

MIZORAM CO-OPERATIVE APEX BANK LTD.

Head Office: Tuikual South.
Near Aizawl Tennis Court,



Email: mcabho@mizoapex.com
Aizawl - 796001. Mizoram
Phone: 0389-2322744

NO. MCAB/Adm/ 15 / 2020-21/ 173

Dated Aizawl, the 23 March, 2021

CIRCULAR

(Corporate Email, Whatsapp for Official Communication)

Banking Operation System pumpui hi Manual atangin Computerised System ah thlak hlawk a lo ni tak hnu hian kan nitin hnathawhna hman atana kan hmanrua leh hnathawh dan pawh nasa takin a lo danglam chho ta a. Bank Controlling Institution i.e., RBI, NABARD, etc te kan dan zulzui, eg. Correspondences i.e., Order & Circulars, etc chung changah hian keini Bank pawh tunlai hmasawna mil a kan inherrem chhoh ve zel hi a tul. RBI, NABRD, etc atang hian, Soft Copy email atang tih loh, Post Office atang a Hard Copy kan hmuh lohna a rei ta hle.

Entirnan: Branch atanga Head Office or HO – Branch ah General Correspondence, Information, Return, etc atan tunhmalam 1990's bawr ang renga Sumo, Dak, etc ngawr ngawr hman tumna kan la neih reng chuan tunlai E-System hmasawna a kan dinhmun ah mahni kan in update hle a ngai ta tihna te pawh a ni awm e.

Head Office - Branch - Head Office inkar a Order, Circular & Other Correspondences, etc chak zawk a a kal theihnan leh Bank hmasawna atan hetiang hian Dt. 1.4.2021 atanga hmalak dan tur kan inhriattir e.

1. Branch atanga H.O lehkha tur te heng email ah te hian thawn thin ni se.
eg. mcabho@mizoapex.com, loan@mizoapex.com, mcabfin@mizoapex.com,
mcab@insp.com, it@mizoapex.com

Action: C/BM All Branch

2. A chung a mi ang chiah khian Head Office atanga Branch lehkha tur bik or Circular/Order eng chi pawh Branch Email ah thawn ni bawk se

Action: All Head Office Dept. & i/c Head Office

3. Branch to Branch inkar Correspondence ah pawh a chung a tarlan ang khian hmalak ni se

Action: C/BM All Branch

4. Social Media Email i.e., rediffmail, gmail, ni lo, kan Bank Corporate email- mcabho@mizoapex.com, loan@mizoapex.com, etc, etc 'Secured Mail' kal tlang a correspondence angah te chuan a tawpah signature a awm tel kher a tul lo, copy erawh dahthat zel tur. Signature mamawh leh tul bik correspondences ah chuan document chu Scan a upload mai tur a ni ang. Whatsapp 'MCAB Core Group-te pawh theih chin ah chuan hman tangkai theih a ni.

5. Sumo a lehkha thawn hian, a hmun a kal a ngai, pawisa chawi a ngai, a lo dawngtu turin ni 3/4 hial a nghah a tul fo bakah va lam a ngai, a bo palh fo thin bawk. Email chuan minute 2/3 lek chung a lo hmuh leh download in file process mai theih a ni.

Head Office a Dept. Head & i/c leh Chief/Branch Manager zawng zawngte 1st April, 2021 atang chuah he hriattirna hi lo zawm tur leh Working Days tin a mahni concern email theuh tum 2/3 emaw tal check ziah thin turin kan in ngen nghal e.


Sd/-
LALZUAHLIANA
Chief Executive Officer

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Copy for information and compliance to:

1. All Chief/Branch Manager for information and compliance
- 2, Dy/All AGM, Sr. Officer Head Office for information and compliance
3. Manager, IT Dept. for uploading of Circular to respective email of Branches


G. LALTHANPUIA
Asst. General Manager