



HRMD/MPTP/COM/59/2011-12

18/08/2011

**ALL ZONAL OFFICES**

**Sub: Assignment of duties to Clerical Staff as per 9th Bipartite Settlement dated 27/04/2010.**

A series of communication have emanated from this office on the subject, seeking confirmation of Zonal Offices that all clerical staff (SWO'A' & 'B') working in branches/offices under their jurisdiction are being properly utilized and are performing the changed duties as per 9th Bi-Partite Settlement dated 27/04/2010.

In spite of the above communication, we are yet to receive the desired confirmation from a number of Zones. This situation leads us to presume that Zones have not been able to implement the guidelines in regard to changed duties of SWO'A' & 'B' till date. **It has also been observed after analyzing data from CBS system that even those Zones, who have confirmed that they are utilizing the services of the SWO'A' & 'B' properly, are not actually utilizing the services of the Single Window Operators.**

By not implementing the guidelines, while we are paying the enhanced Basic Pay to all the clerical staff in accordance with the 9th B.P.S, we are not taking the desired work from them as was prescribed in terms of the said Bipartite Settlement. Without utilizing the services of clerical staff properly, it would not be possible to bring about changes in the role of officers in the branches, who could be utilized in extending support to Branch Heads in other developmental activities of the branch. In case, proper job role is assigned to SWOs and the related work are undertaken by them, officers in the branch could extend support to the Branch Heads in House Keeping, Customer Service, improving recovery and reducing NPAs, improvement in CASA business, expanding clientele base etc. In view of the above, it is of utmost important to ensure compliance of the guidelines in respect of roles of SWO'A' & 'B'.

We reproduce hereunder once again the salient features in the matter of duties of SWO'A' and SWO'B' as per the above Settlement:

**Single Window Operator'A'**

Their duties w.e.f 01/05/2010 have been described in Schedule-II, Part-C (a) of the Settlement, which include, inter alia, the following :

- a) Passing and making 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/-

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JCO Bank, Human Resource Management Deptt., DD-3 & 4, Sector-I, Salt Lake City, Kolkata-700 064.  
दूरभाष Phone: 033- 22355652 फैक्स Fax: 033-22354759 ई-मेल e-mail: [hpad.calcutta@ucobank.co.in](mailto:hpad.calcutta@ucobank.co.in)

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- 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/-

**Single Window Operator 'B'**

In addition to the duties of Single Window Operator 'A', their duties will include –

- (a) Passing and making cash payment of all cheques/ withdrawal forms/ bankers' cheques/gift cheques, etc. upto and including Rs.20,000/-.
- (b) Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) upto and including Rs.25,000/-.
- (c) Receipts of cash and issuance of pre-signed drafts / gift cheques/ travellers' cheques /pay orders / bank orders, etc. upto and including Rs.25,000/-.

In this regard, Zones are advised to ensure that following infrastructure is made available to the branches for proper utilization of services of the SWOs :-

- i) Proper sitting arrangements and counters in the branches to be made in such a way so that speedy disposal of transactions/vouchers is ensured without involvement of carriers from one seat to another.
- ii) Auto Locking Drawers to be provided to all SWOs, who are entrusted with cash transactions.
- iii) Small Note Counting Machine and Ultra Violet Lamps, if need be, to be provided to each counter, where cash transactions are made.

Zonal Heads, Executives and Officers from Zonal Office are further advised to monitor the above aspect during their visit to the branches and ensure implementation of the relevant guidelines in each of the branches under their jurisdiction.

Since the matter needs urgent attention, Zonal Heads are advised to ensure that (i) necessary infrastructure ,if not already provided, it should be provided to all their branches (ii) SWO 'A' & 'B' posted at branches are performing their duties in accordance with the 9<sup>th</sup> Bi-Partite Settlement dated 27/04/2010 as circulated vide HO Circular No. CHO/PAS/1/2010-11 dated 20.05.2010.

Zonal Heads are further advised to visit/send their Executives to visit certain branches for verification of the factual position and take necessary corrective steps/action in respect of branches, where duties of SWOAs & SWOBs have not implemented. Needless to mention, putting in place appropriate processes as enumerated above, would ensure optimum utilization of services of SWOs at the branch level.

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The confirmation of compliance of the above instructions should be sent to us within a week from the date of receipt hereof under the signature of Zonal Head.

**The matter may be treated as extremely urgent.**

(Himadri Dutta)  
General Manager  
Human Resource Management.

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CRN  
339/2010-11

**Head Office - 2 :**

Human Resource Management Deptt.  
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Salt Lake, Kolkata - 700 064

(भारत सरकार का उपक्रम)  
सम्मान आपके विश्वास का  
(A Govt. of India Undertaking)  
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**Circular No.**

**CHO/PAS/12/2010-11**

**Dated : 03.02.2011**

**TO ALL BRANCHES/OFFICES IN INDIAN UNION :**

**Sub : Promotion Policy Settlement for Workmen Staff - Review of provision relating to reversion/refusal on promotion from Clerk to JMGS-I during the period of probation - amendment in para 3.8.3 of Promotion Policy Settlement**

The existing provision of the Promotion Policy Settlement for Workmen Staff relating to refusal / reversion on promotion from Clerical Cadre to Officers' Cadre in JMGS-I was taken up for a review in course of a Small Committee Meeting held on 16.12.2010 with the Workmen Unions who are parties to the Promotion Policy Settlement.

The Existing provision, vide para 3.8.3 of the Promotion Policy Settlement (circularized vide Circular No. CHO/PAS/01/2006-07 dated 11.04.2006) is as under :

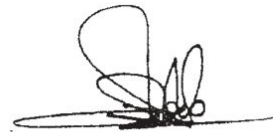
"Where an employee on promotion to officers' cadre refuses the promotion or seeks reversion during the period of probation, he would be debarred for promotion for five years from the date of such refusal/reversion. In such case he would be reverted to his substantive cadre, which he occupied prior to his promotion subject to availability of similar vacancy in the same seniority region. However, if no similar vacancy is available, he will then be reverted only as a clerk and be posted in the same seniority region."

In partial modification of the above, the parties have agreed to the following provision subject to approval of the Board of Directors :

"An employee on promotion to officers' cadre may seek reversion within a period six month from the date of promotion or three months from the date of posting whichever is later. In case the request for reversion is allowed by the Competent Authority, the employee concerned shall refund to the Bank the amount of TA/DA which was earlier reimbursed on account of attending the written examination/interview and also for reporting in the new place of posting on promotion. In such case, the employee would be debarred for promotion for five years from the date of such refusal/reversion

and he would be reverted to his substantive cadre which he occupied prior to his promotion subject to availability of similar vacancy in the same seniority region. However, if no similar vacancy is available, he will then be reverted only as a clerk and be posted in the same seniority region.”

The Board of Directors of the Bank in its meeting held on 28.01.2011 has approved the aforesaid amendment in para 3.8.3 of the Promotion Policy Settlement for Workmen Staff. Branches/Offices are advised to take a careful note of the aforesaid amendment and act accordingly. A copy of this circular may be displayed on the Notice Board for information of all concerned.



**General Manager  
(HRM)**



UCO BANK

Human Resource Management Department, Head Office  
3 & 4, DD Block, Sector 1, Salt Lake, Kolkata 700064

Circular No. CHO/PAS/ 10 / 2010-11  
Circular to all Branches/ Offices

Date : 15.01.2011

**Sub : Single Window Operator 'A' and Single Window Operator 'B' posts under 9<sup>th</sup> Bipartite Settlement – full utilization of these posts in branches - guidelines for filling up of Single Window Operator 'B' posts**

In the matter of introduction of Single Window Operator 'A' and Single Window Operator 'B' posts under 9<sup>th</sup> Bipartite Settlement, the following understanding have been reached between the Bank Management and the workmen unions, namely, All India UCO Bank Employees' Federation, UCO Bank Employees' Association and All India UCO Bank Staff Federation, who are parties to the Promotion Policy Settlement for Workmen Staff :

In terms of the 9<sup>th</sup> Bipartite Settlement dated 27.04.2010, with effect from 1<sup>st</sup> May 2010, posts attracting Special Pay of Computer Operator 'A' in Clerical Cadre has been modified and the members of Clerical Staff performing the said duties are treated as those assigned with duties of Single Window Operator 'B'. As a consequence of the above, there shall be no further notification for the post of Computer Operator 'A'. Hereafter, vacancies of for the post of Single Window Operator 'B' only will be notified as per Bank's requirement.

ii) The posts of Computer Operator 'A' which were sanctioned and notified but selection has not been completed, in such cases, the exercise will be completed and the selected candidates will be offered the post of Single Window Operator 'B' prospectively notwithstanding the fact that the notification was issued earlier for the post of Computer Operator 'A'.

iii) In the cases where the posts of Computer Operator 'A' were vacant as on 30.04.2010 but not notified, in such cases, such vacancies will be notified for the post of SWO "B". However, Zonal Manager concerned may rationalize the vacancies of SWO 'B' before issuing notification.

iv) The selection procedure for the post of Single Window Operator 'B' shall be the same as hitherto followed for the post of Computer Operator 'A'.

v) The Bank Management and the Workmen unions as stated above have also discussed about utilization of Single Window Operator 'A' and Single Window Operator 'B' posts in terms of Bipartite Settlement in CBS environment and both Management and the Workmen Unions have agreed to implement Single Window Operator 'A' and Single Window Operator 'B' wherever provided for sake of prompt and effective customer service in Bank's branches. No deviation to be made in this respect.

**Branches Offices are advised to take a careful note of the above and ensure full utilization of SWO 'A' and SWO 'B' wherever provided without any deviation.**

**General Manager  
HRM**





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Circular No. CHO/PAS/ 11 / 2010-11

Date : 15.01.2011

Circular to all Branches/ Offices

Sub : Amendment in the Promotion Policy Settlement for Workmen Staff –

(i) Creation of new Seniority Regions for Jharkhand, Chattisgarh and Uttarakhand states and (ii) upgradation of Head Cashiers I posts into Head Cashier II along with upgradation of the incumbents in Head Cashier I posts into Head Cashier II where business level has gone up beyond Rs. 3 Crore

The following amendments in the Promotion Policy Settlement for Workmen Staff has been agreed with the Workmen Unions who are parties to the Promotion Policy Settlement dated 13.04.1988 and approved by the Bank's Board of Directors :

i) Separate Seniority Regions will be formed for newly formed states namely, Jharkhand, Chhattisgarh and Uttarakhand vide para 5.6.2 of Promotion Policy Settlement, 1988. Further the newly opened branch in Lakshadweep Islands (UT) will be part of Kerala Seniority Region.

ii) Head Cashier-I post will be upgraded to Head Cashier-II where the business level of the branch has gone up beyond Rs. 3 Crores.

In the light of the above, the following has been further agreed between the Bank and the aforesaid workmen unions :

Keeping in view the understanding reached in the matter of up-gradation of Head Cashier-I post into Head Cashier-II and its approval by the Board of Directors, **the incumbents in Head Cashier-I posts, where the business level of the branch has gone up beyond Rs. 3 crore, will be upgraded into Head Cashier-II with effect from the date of Board approval i.e. 23<sup>rd</sup> July, 2010.** Hereafter, new posts of Head Cashier will be filled up as per provisions of Bipartite Settlement.

Branches Offices are advised to take a careful note of the above and act accordingly.

**General Manager**  
**HRM**



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**UCO Bank**

कर्मिक विभाग  
PERSONNEL DEPARTMENT

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INWARD MAIL  
27 JUN 97

Ref.No.PER/MPP/SCT/7/164 /97.

Date 23/6/1997.

The Zonal Manager,  
zonal Office,  
CHENNAI.

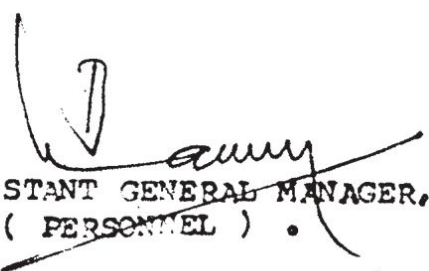
Sub : Ex-Servicemen re-employed in Public Sector Banks -  
Weightage to Defence Service for the purpose of  
promotion/selection to functional special allowance posts.

we are in receipt of your letter No. SF/PAD/MPP/307/97 dated  
9th June 1997 in connection with the above.

your interpretations of the Government guidelines conveyed to you  
vide Head Office Circular Nos. CHO/PAS/12/91 dated 7/12/1991  
and CHO/PAS/6/96 dated 11/6/1996 as given against Sl.Nos. 1,2 and  
3 in your said letter are correct.

As regards to your clarification sought in the last para of your  
letter we have to advise you that no classification as to lower  
functional allowance bearing posts and higher special allowance  
bearing posts in the same cadre has been mentioned in the Government  
guidelines in respect of the subject matter.

It is, therefore, advised that an ex-serviceman employee opting  
for the benefit of weightage/seniority for selection to functional  
special allowance posts and selected to a lower functional  
special allowance post can also be selected to a higher special  
allowance bearing post within the same cadre.

  
ASSISTANT GENERAL MANAGER,  
( PERSONNEL ) .



प्रतिलिपि  
COPY

सिस्टम नं. १  
FOR OFFICE

Zonal Office  
(Tamil Nadu Zone)  
Madras

Assistant General Manager  
Personnel Department (MPP Cell)  
Head Office, Calcutta.

SF/PAD/MPP/

207 /97

9th June, 1997

Ex-servicemen re-employed in Public Sector Banks -  
Weightage to Defence Service for the purpose of  
promotion/selection to functional special allowance  
posts.

We refer to HO circular No. CHO/PAS/6/96 dt. 11.6.96 regarding  
above.

From the clarifications given in the circular, the following  
position emerges :-

- 1) The benefit of seniority on the basis of past service in  
Army has to be availed only once in the career of the  
EX-servicemen.
- 2) Those who avail the benefit of weightage/seniority for  
temporary acting/officiating arrangements in posts carrying  
functional special allowance in the cadre will be eligible  
for the said benefit when they are considered for regular  
promotion to the next higher grade from the post on which  
he was initially re-employed.
- 3) If the EX-servicemen is selected to functional special  
allowance carrying post on permanent basis, then the  
benefit of weightage/seniority will not be allowed for next  
promotion.

We request you to let us have your clarification in regard to  
the following :-

In the case of an EX-servicemen employee who opted for the  
benefit of weightage/seniority for selection to functional  
special allowance posts within the cadre and has been selected  
to a lower functional special allowance bearing post on permanent  
basis, whether he will be eligible for the benefit of weightage/  
seniority for selection to a higher functional special allowance  
bearing post/s on permanent basis within the cadre ?

Your early clarification on the above will enable us to advise  
the employees/branches concerned suitably.

ZONAL MANAGER