

All the Managers who have been given a special assignment for settling maximum number of default loan cases under ongoing OTS and for recovering maximum amount in NPA/Default accounts of DCCBs are instructed to send a daily report on the under noted format to M&P Section of Harco Bank Head office marked to Mr. Ashwani Kaushik for its perusal by the Managing Director.

Visit Report

Dated:

Name of Branch	Name of Defaulting Borrower and Contact No.	Account Number	Date of sanction of loan and amount of loan sanction		Total Dues to be recovered upto 31.08.2019	Date and Place of Contact	Visit Remarks
			Date of Sanction	Amount of loan			

Officer Signatures
 Designation
 Date: