT PRESENT LOCATION: YEARS	E-MAIL ID :
IDENTIFICATION TYPE :	IDENTIFICATION TYPE-PAN
AADHAAR NO:	PAN CARD NO.:
BANK A/C NO OF SBI :	BRANCH NAME:
PERMANENT ADDRESS AND CONTACT DETAILS OF CSP	
AT :	POST :
DIST: PIN:	MOBILE NO :
BUSINESS POTENTIAL:	
TOTAL POPULATION:	NO. OF HOUSEHOLDS:
MAIN ACTIVITY OF PEOPLE:BUSINESS	APPROX NO. OF BUSINESS ESTABLISHMENTS:
NO. OF A/Cs EXPECTED:	ANNUAL BUSINESS EXPECTED (RS LAKHS):

DATE:

SIGNATURE OF THE APPLICANT

CERTIFIED THAT:

- I) ALL THE PARTICULARS MENTIONED ABOVE ARE CORRECT.
II) WE HAVE VERIFIED AND CONFIRMED THAT NET CONNECTIVITY IS AVAILABLE AT THE LOCATION.
"SIGNATURE OF THE APPLICANT IS ATTESTED"

DATE:

PLACE:

SIGNATURE OF AUTHORIZED PERSON OF BC WITH SEAL

AT BRANCH OFFICE:
I) SCORE AS PER SCORE SHEET:
II) KYC VERIFICATION HAS BEEN DONE AND KYC DOCUMENTS KEPT ALONGWITH THE APPLICATIONS AS BRANCH RECORD.
III) NO DUES CERTIFICATE FROM LOCAL BANKS OBTAINED & KEPT AS BANK RECORD
IV) NOTARISED SELF AFIDAVIT OBTAINED& KEPT AS BANK RECORD:
V) POLICE VERIFICATION REPORT OBTAINED & KEPT AS BANK RECORD:
<p>RECOMMENDED FOR ALLOTMENT OF CODE TO THE APPLICANT FOR SETTING UP CUSTOMER SERVICE POINT AGAINST THE REPLECEMENT OF KO CODE , Location-.....</p> <p>NAME: -</p> <p>DATE : PLACE:-</p> <p>BRANCH MANAGER MANAGER (F.I)</p>

SCORING SHEET FOR KIOSK OPERATORS

Name of the Applicant:

Category of Applicant:

Part A-Quantitative Assessment

Sr.No	Parameter	Criteria	Marks	Max. Marks	Marks scored
01	Office A.	i. Non Residential ii. Residential	5 2	5	
	Office B.	i. Located at central place at the centre/prominent place at the centre ii. Located elsewhere at the center	5 2	5	
02	Employer's certificate, if any	i. Satisfactory conduct certificate submitted ii. Not submitted	2 1	2	
03	Opinion Report of present banker	i. Submitted/acceptable ii. Not submitted/not acceptable	1 0	1	
04	Reference of two persons known to Bank	i. Submitted/Acceptable ii. Not submitted/not acceptable	1 0	1	
05	Area of operation - Distance between the CSP and the link branch	i. within 15 Kms ii. Beyond 15 lms.	2 1	2	
06	No. of employees	i. More than one employee ii. No employee	2 1	2	
07	Education	i. Graduate and above ii. 12 th pass iii. 10 th pass	3 2 1	3	
08	Infrastructure	i. Owned premises ii. Rented Premises	2 1	2	
09	Exposure to Rural/Semi-urban areas	i. During service period worked in rural/semi-urban area ii. No rural/Semi-urban orientation	2 1	2	
		TOTAL		25	

Minimum Eligible Quantitative Score: 12

Part B- Qualitative Assessment

			Marks	score
A	Knowledge			
	High	Has full formal knowledge and training in financial products and insight into local trends. Possesses computer knowledge	5	
	Medium	No formal training in finance but has working knowledge and exposure to financial products and local trends	3	
	Low	No training or exposure in financial products .No computer knowledge	2	
B	Willingness			
	High	Is willing to invest in printing visiting cards, placards, employees, is confident of money-making potential and will work full time as BC. Possessing financial ability to invest in POS devices and other equipments. Able to raise stipulated security deposit of Rs.5.00 lacs. Ability to retain required cash balance at POS & the balance in current account.	5	
	Medium	Will invest some through self or employees and scale up if efforts are profitable, will work part time as BC. Has to depend partly for outside source for investing in POS/other equipments/security deposit.	3	
	Low	Will invest full time personally but is not interested in hiring employees. Financial resources moderate.	2	
C	Sales Orientation			
	High	Has experience as an outbound sales person and will use his existing network to sell as a BC; knows how to generate contracts and will telephone them. Fluent in local language.	5	
	Medium	Aware of sales methods like approaching shops and houses(door to door) & getting contracts from Registrars, Panchayats, affluent merchants, etc for enrolling customers. Workable knowledge of local language	3	
	Low	Will approach shops, houses apart from selling to people approaching him with enquiries. Lacks fluency in local language.	2	
D	Scale of Commerce			
	High	Deep rooted and strong local rapport	5	
	Medium	Moderate influence in the society	3	
	Low	Limited influence in the society.	2	
E	Experience in Handling cash/Accounts			
	High	Has good experience in handling cash & keeping of accounts	5	
	Medium	Has some experience in handling cash/keeping accounts	3	
	Low	Has limited experience in handling cash/keeping accounts.	2	
		TOTAL	25	

Minimum Qualitative Score: 12

AFFIDAVIT (Rs.100/-)

I,S/o /D/o / W/o , Mr. resident
of, do hereby solemnly affirm and declare as under :

1. That I am a citizen of India.
2. I am not a defaulter of any bank with loan or any other instrument.
3. My educational qualification is 12th pass or above.
4. I am not affiliated to any political party.
5. I have no criminal record against me.
6. None of my family member works in SBI.
7. I have applied for police verification and will submit report immediately on receipt.
8. I have capability to handle the cash and operate the technology.
9. The place mentioned location is rented / owned.
10. The place mentioned as residence is rented / owned.
11. I will open the outlet from 8 AM to 8 PM and will work on Sunday / Holidays
12. I will arrange for all banners / Board / Stationary / Register as per Bank instructions.
13. I will follow all SBI / CSC instructions regarding operations.
14. I will pass IIBF Exam as early as possible.
15. I will not resort to malpractices and not use private portal or other Bank's portal
16. I am aware that in case of any wrong information my code will be canceled.

DEPONENT

Verification:

Verified at.....on this day..... that the contents of the above affidavit are true and correct to the best of my knowledge and belief.

DEPONENT

TO WHOME IT MAY CONCERN

REFERENCES – 1 : –

This is to certify that, I know Mr/Mrs

S/o,D/o,W/o.....resident of

village.....PO.....Ps.....Di

strict.....for sinceyears, he/She behaviour is good and moral character is also good.

1. Name:-.....

Father name:-.....

Address:-.....

.....

.....

Aadhar number:-.....

Pan no.

Account no.(SBI)

Mobile no.

Occupation:-

Signature

TO WHOME IT MAY CONCERN

REFERENCES – 2 : –

This is to certify that, I know Mr/Mrs

S/o,D/o,W/o.....resident of

village.....PO.....Ps.....Di

strict.....for sinceyears, he/She behaviour is good and moral character is also good.

1. Name:-.....

Father name:-.....

Address:-.....

.....

.....

Aadhar number:-.....

Pan no.

Account no.(SBI)

Mobile no.

Occupation:-

Signature