

MIZORAM CO-OPERATIVE APEX BANK LTD.

License No. RPCD.Guwa/2011-12/SCB-4

Head Office : Tuikual South.
Near Aizawl Tennis Court,
Aizawl – 796001. Mizoram



Email : mizoapex@rediffmail.com
it@mizoapex.com
Fax : 0389 -2327764
Phone : 0389 -2327514, 2320418

NO.MCAB/IT/38/2024-25/152

Date. 3rd July, 2024

CIRCULAR (ATM OPERATION)

ATM kan enkawl danah leh a vawnhim kawngah hian hma kan sawn zel a pawimawh hle a, kan ATM room-te hi a faian a him tha tawh tur a ni a, CCTV te pawh a khat tawka enfel tur a ni. ATM Cash Replenishment-ah hian fimkhur leh zual a ngai hle, ATM transaction reconciliation pawh a theih ang anga kalpui chhoh mek zel niin tuna a lan danah chuan ATM Cash leh ATM Cash GL – ah te hian difference engemaw zat a awm belh zel tih hmuh chhuah a ni. Hei hi a chhan hrang hrang awm thei a nih avangin uluk lehzuala kan enkawl a tul hle.

ATM Operation atana hriattur pawimawhte a hnuaiyah hian tarlan a ni a, zawm theuh tur a ni.

1. **Dual Custodian** : ATM Vault hi Dual Combination Key hmang vek an ni a, he Vault key hi mi pahnihin (Key pakhat ve ve, a hranin) an vawng tur a ni.
2. **Manual Register** : ATM Cash replenishment register vawn tur a ni. (Format enclosed)
3. **Cash Replenishment** : ATM Cash load dawnin hengte hi tih ngei ngei tur a ni.
 - a. ATM Cassette detail Screen en hmasak tur a ni a, Rejected, Dispensed leh Remaining te chhinchhiah hmasak tur a ni.
 - b. Remaining note leh Reject BIN-a note awm zat leh Cassette detail-a lang zat a in mil em tih enfiah hmasak tur a ni. A inmil a nih chuan cassette clear-in Remaining note leh Reject BIN-a awmte la khawmin Cash load tur nen chhiarfinin “ADD CASH” tur a ni.
 - c. (b)-hi a inmillo a nih chuan; Reject BIN + Dispensed + Remaining te belhkhawm vek tur a ni a, chumi belh chuan ATM Cash Load hnunung ber a mil tur a ni.
 - d. (c) -hi a inmillo a nih chuan reconcile ngai a awm tihna a nih avangin chhinchhiah I.T Dept.-ah report tur a ni ang. Chhinchhiah fel a nih hnu-ah Cassette clear-in note awm zawng zawng leh Cash load turte nen chhiarfinin “ADD CASH” tur a ni.

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Continuation...

- e. Reject BIN-a awm te hi Cassette clear hmasa lo chuan Cassette-ah dah luh loh tur a ni a, Reject BIN-ah dah rih zel tur a ni.
4. ATM Cash Load dawn reng rengin Branch head/Officer incharge ten an verify hmasa zel tur a ni. ATM Cassette-te hi branch atanga fillup sain, cassette lock hnuah chauh load thin tur a ni.
5. ATM Cash GL – 771 debit dawnin Batch-Type : “ATMS” hman tur a ni.


Sd /-
A . LALLUNGMUANA
Chief Executive Officer

Memo NO.MCAB/IT/38/2024-25/152

Date. 3rd July, 2024

Copy to:

1. DGM, AGMs Mizoram Cooperative Apex Bank Ltd, for information.
2. CMs/BMs Mizoram Cooperative Apex Bank Ltd, Branches for information and necessary action.


(P LALSAWMLIANA)
Dy. General Manager

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Register format

DATE	DISPENSED	REJECTED	REMAI NING	TOTAL-1 (B+C+D)	CASH BALANCE (C+D)	ATM GL (GL-771)	CASH LOAD	DIFF (F-G)	TOTAL CASH (F+H)	REMARK
A	B	C	D	E	F	G	H	I	J	K