



### PART C

[Refer to Clause 11 (v) (a) and (b) and 11 (vi) of this Settlement]

#### (a) Duties of Clerical Staff w.e.f. 1st May, 2010

All members of the clerical staff who do not get any special pay as on 30<sup>th</sup> April 2010 on regular basis shall be designated as Single Window Operator 'A'. The following duties shall inter alia form part of their normal duties:

- (i) Acknowledgements of inward mail received.
- (ii) Receipt of cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgements in the counterfoil.
- (iii) Delivery of cheque books subject to authorisation by competent authority.
- (iv) Issue of cash receipts.
- (v) Issue of E.S.I. stamps wherever applicable or may become applicable.
- (vi) Recounting of currency notes by cash department staff.
- (vii) Ensuring the proper contents in covers and envelopes including registered ones before dispatch.

All clerks shall also perform all duties and functions of their cadre, either online or manually, which does not involve any passing or supervisory function of an officer of the bank. He will, wherever and whenever required, function as a single window operator where he will also receive and pay cash.

In addition, his duties will include –

- a. Passing and cash payment of all cheques/withdrawal forms/bankers' cheques/gift cheques, etc. upto and including Rs.10,000/-
- b. Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) upto and including Rs.15,000/-
- c. Receipts of cash and issuance of pre-signed drafts / gift cheques / travellers' cheques / pay orders / bank orders, etc. upto and including Rs.15,000/-

#### (b) Duties of Subordinate Staff w.e.f. 1st May, 2010

All the normal and routine duties of the subordinate staff cadre and for performance of which no special pay shall be payable. In addition they shall also be required to perform the following duties.

- 1) To take money orders, to buy stamps etc., which involves carrying of cash not exceeding Rs.5,000/- and to carry insured letters., etc. to post office
- 2) To stitch currency note bundles
- 3) To stitch and seal parcels and packets containing currency notes;
- 4) To transit cash from the bank to an office outside or vice versa, if unaccompanied by a watchman / Armed Guard.