

NHB (ND)/DRS/Policy Circular No.92/2018-19  
February 05, 2019 ✓



All Registered Housing Finance Companies

Madam / Sir,

**Guidelines on Reporting and Monitoring of Frauds in Housing Finance Companies**

1. Incidence of frauds in the housing sector is a matter of concern. While the primary responsibility for preventing frauds lies with the Housing Finance Companies (HFCs) themselves, the National Housing Bank (NHB) has been advising HFCs from time to time about the major fraud prone areas and the safeguards necessary for prevention of frauds.
2. NHB has been sharing information (Caution Advice) with the HFCs on a quarterly basis on the modus operandi and causative factors of housing finance frauds reported to it by various HFCs, with a view to enabling them to take adequate precautions, exercise due diligence and initiate timely corrective actions to avoid such fraudulent incidences.
3. To facilitate the ongoing process relating to reporting of frauds in HFCs and to strengthen the reporting and monitoring system relating to fraudulent transactions reported by HFCs, NHB has decided to issue Guidelines on Reporting and Monitoring of Frauds in Housing Finance Companies, copy enclosed as **Annexure I**.
4. HFCs are advised to strictly adhere to the provisions of the Guidelines, in particular the timelines stipulated in the Guidelines, failing which the companies would be liable to supervisory action, including invocation of penal action as per the provisions of the National Housing Bank Act, 1987.

Please acknowledge receipt.

Yours faithfully

(V. Vaideswaran)  
General Manager  
Department of Regulation & Supervision

Encl.: as above

## Guidelines on Reporting and Monitoring of Frauds in Housing Finance Companies

1.1 Incidence of frauds in Housing Sector is a matter of concern. While the primary responsibility for preventing frauds lies with the Housing Finance Companies (HFCs) themselves, the National Housing Bank (NHB) has been advising HFCs from time to time about the major fraud prone areas and the safeguards necessary for prevention of frauds. To facilitate this ongoing process, it is essential that HFCs report to the NHB full information about frauds and the follow-up action taken thereon. HFCs may, therefore, adopt the reporting system for frauds as prescribed in the following paragraphs.

1.2 It has been observed that frauds are, at times, detected in HFCs long after their perpetration. The fraud reports are also submitted to the NHB, many a time, with considerable delay and without the required information. On certain occasions, the NHB comes to know about frauds involving large amounts only through press reports. HFCs should, therefore, ensure that the reporting system is suitably streamlined so that frauds are reported without any delay. HFCs must fix staff accountability in respect of delays in reporting fraud cases to the NHB.

1.3 Delay in reporting of frauds and the consequent delay in alerting other HFCs about the modus operandi and issue of caution advices against unscrupulous borrowers could result in similar frauds being perpetrated elsewhere. HFCs may, therefore, strictly adhere to the timeframe fixed in these Guidelines for reporting fraud cases to NHB failing which the companies would be liable for penal action as prescribed under Chapter VII of the National Housing Bank Act, 1987.

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## Chapter - I

### Preliminary

#### 1. Short Title and Commencement

a) These Guidelines shall be called Guidelines on Monitoring of Frauds in Housing Finance Companies, 2018.

b) These Guidelines shall come into force with immediate effect.

#### 2. Applicability

The Guidelines shall apply to all Housing Finance Companies registered with the National Housing Bank (NHB).

## Chapter - II

### Introduction

1. HFCs shall put in place a reporting system for recording frauds without any delay. They should fix staff accountability in respect of delays in reporting of fraud cases to the NHB.

2. HFCs shall strictly adhere to the timeframe fixed in these Guidelines for reporting frauds, failing which HFCs would be liable for penal action as prescribed under the provisions of Chapter VII of the National Housing Bank Act, 1987 ( the NHB Act).

3. HFCs should specifically nominate an official of the rank of General Manager or equivalent who will be responsible for submitting all the returns to the NHB and reporting referred to in this Guidelines.

4. In case no frauds are detected, HFCs are not required to submit 'Nil' report to the National Housing Bank. At the same time enough precautions should be taken by HFCs to ensure that the cases reported by them are duly received by the NHB.

5. HFCs shall disclose the amount related to fraud, reported in the company for the year in their balance sheets.

## Chapter - III

### Classification of Frauds

1. In order to have uniformity in reporting, frauds have been classified as under mainly based on the provisions of the Indian Penal Code:

- a) Misappropriation and criminal breach of trust
- b) Fraudulent encashment through forged instruments, manipulation of books of account or through fictitious accounts and conversion of property



- c) Unauthorized credit facilities extended for reward or for illegal gratification.
- d) Negligence and cash shortages
- e) Cheating and forgery
- f) Irregularities in foreign exchange transactions
- g) Any other type of fraud not coming under the specific heads as above.

2. Cases of 'negligence and cash shortages' and 'irregularities in foreign exchange transactions' referred to in items (d) and (f) above are to be reported as fraud if the intention to cheat / defraud is suspected / proved. However, the following cases where fraudulent intention is not suspected / proved, at the time of detection, will be treated as fraud and reported accordingly:

- (a) Cases of cash shortages more than ₹10,000/- and
- (b) Cases of cash shortages more than ₹ 5000/- if detected by management / auditor/ inspecting officer and not reported on the occurrence by the persons handling cash.

## Chapter - IV

### Reporting of Frauds to National Housing Bank

#### 1. Frauds involving ₹ 1 lakh and above

(i) Fraud reports should be submitted in all cases of fraud of ₹1 lakh and above perpetrated through misrepresentation, breach of trust, manipulation of books of account, fabrication of documents like income tax return, salary slip/ balance sheet etc., loan amount disbursed by way of cheque/demand drafts encashed by third parties/ agents, title documents being forged- stamped documents forged by borrower/customer/builder, over valuation of property, multiple financing, cancellation of booking of flats/property i.e. collusion between customer and builder, sale of property by loanee without clearing existing loan, mis-representation of end use of loan, sale of property by builder without clearing/repaying construction funding loan availed by them from HFC, fraudulent encashment of FDRs, unauthorized handling of securities charged to the HFC, misfeasance, embezzlement, misappropriation of funds, conversion of property, cheating, shortages, irregularities, etc.

(ii) Fraud reports should also be submitted in cases where central investigating agencies have initiated criminal proceedings suo-moto and/or where the NHB has directed that they be reported as frauds.



(iii) HFCs should also report frauds perpetrated in their subsidiaries and affiliates/joint ventures. Such frauds should, however, not be included in the report on outstanding frauds and the quarterly progress reports.

(iv) Reports in the prescribed format shall be sent within three weeks /15 days from the date of detection of the fraud/ end of the quarter as the case may be to The General Manager, National Housing Bank, Department of Regulation and Supervision, 4<sup>th</sup> Floor, Core- 5-A, India Habitat Centre, Lodhi Road, New Delhi- 110003.

(v) HFCs are permitted to close the fraud cases only where the actions are complete and with the prior approval of the Board of the company. The action would be considered complete when

- (a) the fraud cases pending with CBI/Police/Court are finally disposed of;
- (b) the examination of staff accountability has been completed;
- (c) the amount of fraud has been recovered or written off;
- (d) insurance claim wherever applicable has been settled; and
- (e) the HFC has reviewed the systems and procedures identified as the causative factors and plugged the lacunae and the fact of which has been certified by the appropriate authority (Board/Audit Committee of the Board).

(vi) HFCs should pursue vigorously with CBI/Police/Court for final disposal of pending fraud cases especially where they have completed staff side action. All possible assistance should be extended by the HFCs to the Police/CBI/Court for investigation/trial and vigorous follow up with the police authorities and / or court for final disposal of fraud cases shall be undertaken by the HFCs.

(vii) For limited statistical / reporting purposes, HFCs are advised to close those fraud cases involving amounts upto ₹ 25.00 lakh, where:

(a) the investigation is on or challan / charge sheet not filed in the Court for more than three years from the date of filing of First Information Report (FIR) by the CBI / Police; or

(b) the trial in the courts, after filing of charge sheet / challan by CBI / Police, has not started, or is in progress.

## **2. Frauds committed by unscrupulous borrowers**

(i) Frauds committed by unscrupulous borrowers including companies, partnership firms/proprietary concerns and/or their directors/partners, Group of Associations, Trusts etc. by various methods including the following:

- (a) Diversion of funds outside the borrowing units,
- (b) lack of interest or criminal neglect on the part of borrowers, their partners, etc.,



(c) due to managerial failure leading to the unit becoming sick and due to laxity in effective supervision over the operations in borrowal accounts on the part of the HFC functionaries rendering the advance difficult of recovery;

(ii) In respect of frauds in borrowal accounts, additional information as prescribed under Part B of FMR – 1 should be furnished.

### 3. Frauds involving ₹ 1 crore and above

In respect of frauds involving ₹ 1 crore and above, in addition to the requirements given above, HFCs shall promptly report the fraud by means of a D.O. letter addressed to the General Manager, Department of Regulation and Supervision, National Housing Bank New Delhi within a week of such frauds coming to the notice of the HFC. The letter shall contain brief particulars of the fraud such as amount involved, nature of fraud, modus operandi in brief, name of the branch/ office, names of parties involved (if they are proprietorship/ partnership concerns or private limited companies, the names of proprietors, partners and directors), names of officials involved, and whether the complaint has been lodged with the Police.

### 4. Cases of attempted fraud

(a) All individual cases involving ₹25 lakh or more should be placed before the Audit Committee of HFC's Board. The report containing attempted frauds which is to be placed before the Audit Committee of the Board should cover inter alia the following viz;

- The modus operandi of the attempted fraud;
- How the attempt did not materialize in the fraud or how the attempt failed / was foiled;
- The measures taken by the HFC to strengthen the existing systems and controls;
- New systems and controls put in place in the area where fraud was attempted;
- In addition to the above, yearly consolidated review of such cases detected during the year containing information regarding area of operations where such attempts were made, effectiveness of new process and procedures put in place during the year, trend of such cases during the last three years, need for further change in process and procedures, if any, etc. as on March 31 every year within three months of the end of the relative year.

## Chapter - V Quarterly Returns

### 1. Report on Frauds Outstanding

(i) HFCs should submit a copy of the Quarterly Report on Frauds Outstanding in the format given in FMR – 2 to the Department of Regulation and Supervision, National Housing Bank, New Delhi irrespective of amount within 15 days of the end of the quarter to which it relates.



(ii) Part – A of the report covers details of frauds outstanding as at the end of the quarter. Parts B and C of the report give category-wise and perpetrator-wise details of frauds reported during the quarter respectively. The total number and amount of fraud cases reported during the quarter as shown in Parts B and C should tally with the totals of columns 4 and 5 in Part – A of the report.

(iii) HFCs should furnish a certificate, as part of the above report, to the effect that all individual fraud cases of ₹ 1 lakh and above reported to the NHB in FMR – 1 during the quarter have also been put up to the HFC's Board and have been incorporated in Part – A (columns 4 and 5) and Parts B and C of FMR – 2.

## **2. Progress Report on Frauds**

(i) HFCs should furnish case-wise quarterly progress reports on frauds involving ₹ 1 lakh and above in the format given in FMR – 3 to the Department of Regulation and Supervision, National Housing Bank, New Delhi within 15 days of the end of the quarter to which it relates.

(ii) In the case of frauds where there are no developments during a quarter, a list of such cases with a brief description including name of branch and date of reporting shall be furnished in FMR – 3 as mentioned in item (i) above

## **Chapter – VI**

### **Reports to the Board**

#### **1. Reporting of Frauds**

(i) HFCs should ensure that all frauds of ₹1 lakh and above are reported to their Boards promptly on their detection.

(ii) Such reports should, among other things, take note of the failure on the part of the concerned officials, and consider initiation of appropriate action against the officials responsible for the fraud.

#### **2. Quarterly Review of Frauds**

(i) Information relating to frauds for the quarters ending March, June, September and December shall be placed before the Board of Directors during the quarter following the quarter to which it pertains.

(ii) These should be accompanied by supplementary material analyzing statistical information and details of each fraud so that the Board would have adequate material to contribute effectively in regard to the punitive or preventive aspects of frauds.



(iii) All the frauds involving an amount of ₹ 50 lakh and above should be monitored and reviewed by the Audit Committee of the Board (ACB) of HFCs. The periodicity of the meetings of the Committee may be decided according to the number of cases involved. However, the Committee should meet and review as and when a fraud involving an amount of ₹50 lakh and above comes to light.

### 3. Annual Review of Frauds

(i) HFCs should conduct an annual review of the frauds and place a note before the Board of Directors for information. The reviews for the year-ended December should be put up to the Board before the end of March the following year. Such reviews need not be sent to the NHB. These shall be preserved for verification by the inspecting officers of the NHB.

(ii) The main aspects which shall be taken into account while making such a review may include the following:

- (a) Whether the systems in the HFC are adequate to detect frauds, once they have taken place, within the shortest possible time;
- (b) Whether frauds are examined from staff angle;
- (c) Whether deterrent punishment is meted out, wherever warranted, to the persons found responsible;
- (d) Whether frauds have taken place because of laxity in following the systems and procedures and, if so, whether effective action has been taken to ensure that the systems and procedures are scrupulously followed by the staff concerned;
- (e) Whether frauds are reported to local Police, as the case may be, for investigation.

(iii) The annual reviews should also, among other things, include the following details:

- (a) Total number of frauds detected during the year and the amount involved as compared to the previous two years;
- (b) Analysis of frauds according to different categories detailed in *Chapter IV* and also the different business areas indicated in the Quarterly Report on Frauds Outstanding (vide FMR - 2);
- (c) Modus operandi of major frauds reported during the year along with their present position;
- (d) Detailed analyses of frauds of ₹ 1 lakh and above;
- (e) Estimated loss to the HFC during the year on account of frauds, amount recovered and provisions made;
- (f) Number of cases (with amounts) where staff are involved and the action taken against staff;
- (g) Time taken to detect frauds (number of cases detected within three months, six months and one year of their taking place);
- (h) Position with regard to frauds reported to Police;



- (i) Number of frauds where final action has been taken by the HFC and cases disposed of;
- (j) Preventive/punitive steps taken by the HFC during the year to reduce/minimise the incidence of frauds;
- (k) Timely reporting of frauds to the concerned authorities.
- (l) Details of fraud cases closed by the HFC during the period under reference

## **Chapter - VII**

### **Provisioning Pertaining to Fraud Accounts**

It has been decided to prescribe a uniform provisioning norm in respect of all cases of fraud, as under:

- (a) In case of accounts classified as 'fraud', HFCs are required to make provisions to the full extent immediately, irrespective of the value of security. However, in case a HFC is unable to make the entire provision in one go, the entire amount due to the HFC (irrespective of the quantum of security held against such assets), or for which the HFC is liable (including in case of deposit accounts), is to be provided for over a period not exceeding four quarters commencing with the quarter in which the fraud has been detected;
- (b) The option of providing fully for fraud accounts over a period not exceeding four quarters as mentioned above will not be available to accounts classified as 'loss accounts' otherwise. Further, where there has been delay, beyond the prescribed period, in reporting the fraud to the National Housing Bank, the entire provisioning is required to be made at once. In addition, National Housing Bank may also initiate appropriate supervisory action where there has been a delay by the HFC in reporting a fraud, or provisioning there against.

## **Chapter - VIII**

### **Guidelines for Reporting Frauds to Police**

#### **1. Guidelines for Reporting Frauds to Police**

HFCs should follow the following guidelines for reporting of frauds such as unauthorized credit facilities extended by the HFC for illegal gratification, negligence, cash shortages, cheating, forgery, etc. to the State Police authorities:

- (a) In dealing with cases of fraud/embezzlement, HFCs should not merely be actuated by the necessity of recovering expeditiously the amount involved, but should also be motivated by public interest and the need for ensuring that the guilty persons do not go unpunished;



(b) Therefore, as a general rule, the following cases should invariably be referred to the State Police:

Cases of fraud involving an amount of ₹ 1 lakh and above, committed by outsiders on their own and/or with the connivance of HFCs staff/officers;

Cases of fraud committed by employees of HFCs, when it involves the HFC funds exceeding ₹ 10,000/-.

## Chapter - IX

### Interpretations

For the purpose of giving effect to the provisions of these Guidelines, the National Housing Bank may, if it considers necessary, issue necessary clarifications in respect of any matter covered herein and the interpretation of any provision of these Guidelines given by the Bank shall be final and binding on all the parties concerned. Violation of these Guidelines shall invite penal action under the provisions of the National Housing Bank Act, 1987. Further, these provisions shall be in addition to, and not in derogation of the provisions of any other laws, rules, regulations or Directions, for the time being in force.

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FMR-1Report on Actual of Suspected frauds in HFCs

(Vide Chapter IV)

**Part A: Fraud Report**

1.	Name of the HFC	<input type="text"/>
2.	Fraud Number <sup>1</sup>	<input type="text"/>
3.	Details of the branch <sup>2</sup>	
	a) Name of the branch	<input type="text"/>
	b) Branch type	<input type="text"/>
	c) Place	<input type="text"/>
	d) District	<input type="text"/>
	e) State	<input type="text"/>
4.	Name of the principal Party/account <sup>3</sup>	<input type="text"/>
5.a	Area of operation where the Fraud has occurred <sup>4</sup>	<input type="text"/>
5.b	Whether fraud has occurred in Borrower account?	<input type="text" value="Yes/No"/>
6.	Nature of Fraud <sup>5</sup>	<input type="text"/>
7.	Total amount Involved <sup>6</sup> (₹ in lakh)	<input type="text"/>
8.a	Date of Occurrence <sup>7</sup>	<input type="text"/>
b.	Date of Detection <sup>8</sup>	<input type="text"/>



c	Reasons for delay, if any, in detecting the fraud	
d	date on which reported to NHB <sup>9</sup>	
e	Reasons for delay, if any in reporting the fraud to NHB	
9a	Brief history	
b	modus operandi (be precise, clear in description)	
10.	Fraud committed by	
a.	staff	Yes/No
b	customers	Yes/No
c	outsiders	Yes/No
11.a	whether the controlling office (Regional/Zonal) could detect the fraud by a scrutiny of control returns submitted by the branch	Yes/No
b	whether there is need to improve the information system	Yes/No
12.a	whether internal inspection/audit (including concurrent audit (es) during the period between the date of first occurrence of the fraud and its detection.	Yes/No
b.	if yes, why the fraud could not have been detected during such inspection/audit.	
c.	what action has been taken for non-detection of the fraud during such inspection/audit.	



13. Action taken/proposed to be taken
- a. Complaint with Police/  
Investigative agency
- i) Whether any complaint has  
been lodged with the Police/  
Investigative agency
- ii) If yes, name of office/  
branch of Investigative  
agency
1. Date of reference
2. Present position of the case
3. Date of completion of  
Investigation
- 4.a i) Date of submission of  
investigation report by  
Police/Investigative agency
- ii) If not reported to Police/  
Investigative agency, reasons  
therefor
- b. Recovery suit with concerned  
court
- i) Date of filing
- ii) Present position
- c. Insurance claim
- i) Whether any claim has  
been lodged with the  
insurance company
- ii) If not, reasons therefor
- d. Details of staff-side action
- i) Whether any internal  
investigation has been/is  
proposed to be conducted



- ii) If yes, date of completion
- iii) Whether any departmental inquiry has been/is proposed to be conducted
- iv) If yes, give details as per format given below:
- v) If not, reasons therefor

No.	Name	Desgn	Whether suspended	Date of issue of charge sheet	Date of commencement of domestic inquiry	Date of completion of inquiry	Date of issue of final orders	Punishment awarded	Details of prosecution/ conviction/ acquittal, etc.

e. Steps taken/proposed to be taken to avoid such incidents

14. (a) Total amount recovered

i) Amount recovered from Party/parties concerned

ii) From insurance

iii) From other sources

(b) Extent of loss to the HFC

(c) Provision held

(d) Amount written off

15. Suggestions for consideration of NHB



**Part B: Additional Information on Frauds in Borrowal Accounts**

(This part is required to be completed in respect of frauds in all borrowal accounts involving an amount of ₹ 5 lakh and above)

**(a) Borrowal Account Details**

S.No.	Type of Party	Name of Party	Party Address

Party S. No.	Name of Party	Borrowal Account No.	Date of Sanction	Sanctioned Amount	Disbursed Amount	Balance outstanding

**Borrowal account Director / Proprietor Details**

Name of Party	S.No.	Name of Director/ Proprietor	Address

**(b) Associate Concerns:**

Name of Party	Name of Associate Concern	Name of proprietor/ partner/ director	Address of proprietor/ partner/ director



## **Instructions for compiling the Fraud Report (FMR 1):**

**<sup>1</sup> Fraud number:** This has been introduced with a view to facilitate computerisation and cross reference. The number will be an alphanumeric field consisting of the following: four alphabets (to indicate name of HCF), two digits for the year (02, 03, etc.), two digits for the quarter (01 for January - March quarter, etc.) and the final four digits being a distinctive running number for the fraud reported during the quarter.

**<sup>2</sup> Name of the branch:** In case the fraud relates to more than one branch, indicate the name of only one branch where the amount involved has been the highest and/or which is mainly involved in following up the fraud. The names of the other branches may be given in the brief history/modus operandi against item number 9.

**<sup>3</sup> Name of party:** A distinctive name may be given to identify the fraud. In the case of frauds in borrowal accounts, name of the borrowers may be given. In the case of frauds committed by employees, the name(s) of the employee(s) could be used to identify the fraud. Where fraud has taken place, say, in clearing account/inter-branch account, and if it is not immediately possible to identify the involvement of any particular employee in the fraud, the same may be identified merely as "Fraud in clearing/inter-branch account".

**<sup>4</sup> Area of operation where the fraud has occurred:** Indicate the relevant area out of those given in column 1 of statement FMR 2 (Part A) (Cash; Term Deposits; Non-resident accounts; Advances (Term Loans/Others); inter-branch accounts; Off-balance sheet(Guarantee/Others)

**<sup>5</sup> Nature of fraud:** Select the number of the relevant category from the following which would best describe the nature of fraud: (1) Misappropriation and criminal breach of trust, (2)Fraudulent encashment through forged instruments/manipulation of books of account or through fictitious accounts and conversion of property, (3) Unauthorised credit facilities extended for reward or for illegal gratification, (4) Negligence and cash shortage (5) Cheating and forgery (6)Irregularities in foreign exchange transactions, (7) Others.

**<sup>6</sup>Total amount involved:** Amounts should, at all places, be indicated in ₹ lakh up to two decimal places.

**<sup>7</sup>Date of occurrence:** In case it is difficult to indicate the exact date of occurrence of fraud (for instance, if pilferages have taken place over a period of time, or if the precise date of a borrower's specific action, subsequently deemed to be fraudulent, is not ascertainable), a notional date may be indicated which is the earliest likely date on which the person is likely to have committed the fraud (say, January 1, 2018, for a fraud which may have been committed anytime during the year 2018). The specific details, such as the period over which the fraud has occurred, may be given in the history/modus operandi.

**<sup>8</sup> Date of detection:** If a precise date is not available (as in the case of a fraud detected during the course of an inspection/audit or in the case of a fraud being reported such on the directions of NHB), a notional date on which the same may be said to have been recognised as fraud may be indicated.

**<sup>9</sup> Date of reporting to NHB:** The date of reporting shall uniformly be the date of sending the detailed fraud report in form FMR 1 to the NHB and not any date of fax or DO letter or e-mail that may have preceded it.



**FMR -2**  
**Quarterly Report of Frauds Outstanding**  
**(Vide Chapter V Paragraph 1)**

Name of the HFC \_\_\_\_\_  
 Report for the quarter ended \_\_\_\_\_

(Amount in ₹ lakh)

**Part -A: Frauds Outstanding**

Category	Cases outstanding as at the end of the previous quarter		New cases reported during the current quarter		Cases closed during the current quarter		Cases outstanding as at the end of the quarter		Total amount recovered	Provision held for cases outstanding as at the end of the quarter	Amount recovered during the current quarter	Amount writing off during the current quarter
	No.	Amount	No.	Amount	No.	Amount	No. (2+4-6)	Amount (3+5-7)				
1	2	3	4	5	6	7	8	9	10	11	12	13
1. Cash												
2. Term Deposits												
3. Non Resident accounts												
4. Advances (i) Term Loans (ii) Others												
5. Inter-branch accounts												
6. Off-balance sheet (i) Guarantees (ii) Others												
7. Others												
<b>TOTAL</b>												



**Part -B: Category-wise classification of frauds reported during the quarter \_\_\_\_\_**

Name of the HFC: \_\_\_\_\_

Category	Misappropriation and criminal breach of trust		Fraudulent encashment/ manipulation of books of account and conversion of property		Unauthorised credit facility extended for illegal gratification		Negligence and cash shortages		Cheating and forgery		Irregularities in foreign exchange transactions		Others		Total	
	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.
Less than ₹1 lakh																
₹1 lakh and above but less than ₹25 lakh																
₹25 lakh and above but less than ₹50 lakh																
₹50 lakh and above																
<b>Total</b>																



Part -C: Perpetrator-wise classification of frauds reported during the quarter \_\_\_\_\_

Name of the HFC: \_\_\_\_\_

	Staff		Customers		Outsiders		Staff and Customers		Staff and Outsiders		Customers and Outsiders		Staff, Customers and Outsiders		Total	
	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.	No.	Amt.
Less than ₹1 Lakh																
₹1 lakh and above but less than ₹25 lakh																
₹25 lakh and above but less than ₹50 lakh																
₹50 lakh and above																
Total																

- Note: 1. The above category-wise classification is mostly based on various provisions of the Indian Panel Code.  
2. All amounts may be furnished in Rs. Lakh up to two decimals.



**Certificate**

Certified that all frauds of ₹1 Lakh and above reported to the National Housing Bank during the last quarter have also been reported to the HFC's Board and have been incorporated in Part A (Columns 4 and 5) and Parts B and C above.

Signature  
Place:

Name and Designation  
Date:





**Part - C: Case-wise details of progress**

Name of party/account: \_\_\_\_\_

Name of branch/office: \_\_\_\_\_

Amount involved  
(₹ in lakh) \_\_\_\_\_

Fraud No : \_\_\_\_\_

1.	Date of first reporting	<input type="text"/>
2.a	Date of filing recovery suit with Concerned/Court	<input type="text"/>
b.	Present position	<input type="text"/>
3	Recoveries made up to the end of the last quarter (₹ in lakh)	<input type="text"/>
4.	Recoveries made during the quarter (₹ in lakh)	<input type="text"/>
a)	From party/parties concerned	<input type="text"/>
b)	From insurance	<input type="text"/>
c)	From other sources	<input type="text"/>
5.	Total recoveries (3+4) (₹ in lakh)	<input type="text"/>
6.	Loss to the HFC (₹ in lakh)	<input type="text"/>
7.	Provision held (₹ in lakh)	<input type="text"/>
8.	Amount written off (₹ in lakh)	<input type="text"/>
9.	a) Date of reporting case to Police/ Investigative agency	<input type="text"/>
	b) Date of completion of investigation	<input type="text"/>
	c) Date of submission of investigation Report	<input type="text"/>



10. Details of staff-side action

No.	Name	Desgn.	Whether suspended/ Date of suspension	Date of issue of charge sheet	Date of commencement of domestic inquiry	Date of completion of inquiry	Date of issue of final orders	Punishment awarded	Details of prosecution/conviction/acquittal, etc.
1.									
2.									
3.									
4.									

11. Other developments

12. Whether case closed during the quarter

Yes/No

13. Date of closure

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