



*An Internship Report Presented to the Faculty of BRAC Business School in Partial Fulfillment of the Requirements for the Degree of Bachelor of Business Administration*

**INTERNSHIP AFFILIATION REPORT ON**

**“General Banking Activities of Janata Bank Limited”**

**Supervised By:**

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**Major: Finance**

# **INTERNSHIP REPORT**

**On**

**“General Banking Activities of Janata Bank Ltd.”**



**Janata Bank Limited**



# Letter of Transmittal

August 25, 2015

To

S.M.Arifuzzaman

Assistant Professor, BBS

BRAC University.

Mohakhali, Dhaka

Subject: Submission of Final Affiliation Internship Report

Dear Sir,

I have completed my 12 week internship period at Janata Bank Ltd. (Mirpur-10 Branch) and would like to submit my internship report on “**General Banking Activities of Janata Bank Ltd.**” as per your specifications. In preparing this report, I have tried almost to include all the relevant information and analysis to make the report comprehensive as well as workable one, and in doing so have tried my utmost to live up to your standards. I will be very much glad to hear from you for further clarification.

May I, Therefore, wish and hope that you would be gracious enough to accept my effort and oblige thereby.

Yours Sincerely,

.....

Md. Toslim Hossain  
ID: 11304109  
BRAC Business School

## Preface

As a part of the course curriculum, each student of the Bachelors of Business Administration of BRAC University has to accomplish a project work, which is to preparing an Internship report. In order to face the challenges of the new millennium, there is no better sector for us than to learn about the Banking system and its Activities. The report has been prepared on the basis of general activities and the analysis of performance of the bank. I have prepared this Internship report on “**General Banking Activities of Janata Bank Ltd**” which is core activity of a bank .I tried my level best to learn something during three months internship period and prepared this report. The case study will play a great role to teach us about the Bank and its rules, activities and practices in different field and different sectors of the country.

# **Acknowledgement**

At the very beginning, I would like to express my deepest gratitude to almighty GOD for giving me strength and aptitude to finish the report within the time.

I feel honored to lay my sincerest gratitude to my honorable supervisor, **Mr. S.M.Arifuzzaman**, Assistant Professor, BRAC Business School, BRAC University, for his help, encouragement, Guidance and valuable suggestions throughout the period of this study, without which it would not have been possible to submit this report on time.

It was a great opportunity for me to complete my internship program at Janata Bank Limited, Mirpur-10 Branch. I am also very grateful to my branch manager, operation manager and other officers for their great support.

I am fortunate for the aid and encouragement I have received from all of my teachers and friends and students of BRAC University.

# Executive Summary

Doing Internship in financial institutions always gives best chance to finance students to apply their knowledge on practical field. Financial institutions have very wide range of activities in the economy of a country. Banks are the most important one in the financial sector as they play a very crucial role for the economy. Banking business mainly maintains flow of funds from depositors to investors. In doing so, banks need to collect deposit from the depositors and then distribute those as loan to the investors. Besides, banks provide assistance in international trade, money transfer, collection and payment of utility and other bills, etc. all of which are fully customer oriented. Therefore, commercial banks are treated as service organizations and their business is largely dependent on the quality of services they provide. Hence, the efficiency and success of commercial banks depend entirely upon the satisfaction of their clients. So the key factor of any commercial bank is the customer service provided by them. This report “**General Banking Activities of Janata Bank Ltd**” is the picture of quality services provided by one of the well-known state owned public commercial bank of Bangladesh ‘Janata Bank Limited’. The study covers the following sections:

- ❖ Brief Discussion about Janata Bank Limited (JBL)
- ❖ SWOT Analysis of JBL
- ❖ Services provided by Janata Bank Limited
- ❖ Findings & Recommendations.

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**Janata Bank Limited**



## **CHAPTER - ONE**

# **INTRODUCTION**



# 1. Introduction

## 1.1. Introduction of the Report

Banking has a long and rich history. It started as a result of people's need. And with ages it has been playing an important role in fulfilling the dire needs of businessmen and others. As the size and complexities of business is increasing day by day banking sector is also providing various innovative services with basic functions to increase size but to reduce the complexities.

Modern banking is a result of evolution driven by changing economic activities and life styles. Entering in to a new millennium, banking needs have become more diverse and exotic than ever before. It is known now that commercial bank is a profit maximizing institution. Hence it should provide loans to those sectors in which its return is higher. But the nationalized commercial banks are conducting banking business with different purposes. The main purpose is not just to make profit but also to maximize the social benefit. Commercial banks provide a variety of other services to their customers as for example remittance facilities, credit information about customers, financial advice, collection of debts and dues etc. Banks also provide a number of trust services to their customers. These services may either corporate trust services, which arise in connection with the issue of bonds; personal trust services under which they manage property on behave of their clients or corporate pension funds that provide retirement benefit for their employees.

After the completion of four-years and twelve semesters academic BBA program I, Md. Toslim Hossain, student of BRAC University, Bangladesh was placed in Janata Bank Bangladesh Limited for the Internship Program. As a requirement for the completion of the program I need to submit a report, which includes **“General Banking Activities of Janata Bank Ltd.”**

## 1.2. Origin of the Report

This internship report is originated as a partial fulfillment of the BBA program of BRAC Business School (BBS), BRAC University. This report is a mandatory for the completion of BBA and it carries four credits as well. During the period of my internship, I am adjusting and applying my theoretical knowledge with my practical experience. The main purpose of the program is to expose the students to the professional life.

## 1.3. Limitations of the Report

To prepare a report on the topic like this in a short duration is not easy task. From the beginning to end, the study has been conducted with the intention of making it as a complete and truthful one. In preparing this report some problems and limitations have encountered which are as follows:

- ❖ As the data, in most cases, are not in organized way, the bank failed to provide all information.
- ❖ Lack of opportunity to access to internal data.
- ❖ Much confidential information was not disclosed by respective personnel of the department.
- ❖ Due to time limitation, many of the aspects could not be discussed in the present report.
- ❖ Since the bank personnel were very busy, they could not pay enough time.
- ❖ I had to base on secondary data for preparing this report.
- ❖ Legal action related information was not available.

## 1.4. Objectives of the Report

### **Broad Objective:**

The major objective of the report is to make an in depth analysis of activities of General Banking of Janata Bank Limited.

### **General Objective:**

- To know about the management system of Janata Bank Limited as a public commercial bank, its formation, and its functional and financial aspects.
- To have a clear knowledge about all the division and departments of Janata Bank Limited Mirpur-10 Branch.
- To achieve the practical knowledge that will be helpful for future life.
- To apply theoretical knowledge in the practical field.
- To have exposure to the functions of general banking section.
- To observe the working environment in commercial banks.
- To study existing banker customer relationship.
- To be acquainted with the procedures of several schemes of deposits.
- To recommend some suggestions based on findings.
- To improve corresponding, report writing ability.

## 1.5. Methodology of the Study

The study is performed based on the information extracted from different sources collected by using a specific methodology. To fulfill the objectives of this report total methodology has divided into two major parts:

### **Data Collection Procedure:**

In order to make the report more meaningful and presentable, two sources of data and information have been used widely.

*The “Primary Sources” are as follows:-*

- ✓ I have discussed with officials about the general banking activities of JBL.
- ✓ Sharing practical knowledge of officials.
- ✓ In-depth study of selected cases.

*The “secondary Sources” are as follows:-*

- ✓ Annual report of Janata Bank Limited
- ✓ Web sites
- ✓ Periodicals Published by Bangladesh Bank
- ✓ Study related books and journals

### **Data Processing & Analysis:**

Collected information have then processed & compiled with the aid of MS Word, Excel & other related computer software. Necessary tables have been prepared on the basis of collected data and various statistical techniques have been applied to analyses on the basis of classified information. Detail explanation and analysis have also been incorporated in the report.



## **CHAPTER - TWO**

### **An Overview of Janata Bank Ltd.**

## 2. An Overview of Janata Bank Ltd

### 2.1. Beginning of Banking in Bangladesh

After independence the Government of Peoples Republic of Bangladesh was formally to cover the charge of the administration of the territory now constitute Bangladesh. In an attempt to rehabilitate the war-devastated banking of Bangladesh, the government promulgated a law called Bangladesh Bank (temporary) order, 1971 (Acting President's Order No.2 of 1971). By this order, the State Bank of Pakistan was declared to be deemed as offices, branches and assets of Bangladesh Bank. On that date there existed 14 scheduled banks with about 3042 branches all over the country.

On the 16<sup>th</sup> December, 1971, there existed the following 12 banks in Bangladesh, namely:-

1. National Bank of Pakistan
2. Bank of Bahwalpur Ltd
3. Premier Bank Ltd.
4. Habib Bank Ltd.
5. Commerce Bank Ltd.
6. United Bank Ltd.
7. Union Bank Ltd.
8. Muslim Commercial Bank Ltd.
9. Standard Bank Ltd.
10. Australasia Bank Ltd.
11. Eastern Mercantile Bank Ltd.
12. Eastern Banking Corporation Ltd.

## 2.2. Nationalization of Banks in Bangladesh

Immediately after the liberation war in 1971, Government of Bangladesh consolidated banks authority and decided to adopt socialist pattern of society as its goal. Hence in order to implement the above mentioned state policy; the Government of Bangladesh decides to nationalize all the banks of the country accordingly on the 26<sup>th</sup> March, 1972, Bangladesh Banks (Nationalization) Order, 1972(President order No. 26 of 1972) was promulgated.

The undertakings of existing banks specified in the 1<sup>st</sup> column of the table below stands transferred to and vested in, the new banks mentioned in the 2<sup>nd</sup> column of the said table:

### Nationalization of Banks:

Existing Bank	New Bank
1. National Bank. 2. Bank of Bahwalpur Ltd 3. Premier Bank Ltd.	Sonali Bank.
4. Habib Bank Ltd. 5. Commerce Bank Ltd.	Agrani Bank.
<b>6. United Bank Ltd.</b> <b>7. Union Bank Ltd.</b>	<b>Janata Bank.</b>
8. Muslim Commercial Bank Ltd. 9. Standard Bank Ltd. 10. Australasia Bank Ltd.	Rupali Bank.
11. Eastern Mercantile Bank Ltd.	Pubali Bank.
12. Eastern Banking Corporation Ltd.	Uttara Ban



## 2.3. Profile of JBL

Janata Bank, one of the largest commercial bank in the country, was established under Bangladesh Bank (Nationalization) Order 1972 (Presidency Order of 1972). By taking over branches of former United Bank Limited and Union Bank Limited, were two private banks performing class banking over the country. After the birth of Bangladesh on 16th December 1971, newly formed Janata Bank for mass banking got special facilities from the government to work as nationalized commercial bank all over the country. With the increase of responsibility and by virtue of performance within a few years, it becomes the largest commercial bank of the country with 906 branches including 4 overseas branches at United Arab Emirates. It is linked with 1239 foreign correspondents all over the world. Total employees of JBL are more than 14 thousands (14,244). Its head office located at Janata Bhaban at Motijheel C/A, the heart of the capital city, Dhaka.

### Corporatization

In 15 November, 2007 Janata Bank got registered with the Joint Stock of Registrars and restructured it as a public limited company with the name Janata Bank Limited.

### List of Branches:

Local Office	1
Corporate-1 Branch	15
Corporate-2 Branch	61
Overseas Branch	04
Grade-1 Branch	290
Grade-2 Branch	209
Grade-3 Branch	294
Grade-4 Branch	107
<b>Total Branches :</b>	<b>906</b>

Figure: 1. JBL Branches



## 2.4. Corporate Information

Name of the Company	: Janata Bank Limited
CEO & Managing Director	: Md. Abdus Salam
Legal Status	: Public Limited Company
Registered Office	: Janata bhaban 110, Motijheel Commercial Area, Dhaka, Bangladesh
Deposit (31.12.3013)	: Tk. 4, 73,989 million
Authorized Capital (31.12.2014)	: Tk. 30,000 million
Paid up Capital (31.12.2014)	: Tk. 19,140 million
Operating Profit (31.12.2014)	: Tk. 10,683 million
Reserve	: Tk.8202.00 million
Total asset	: Tk. 282423.00 million (as on 30 <sup>th</sup> Nov 2009)
Number of Branches	: 906 br. including 4 overseas branches at U.A.E
Subsidiary Companies	: 1. Janata Capital and Investment Company Ltd. 2. Janata Exchange Company SRL, Italy
Phone Number	: 9551337, 9565384, 9567675, 9560000, 9560027-30
SWIFT	: JANB BD DH
Website	: <a href="http://www.janatabank-bd.com">www.janatabank-bd.com</a>

## 2.5. Awards and Achievements

Recently The Bank has been recognized internationally and domestically for its good performance. Few of these recognitions are given below:

### **Best Presented Annual Report Awards and SAARC Anniversary Awards for Corporate Governance Disclosers 2013**

The awarding ceremony was held on 4th December 2014 at hotel Mayfair, Bhubaneswar, India. Dr. Prodip Kumar Panigrahi, minister of State, Higher Education, Science and Technology Ministry of Odisha, India, handing over South Asian Federation of Accountants (SAFA) award to Md. Mosaddake-Ul-Alam, company secretary of Janata Bank Ltd.

### **14th ICAB National Award for Best Presented Annual Reports 2013**

The Institute of Chartered Accountants of Bangladesh (ICAB) awarded Janata Bank Limited with the ICAB National Awards for best presented annual reports in 2013 and in the category of public-sector bank Janata Bank Limited secured first position. In the category of corporate governance disclosure, Janata Bank Limited was awarded second position by the same institution.

### **ICMAB Best Corporate Award**

This Bank secured the first position among the state owned Commercial Banks in Bangladesh. The Institute of Cost and Management Accountants, Bangladesh (ICMAB) recognized the achievements of Janata Bank Limited with the following awards:

ICMAB Best Corporate Award 2014

ICMAB Best Corporate Award 2012

ICMAB Best Corporate Award 2011

## 2.6. Management

Janata Bank is the largest commercial bank of the country. It has 906 branches throughout the country and abroad to serve the nation. There are 4 overseas branches at U.A.E. The Head Office of the bank is located at Janata bhaban 110 Motijheel C/A, Dhaka. It has 15 GM, 77 DGM 192 AGM, 576 First AGM, 1037 SEO, 3085 EO and 460 AEO. Principal Offices are headed by First AGM and each department is headed by AGM.

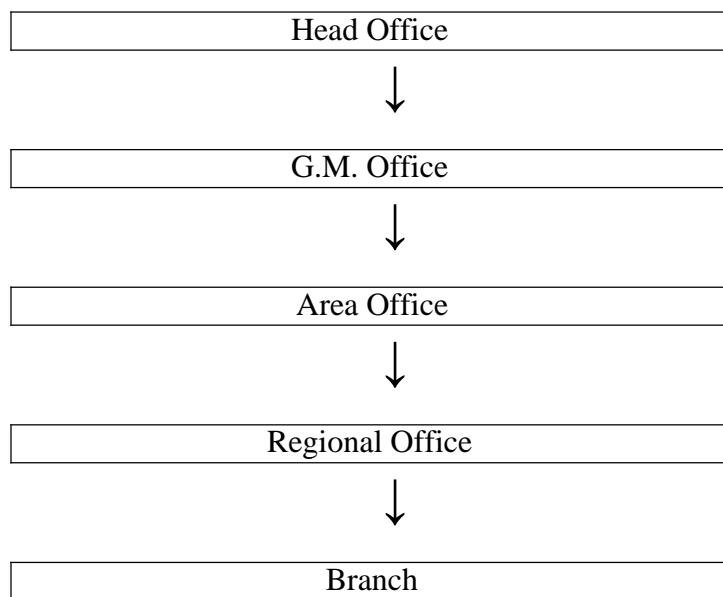


Figure: 2. Functional Hierarchies

## **Board of Directors**

Board of Directors, constituted by 13 (Thirteen) members, has authority to organize, operate and manage its affairs on commercial consideration within the Board Policy of government. The Directors are representatives from both public and private sectors. Members of the Board including M.D are government appointed out of that at least three have the experience in the field of Finance, Banking, Trade, Commerce, Industry and Agriculture. The managing director is the chief Executive of Bank. The Board of Directors is composed of 13 (Thirteen) members headed by a Chairman. The name and position of directors are as under.

### **Chairman of the Board of Directors**

Shaikh Md. Wahid-uz-Zaman

### **Members of the Board of Directors**

Dr. Jamaluddin Ahmed, FCA  
Mr. Md. Emdadul Hoque  
Mr. Nagibul Islam Dipu  
Dr. R M Debnath  
Syed Bazlul Karim, B.P.M.  
Prof. Mohammad Moinuddin  
Mr. Md. Abu Naser  
Mrs. Sangita Ahmed  
Prof. Dr. Nitai Chandra Nag  
Mr. A.K.M Kamrul Islam, FCA  
Mr. Md. Mahabubur Rahman Hiron  
Mr. Md. Abdus Salam, CEO & Managing Director

## 2.7. Vision

To become the effective largest commercial bank in Bangladesh to support socio-economic development of the country and to be a leading bank in South Asia.

## 2.8. Mission

Janata Bank Limited will be an effective commercial bank by maintaining a stable growth strategy, delivering high quality financial products, providing excellent customer service through an experienced management team and ensuring good corporate governance in every step of banking network.

## 2.9. Objectives

The objectives for which the bank is established as follows:

- To carry on, transact, undertake and conduct the business of banking in all branches.
- Full implementation and utilization of the Bank's excellence program which aims to provide services to customers.
- To carry on business as financiers, promoters, capitalists, financial and monetary agents, concessionaires and brokers, dealing in exchange, securities and all kinds of mercantile banking etc.



## **CHAPTER - THREE**

### **Products and Service Offered by JBL**





The savings rate in Bangladesh is one of the lowest in the world rate of domestic saving being 17.78 %. In order to improve the savings rate, Financial Institutions responsible for mobilization of savings should offer attractive Savings Schemes so that the marginal propensity to save increases. The savings do not, of course, depend only on the quantum of income but largely depend on the habit of savings of the people.

Deposits are life-blood of a commercial bank. Without deposits there are no businesses for the commercial banks. Accepting deposits is one of the most important classic functions of commercial banks. Bank deposits can be broadly classified as follows:

- ✓ **Demand Deposits:** Demand deposits can be withdrawn without any prior notice, e.g. current deposits. Janata Bank Mirpur-10 Corporate Branch accepts demand deposits through the opening of Current Account and Savings Bank Account.

**General conditions or rules in respect of operating Current/Saving A/C in Mirpur-10 Corporate Branch are as follows:**

A minimum balance of tk500 and tk1000 must be maintained in the Saving and Current A/C respectively.

A suitable instruction by an introducer acceptable to the branch is required.

Recent photographs of the A/C openers duly attested by the introducer must be produced

Withdrawal of deposit can be made two times in a week in case of saving A/C

For Saving A/C, an application must be submitted to the branch authority if withdrawal is tk50, 000 or more but customer rarely follow this rule.

Interest rate for Saving bank A/C is 5% per year

- ✓ **Time Deposits:** A deposit that is payable at a fixed date or after a period of notice is called 'Time Deposit'. This branch accepts time deposit through-

- ✚ Fixed Deposit Recei (FDR)
- ✚ Short Term Deposit (STD)
- ✚ Janata Bank Deposit Scheme (JBDS)
- ✚ Sanchoy Pension Scheme (SPS)

## ❑ Fixed Deposit Receipt (FDR)

Fixed deposits are deposits in which an amount of cash is deposited in bank for a fixed period specified in advance. Hence these deposits are time deposits or time liabilities. Normally, the money on a fixed deposit is not repayable before the expiry of the fixed period. At the time of opening the deposit account, the banker issues a receipt acknowledging the receipt of money on deposit account. It is popularly known as FDR.

After opening a FDR A/C, it is usually recorded in the 'FDR Register'. In the case of Fixed Deposit Account, the bank needs not hold a cash reserve to repay money to the customers. The payment will be made after the completion of a certain period. Hence, Janata Bank Ltd offers a high interest rate in Fixed Deposit Account. The interest rates followed by Janata Bank Ltd for Fixed Deposit Account are-

Period	Interest rates
For 3 months to > 6 months	@7.00%
For 6 months to > 12 months	@7.50%
For 12 months to > 24 months	@7.75%
For 24 months to > 36 months	@8.00%

Normally a customer is not allowed to withdraw money before the expiry of the fixed period in case of Fixed Deposit Account. However, Janata Bank Ltd. allows its customers to withdraw fixed deposit amount at any time after giving a short notice. In this case the customers will get interest rate by the following ways-

If withdrawal happens before 3 months, there will be no interest.

If withdrawal happens before 6 months, 3 months' interest rate.

If withdrawal happens before 1 year, 6 months' interest rate.

If withdrawal happens before 2 years, 1 years' interest rate.

If withdrawal happens before 3 years, 2 years' interest rate.

## ❑ Janata Bank Deposit Scheme (JBDS)

According to this scheme, a person of minimum 18 years old can open any 'Janata Bank Deposit Scheme A/C' by depositing at least tk.500 or maximum tk.20000 in each month for 10 years term. After maturity of the term, the depositor can withdraw the total deposited amount with interest or can withdraw by monthly installment. The depositor has to deposit the specified amount for him/her by the 11<sup>th</sup> day of each month either in cash or cheque. In respect of JBDS account, the depositor can select more than one nominee for claiming the deposited money after his/her death. No joint account is allowed in this scheme.

The main characteristics of JBDS are as follows-

- A system of secured income has been confirmed by JBDS for the depositor in their old age who invested money from their early incomes.
- A scope of proper and exact utilization of money is possible by JBDS.
- The total deposited amount with interest will be given to the investors and this is certain.
- The JBDS gives the investors a chance of bearing the educational or marital expenses of their adult sons or daughters.
- The total invested money in JBDS is absolutely income tax free. The earning from JBDS is not considered while charging the annual income tax.
- In JBDS, an 8.5% compounding interest rate is applied and it is usually calculated on yearly basis.
- Account holder can take lone on JBDS and Interest rate for loan id 2% more than JBDS rate (8.5% + 2% = 10.5%)

A depositor can withdraw the total amount of money (Principal + Interest) at the expiry of the certain period.

For JBDS, the payment systems in case of maturity of an account are as follows:

Amount of monthly installment	Period (years)	Payment in case of maturity of the period (tk)	Total Payment (tk)
500	10	60000	94609
1000	10	120000	188218
2000	10	240000	375435
5000	10	600000	937088
10000	10	1200000	1873176
20000	10	2400000	3745352

Source: Deposit Department, **Mirur-10 Corporate Branch.**

## ❑ **Sonchoy Pension Scheme (SPS)**

Janata Bank Ltd. initiated this 'Janata Bank Ltd. Sonchoy Pension Scheme' in order to improve the socio-economic conditions of the professionals of all levels. This system is based on a monthly basis. The main characteristics of SPS are as follows-

- Duration of the account in this scheme is either five or ten years.
- Amounts of installments are tk.100, tk.200, tk.300, tk.400 tk500, or tk.1000
- Any person of minimum 18 years old can open a SDPS account.
- A depositor should deposit his/her monthly installment by the 10<sup>th</sup> day of each month. If the 10<sup>th</sup> day is a public holiday, then deposit in next working day is allowed. The installment can be deposited either by cash or by cheque.
- The interest rates are, for five years duration 8.5% compounding interest rate and for ten years duration 9% compounding interest rate. In both cases interest is calculated on yearly basis.
- The depositor can have one or more nominees. In case of more than one nominee, the depositor can determine the portion of amount of money for each nominee.

A customer can stop operation of his/her SPS A/C at any time according to his or her own discretion. In this respect, the bank charges tk.25 to the customer.

If she/he stops the account within one year, no interest will be given.

If he stops the account after one year but before three years, 5% simple interest will be given.

If he cancels his account after three years but before five years, 7% simple interest will be given.

If he withdraws his account after five years, then 8.5% simple interest will be given.

### ❑ Short Term Deposit (STD)

In Short Term Deposit Account, the deposit should be kept for at least seven days to get interest. The interest offered by for STD is less than that of savings deposit. For this type of account, frequent withdrawal is discouraged and it requires prior notice. STD is also called ‘Seven Days Notice Current A/C’.

<b>STD</b>	<b>Interest Rate</b>
Up to 10 core	3.50%
Above 10 core	3.60%

In Gazipur Corporate Branch, customers are given an instruction that their current accounts will be debited whenever the deposited amount crosses a certain limit and this amount will be transferred to the STD account. The branch follows this instruction by giving the following

### 3.3. Utility Service

Besides normal banking operation, Janata Bank Limited offers special services to a large number of clients/agencies throughout the country. Under the network of utility service, customers of different govt. organizations, corporate bodies, local bodies, educational institutions, students, etc are continuously getting benefits from the Bank.

#### Bill Collection

- Gas bills of Titas, Bakhrabad and Jalalabad Gas Transmission and Distribution Companies.
- Electricity bills of Dhaka Electricity Supply Authority, Dhaka Electricity Company, Bangladesh Power Development Board and Rural Electrification Board.
- Telephone bills of Telegraph and Telephone Board.
- Water/Sewerage bills of Water and Sewerage Authority.
- Municipal holding tax of City Corporation/Municipalities.
- A pilot scheme is underway to provide personalized services to our clients.

## **Payments Made On Behalf Of Govt. To:**

- Non- Govt. teachers salaries
- Girl Students scholarship/stipend & Primary Student Stipend.
- Army pension
- Widows , divorcees and destitute Women Allowances
- Old-age Allowances
- Food procurement Bills

The following branches of Janata Bank Limited have collected utility bills (e. g. Electricity, Telephone, Gas, WASA etc) from customers through agents for payments against fixed service charges:

- (i) Dhanmandi
- (ii) Gulshan Circle-II Corporate
- (iii) Satmasjid Road Corporate
- (iv) Dhaka College Gate
- (v) Mirpur Section-10
- (vi) Uttara Model Town Corporate and
- (vii) Mohammadpur Corporate Branches.

### **3.4. One Stop Service**

Janata Bank Limited, first among the Nationalized Commercial Banks in Bangladesh, has introduced One Stop Service. The salient features of this system are as under:

- A customer can deposit and withdraw money from a single counter.
- The system of Token and Scroll has been discontinued.
- Customers are getting prompt and personalized services from a single counter.
- Verification of signature is easy as the same is stored in the Computer.

### 3.5. Online and ATM Service

Times have changed and technological boom has given the businesses superlative edges over the manual and traditional functionalities of business operations. So the bank business in Bangladesh has overwhelmingly changed with the introduction of online banking in bank business. Janata Bank Limited has also stepped into the world of online banking and is rapidly progressing in implementation of online banking through Core Banking System (CBS). Up to January, 2015 total 174 branches out of 904 branches have been brought under CBS and as planned all the branches will be brought under this system by 2016. Introduction of CBS in 114 branches of the Bank has already had encouraging impact on its business and full implementation of it will definitely have tremendously positive impact on customer services and business growth.

Janata Bank Limited, first among the Nationalized Commercial Banks in Bangladesh, has introduced One Stop Service. To facilitate the foreign exchange service, Janata Bank has launched Janata bank first among the nationalized commercial bank, has introduce Janata bank Q-Cash ATM service system in its 25 branches. The bank charged 500 taka as annually fee. Card holder can enjoy the facilities of all ATMs of Q-Cash Network member Banks and 2 Network Sharing Banks; BRAC Bank Limited and Dutch Bangla Bank Limited. The bank has taken a plan to launch shared ATM system in various important places.

### 3.6. Financing on Export

To boost up country's Export, Janata Bank Limited has been providing different kinds of assistance to exporters. Some of which are as under:-

- Providing Pre-Shipment and Post-Shipment Finance, Export Guarantee and bonding facility etc.
- Concessional rate of interest for exports Finance.
- Export incentive Program.

- Banking at Export Processing Zone
- Scope for establishment of export oriented industry by 100% foreign investment and by joint-venture
- The sole bank to disburse Government Export Promotion Fund against export of Computer Software & Data Entry Processing
- Undergone to an agreement with Bangladesh Bank to obtain fund from Government EEF (Equity & Entrepreneurship Fund) to build up entrepreneur's equity.

### **3.7. Facilitating Import**

Through quite a good number of Authorized Dealer Branches and 1229 nos. foreign correspondents worldwide Janata Bank Limited has been extending full range import and relevant finance facilities.

- Opening of L/C at competitive/ reasonable margin and commission
- Interest at concession rate on import finance to the prime customers & interest rebate facilities.

### **3.8. Financing on SME's**

Janata Bank Limited has been financing Small and Medium Enterprises with a view to developing a balanced and dynamic industrial sector having a strong base of SMEs throughout the country. From the very inception of Industrial credit financing of Janata Bank (Currently Janata Bank Limited) SME division has sanctioned term loan in small and medium industries sector in 4535 projects of taka 941.36 cores. Among which taka 548.69 cores has been disbursed against 4310 projects. Outstanding as 31.12.2007 is taka 446.12 core and recovery of loan is 70%.



### 3.9. Foreign Remittance Service

Janata Bank Limited has a network of more than 906 domestic branches in Bangladesh covering whole of the country including the rural areas. Remittance services are available at all branches and foreign remittances may be sent to any branch by the remitters favoring their beneficiaries. Remittances are credited to the account of beneficiaries instantly or within shortest possible time. Janata Bank Limited has correspondent banking relationship with all major banks & exchange houses located in almost all the countries/cities. Expatriate Bangladeshis may send their hard earned foreign currencies through those banks & exchange houses or may contact any renowned banks nearby ( where they reside/work) to send their money to their dear ones in Bangladesh.

"To resolve the foreign remittance related problem/complain/enquiry, Janata Bank Limited has a 'Complain cell' at its Overseas Banking Division, Head Office, Dhaka. All Concerned are requested to contact at the following address to resolve any problem related to foreign Remittance."

#### **Facilities Offered To the Remitters**

Commission for issuance of Taka Drafts from JBL UAE branches has been reduced and re fixed from AED 10.00 to AED 4.00 and commission for issuance of TTs drawn on Bangladesh and payable at any bank branches are re-fixed at AED 12.00 from AED 30.00.

Commission for issuances of Taka drafts at UAE branches has been reduced irrespective of amount. 1% interest above the normal savings deposit rate is offered to SB accounts receiving foreign remittance.



## **CHAPTER - FOUR**

### **My Working areas at JBL**

## 4. My Working areas at JBL

### 4.1. Work-Related

Throughout my internship period, I have been placed in the General Banking Department. General Banking department performs the majority functions of a bank. It is the core department. In fact, bank operates with the people's money. And this process starts with the General Banking department.

#### Personal observations:

In this part I have tried to present my personal observations from general banking department of this branch. I had an opportunity to be acquainted with the practical banking prevailing in the Mirpur-10 Branch, Janata Bank Limited. The knowledge, which has been acquired in my Internship Period, I have tried my best to show in this report.

Due to time and resource constraint I couldn't do practical workout in all departments. In that case I tried to collect data/information from the following sources:

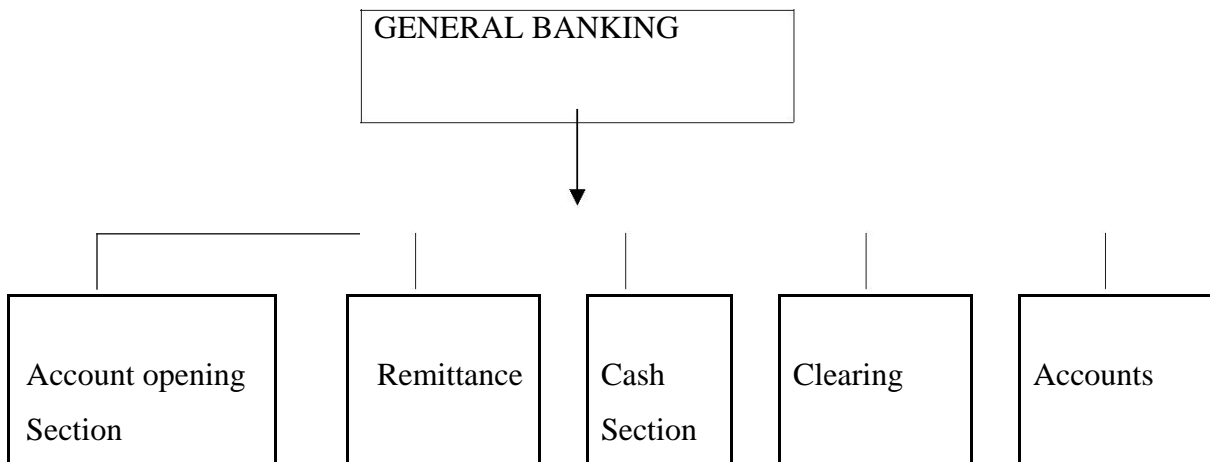
- Practical desk work
- Face to face conversation with the officer
- Direct observations
- Face to face conversation with the client
- Consultation with the Following Persons
- Browsing the website of PBL

### 4.2. General Banking

General banking department performs the core functions of bank, operates day-to-day transactions of banking operation. Every day it receives deposits from customers and meets their demand for cash. It opens new accounts, remits customer's money from one place to another through issuing bank draft, pay order, telegraphic transfer, collects all bills. Since

bank is bound to provide these services every day, general banking is also known as retail banking.

General banking of Janata bank consists of:



### Account Opening Section:

To establish a Banker and customer relationship Account opening is the first step. Opening of an account binds the Banker and customer into contractual relationship. But selection of customer for opening an account is very crucial for a Bank. Indeed, fraud and forgery of all kinds start by opening account. So, the Bank takes extremely cautious measure in its selection of customers.

### Types of Account:

Mirpur-10 Branch has the following types of accounts:

- ⇒ Current Account
- ⇒ Savings Account

## **Procedure to open an Account:**

- (1) For opening an account, at first the prospective account holder will apply for opening an account by filling up account opening form. Account opening form consists of the name of the branch, type of account, name of the applicant(s), present address, permanent address, passport number (if any), date of birth, nationality, occupation, nominee(s), special instruction (if any), initial deposit, specimen signature(s) of the applicant(s), introducer's information etc.

The prospective customer should be properly introduced by the followings:

- i. An existing customer of the bank.
  - ii. Officials of the bank not below the rank of Assistant Officer.
  - iii. A respectable person of the locality who is well known to the Manager or authorized officer.
- (2) Two copies of passport size photograph duly attested by the introducer.
  - (3) Signature of the prospective account holder in the account opening form and on the specimen signature card duly attested by the introducer.
  - (4) Then the concerned authority will allocate a number for the new account.
  - (5) The customer than deposit the "initial deposit" by filling up a deposit slips. Initial deposit to open a current account in JBL is Tk. 10000.00 and saving account is Tk. 1000.00.

After doing the above formalities, the branch provides the customer pay-in-slip and a cheque-book. The cheque-book may be off 10 pages, 20 pages, 50 pages or 100 pages depending on the type of account the customer has opened. A customer has to fill up the 'Requisition Slip' for cheque-book. Then a new cheque-book will be filled with the account number of the customer and name of the branch in each page of the cheque-book. Then name and account number of the customer are registered in the 'Cheque-book Issue Register'. After depositing the initial deposit, the account is considered to be opened. The requisition slips are maintained and recorded as vouchers. The serial number of the cheque-book is also entered in the computer for maintenance of records and to prevent any attempt of forgery.

## Activities & papers required for opening an Account:

### **Joint Account:**

If the account is a joint account, then the joint account holder should submit a declaration and operational instructions of the account along with their signature. The declaration is

“Any balance to the credit of the account is and shall be owned by us as joint depositors. Any liability whatsoever incurred in respect of this account shall be joint and several.”

### **Partnership firm:**

The following documents have to be submitted for preparing an account of a partnership firm:

- i) Partnership deed.
- ii) (a) If the partnership firm is a registered one, then one copy of registration forms.  
(b) If not, then a copy of certificate from the notary public.

### **Limited Company:**

For the opening of an account of a limited company, following documents have to be submitted:

- ⇒ A copy of resolution of the company that the company decided to open an account in the Janata Bank.
- ⇒ Certified true copy of the Memorandum & Articles of Association of the Company.

- ⇒ Certificate of Incorporation of the company for inspection and return along with a duly certified Photocopy for Bank's records.
- ⇒ Certificate from the Registrar of Joint Stock Companies that the company is entitled to commence business (in case of Public Ltd. Co. For inspection and return) along with a duly certified Photocopy for Bank's records.
- ⇒ Latest copy of balance sheet.
- ⇒ Extract of Resolution of the Board/General Meeting of the company for opening the account and authorization for its operation duly certified by the Chairman/Managing Director of the company.
- ⇒ List of Directors with address (a latest certified copy of Form-XII)

**❑ Club/Society:**

Following documents have to be obtained in case of the account of the club or society:

- ⇒ Up to date list of office bearers.
- ⇒ Certified copy of Resolution for opening and operation of account.
- ⇒ Certified copy of Bye-Law and Regulations/Constitution.
- ⇒ Copy of Government Approval (if registered).

**❑ Cooperative Society :**

Following documents have to be obtained in case of the account of Cooperative Society:

- ⇒ Copy of Bye-Law duly certified by the Co-operative Officer.
- ⇒ Up to date list of office bearers.
- ⇒ Resolution of the Executive Committee as regard of the account.
- ⇒ Certified copy of Certificate of Registration issued by the registrar, Co-operative societies.

❑ **Non-Govt. College / School / Madrasha / Muktab:**

Following documents have to be obtained in case of the account of non-govt. College / school / madrasha / muktab:

- ⇒ Up to date list of Governing Body/Managing Committee.
- ⇒ Copy of Resolution of the Governing Body/Managing Committee authorizing opening and operation of the account duly certified by Gazetted Officer.

❑ **Trustee Board :**

Following documents have to be obtained in case of the account of trustee board:

- ⇒ Prior approval of the Head Office of PBL.
- ⇒ Certified copy of Deed of Trust, up to date list of members of the Trustee Board and certified copy of the Resolution of Trustee Board to open and operate the account.

### 4.3. Utility Service

Besides normal banking operation, Janata Bank Limited offers special services to a large number of clients/agencies throughout the country. Under the network of utility service, customers of different govt. organizations, corporate bodies, local bodies, educational institutions, students, etc are continuously getting benefits from the Bank.

#### Bill Collection

- Gas bills of Titas, Bakhrabad and Jalalabad Gas Transmission and Distribution Companies.
- Electricity bills of Dhaka Electricity Supply Authority, Dhaka Electricity Company, Bangladesh Power Development Board and Rural Electrification Board.



- Telephone bills of Telegraph and Telephone Board.
- Water/Sewerage bills of Water and Sewerage Authority.
- Municipal holding tax of City Corporation/Municipalities.
- A pilot scheme is underway to provide personalized services to our clients

### **Payments Made On Behalf Of Govt. To:**

- Non- Govt. teachers salaries
- Girl Students scholarship/stipend & Primary Student Stipend.
- Army pension
- Widows , divorcees and destitute Women Allowances
- Old-age Allowances
- Food procurement Bills

The following branches of Janata Bank Limited have collected utility bills (e. g. Electricity, Telephone, Gas, WASA etc) from customers through agents for payments against fixed service charges:

- (i) Dhanmandi
- (ii) Gulshan Circle-II Corporate
- (iii) Satmasjid Road Corporate
- (iv) Dhaka College Gate
- (v) Mirpur Section-10
- (vi) Uttara Model Town Corporate and
- (vii) Mohammadpur Corporate Branches.



## **CHAPTER - FIVE**

### **Lesson learned from Internship program**



## 5.1. Lesson Learned From Internship program

On the basis of previous analysis and practical experience of 3 months internship program, the following skills that I learned during the internship period:

- We know that General Banking is the starting point of all the banking operating task. For that reason I was concentrated myself in this section during my internship. I was learned about account opening and different type of accounts.
- I was learned about different types of characteristics that are very much required during opening accounts such as clients photography , clients signature , national id card or passport , nominee's information , nominee's photography etc.
- I also learned about different types of requirements that are varies based the type of customers such as... for Sole Proprietorship valid registration card, tin certificates are required, for partnership, Partnership Deed and Partners letter of authority to open account and authorization for operation are specially required.
- I was learned about cash book issuing and different types of cheque book issuing.
- This Internship is developed my skills in the application of theory to practical work situations, to cope with new environment, and understand interpersonal relationship.
- I have analyzed the JBL's SWOT.

## 5.2. Limitations and Challenges

Since the report is concerned with the Activities of General Banking of Janata Bank Limited. A lot of information could not obtain because the bank were not interested to disclose their information, policy, and data to maintain their secrecy. I had to depend on the websites of the respective bank for much information.

There are certain limitations regarding the studies that are summarized below:

- ⇒ Theoretically there are so many factors to be observed before analyzing such type of study. Those kinds of information are very confidential and it is absurd for me to check all these information within only three months.
- ⇒ Branch was going through renovation process, which was hampering the working environment.
- ⇒ Officers are busy with their respective works. Many of them have truly failed to manage time to have a talk with me about his work in the desk.
- ⇒ One of the major limitations is the time constraints.
- ⇒ Confidentiality of data was another important barrier that was faced during the conduct of this study. Every organization has their own secrecy that is not revealed to others. While collecting data on JBL, personnel did not disclose enough information for the sake of confidentiality of the organization

### 5.3. SWOT analysis

Each and every organization should be aware of their strengths, weaknesses, opportunities and threats. This analysis is known as SWOT analysis. SWOT analysis explains environment of an organization in two broad ways. They are:

1. Internal Environment Analysis: It includes strengths and weaknesses.
2. External Environment Analysis: It includes opportunities and threats

The acronym for SWOT stands for

- STRENGTH
- WEAKNESS
- OPPURTUNITY
- THREAT

The SWOT analysis comprises of the organization's internal strength and weaknesses and external opportunities and threats. SWOT analysis gives an organization an insight of what they can do in future and how they can compete with their existing competitors playing in the same field and also used in the strategic analysis of the organization.

## **STRENGTHS**

- As a large bank, it has qualified and experienced manpower.  
Branch location is suitable for business.
- Bank's assets position is quite satisfactory and now there is no fund crisis.
- Bank has requisite wealth to sustain in the various challenges of market economy
- Being a nationalized banking organization, it always gets government support in all of its operations.

## **WEAKNESS**

- As many employees retired from the bank, there is a crisis for manpower in the bank.  
Bureaucrat official process hampered the daily internal workflow.
- Lack of motivation for the workers.
- Low salary structure for the employees.
- In some cases management-employee relation is not good.

## **OPPURTUNITIES**

- Expansion of new investment areas.
- Scope for automation will open a big door of opportunity.
- In case of fund crisis Janata Bank gets government support.  
The bank undertakes need-based training program.

## **THREATS**

- Newly developed privatized and foreign banks.
- Facing a great competition with other commercial banks and financial institutions.  
Loan recovery systems are very weak.
- Policies are not practiced properly.



## **CHAPTER - SIX**

### **Concluding Statement**



## 6. Concluding Statements

### 6.1. Findings

Janata Bank has focused on enhancing the long term sustainability of the bank, building value for the shareholders, employees and the wider community. Its activities are driven by ethical business practices and sense of responsibilities to all stakeholders. Since the start of the global economic crisis, many felt that Bangladesh will not be adversely affected by the crisis. But now we can see that slowly and gradually we are also getting affected. Bangladesh is captive to what transpires in international market and economies of leading countries. Against the background Bangladesh cannot be immune from the global economic slowdown and is most likely to be affected sooner or later. The global financial crisis is likely to adversely affect principally in three sectors, namely exports, aid-flow and foreign direct investment.

During my report preparation I have gone through several departments of General Banking and detected some problems from my own practical experience as follows:

1. The newly prescribed account opening form is very much informative. It takes about half an hour to properly fill in the form. When four or five people come at the same time to account opening purpose, it is very difficult for the relevant officer to provide satisfied service to the client.
2. According to some clients, introducer is one of the problems to open an account. If a person who is new in the city wants to open account, it is a problem for him/her to arrange an introducer of SB or CD account holder.
3. Lengthy process of issuing cheque book, Pay order, Bank draft cause. Job responsibilities are not specified to each and every employee of this division.



4. Insufficient modern sophisticated technology change such as use of new software there are few staff who are lacking in computer knowledge and are not efficient enough to finish every task immediately. So, before utilizing new technology proper training should be arranged.
5. Inadequate skilled manpower in Janata bank Ltd, because there is lack of proper training arrangement of employees in the general banking section. For example, most of the new recruited employees learn their job tasks by observing their senior employee.
6. Some time the branch's computers remain out of order and it is also true for the photocopiers.
7. Insufficient forms and brochures will hamper customer service.
8. Still heavily rely on traditional system specially in general banking department.

## 6.2. Recommendations

As per earnest observation some suggestions for the improvement of the situations are given below:

1. The form should be precise with the quality information to the points of the client rather unnecessary or vague information. This can create the opportunity to serve more people in short time.
2. If the interested clients have proper documentation in favor of his/her identity then there should be probation for avoiding introducer.
3. Bank should formulate simple process for issuing cheque book, Pay order, and Bank draft.
4. To hire and install sufficient modern sophisticated technology because of present market demand of the customer and the educated customers now want technology based banking but customs are confused about services.
5. To recruit sufficient skilled manpower because the bank employees should communicate properly with customers about their deposit and other schemes.

6. Low cost deposit should be increased by procuring more current account and savings account of the total deposit to reduce total cost of fund.
7. Sufficient Forms and Brochures must be maintained in sufficient quantity.
8. Ensure Proper Maintenance and cleanliness of Office Premises. Every branch is supposed to be very neat and clean and well decorated because it matters to attract customers.
9. It is necessary to implement modern banking process instead of traditional system. It should be more computerized means dynamic.
10. Branch should give requisition for new more printers and photocopy machines to improve their service.
11. Ensuring transparency of its financial reports.
12. Proper training should be given to all employees on regular basis to identify the suspicious transactions for Anti Money Laundering compliance policy.

### 6.3. Conclusion

Banks play a vital role in the economic development of the country. The popularity of banks is increasing day by day which leads to increase competition as well. All the public banks are offering almost the same products and services and almost same their operation system. Even, private banks too providing same services and products line. But the ways they provide the services are different from each other. So people choose their Bank according to their satisfaction and need. And they will prefer the bank of which service is easily accessible and understandable. One the other hand, Bank innovate new products and services to attract their desired customers. To conclude this report it can be said that it was a great opportunity to study the operational activities of JBL. Having passed three months in JBL Mirpu-10 Branch, I have learned many activities practiced in the bank. Since the working areas were in General banking the report may not cover all the practices of the branch. The work experience in JBL Mirpu-10 Branch was very interesting and this experience will help me in great deal in my future life. Janata Bank Limited also a pioneer in online customers services, foreign exchange and distinctive loan offerings among govt. banks. Without bank's cooperation it is not possible to run any business or production activity in this age. The job environment is very good at JBL Mirpu-10 Branch. At the same time the service which the bank provides to its customers are very prompt and quality ones compare to other private banks. In these ways JBL is helping in accumulating domestic savings, resource mobilization and creating job opportunities for many people which will gear up the economy as a whole.

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