

**SECURITY REVIEW ON BANKING**  
**TIPS FOR BANK STAFFS**

	<b>Diverting attention inside the Banks</b>
	☞ by asking you to fill the form.
	☞ of employee works at cash counter by asking some queries repeatedly
	☞ by asking the staff about the other banks and their branches.
	☞ of employee safeguarding the cash by telling him that he is being called by the manager.
	☞ Some will approach you with a story that their relatives are in hospital and they are likely to get money from their village and ask for your account details to credit their money.
	<b>Safety inside the Banks</b>
	☞ Don't believe strangers.
	☞ Don't divert your attention for the small currency especially when you are in bank and making huge transactions.
	☞ Make you to fall prey for small currency they take away big cash from you.
	☞ On Friday, Saturday & Monday between 10 am to 1.00 pm heavy transactions take place in banks, so one must be on high alert in those days and timings.
	☞ Cash counter staff should lock the doors from inside or use electronic security check door.
	☞ Keep a watch on those customers who are standing idle and watching others.
	☞ All the banks should install the CCTV cameras and employ staff to monitor it.
	☞ Cash to be delivered to the customers inside the counter those who withdraw huge cash.

**SECURITY REVIEW ON BANKING**  
**TIPS FOR BANK CUSTOMERS**

	<b>Diverting attention outside the Banks</b>
	When the customers come out from the bank and while keeping the cash bag inside the car or scooter, some strangers approach them and divert their attention in following ways.
	☞ Throw small currency on the road / by throwing small currency on the floor and ask you whether those notes belong to you.
	☞ Alert the customers by making signs that their vehicle tyres are deflated.
	☞ Enquiring about the addresses of some banks or other information.
	☞ Spill some sticky material with offensive smell on customers to divert his attention and steal the cash bag.
	☞ Some youth posing like policemen try to 'help' you by keeping your cash and valuables safely with them as there is a murder nearby. When you go home and open the bag you will find your valuables missing.
	☞ Some follow you till with hope you will stop in the midway for tea or shopping, there they will steal your money.
	<b>Safety outside the Bank</b>
	☞ After keeping the cash bag inside the car or any other vehicle, you shouldn't listen to the words of any stranger.
	☞ Think before you decide to pick the small currency on the road, the stranger could have spilled it to divert your attention to steal you money.
	☞ Don't alight from your vehicle immediately after you are told about the problem in the car tyre puncher or etc.
	☞ If your attention is drawn by a stranger, you should come out from car along with cash bag.
	☞ Whenever you withdraw huge amount from bank better take somebody with you.
	<b>Safety while transporting huge cash in vehicles</b>
	☞ Thieves always observe the cash transport vehicles follow them.
	☞ Whenever the employee enters into the bank, the thieves approach the vehicle and divert the attention of driver by putting small currency on the road and divert the attention of security guard by asking some addresses and steal the cash.
	☞ One mustn't go for small currency
	☞ Security guard must be very vigilant and don't give any scope for negligence.
	☞ Whenever the employee enters into the bank from vehicle he should lock the vehicle doors from outside.
	☞ Some attack with crude weapons or toy guns and loot the cash.

**SECURITY REVIEW ON BANKING**  
**GENERAL TIPS**

1	Never introduce an unknown person for the purpose of opening an account in your Bank
2	Never en-cash cheques / drafts of an unknown person through your account
3	Do not keep your account inoperative for a long time
4	Never disclose your bank account number, user name and password to anyone.
5	To avoid theft in postal transit or courier services and subsequent cheating, keep a track on the cheques / drafts / pay orders sent through post and courier services
6	As far as possible, bank transactions should be handled personally
7	Take care of your cheque books. Do not keep signed cheques in the drawer or any place where outsiders have an easy access
8	All bank transactions should be counter checked to ensure that deposited cheques have been realized
9	Monthly statements of your bank account should be invariably checked
10	At the time of withdrawal of cash, the account holder must physically check the cash. Never hand over the cash to a third person for counting