



UCO Bank
Head Office
Personnel Services Department
3-4, DD Block, Sector-I, Salt Lake City
Kolkata-700 064

No. CHO/PAS/ 05 /2011-12

Dated: 21/01/2012

To: All Branches / Offices in Indian Union

Sub: Revision in the cost of Summer/Winter uniform and liveries for Subordinate Staff.

Attention is invited to Head Office Circular No. CHO/PAS/04/2008-2009 dated 20/03/2009 in respect of revision in the cost of uniform for the members of subordinate staff and circular No. CHO/PAS/ 03 /2005 dated 13.04.2005 with regard to cost of shoes was last circulated. In the meantime, there has been change in cost of inputs. Hence, keeping in view the rise in price of cloth and stitching charges, the Competent Authority has approved revision in the cost of uniform and liveries for subordinate staff as under:

Category	Summer Uniform		Winter Uniform	
	Existing limit (per set)	Revised limit (per set)	Existing limit (per set)	Revised limit (per set)
Subordinate Staff (male peon)	Rs.470/-	Rs.565/-	Rs.1300/-	Rs.1560/-
Subordinate Staff(Female peon)	Rs.400/-	Rs.480/-	Rs.1300/-	Rs.1560/-
Armed Guard, Driver & Watchman	Rs.500/-	Rs.600/-	Rs.1300/-	Rs.1560/-

Further, the cost of **Dupatta, Turban** and **Shoes** applicable in specific under mentioned cases is also revised as given below;

Category	Existing limit	Revised limit
Dupatta for female Sub-staff , who wear Salwar and Kameez	Rs.125/-	Rs.150/-
Turban for Sikh Sub- staff , who used to wear it in the past and continue to wear it.	Rs.250/-	Rs.300/-
Cost of one pair of Shoes for Armed Guards, Electrician, Air Conditioning Plant helpers, Drivers, Plumbers and Sanitary Fitters in maintenance Department who are supplied with a pair of shoes once in two years.	Rs.350/-	Rs.500/-

The above limits are inclusive of all charges. Revised rates will be **effective from the calendar year 2012.**

It may please noted that the cloth / design/colour /specifications for both summer and winter uniform and other terms & conditions shall remain the same as per earlier Head Office circulars No. CHO/PAS/10/1987 dated 18-04-1987, CHO/PAS/15/87 dated 09-12-1987, CHO/PAS/17/88, dated 31-08-1988 CHO/PAS/01/95 dated 07-03-1995.

Permanent full-time members of subordinate Staff, Permanent Part-time Workmen in Sub-ordinate cadre working not less than six hours per week, may be supplied with **3 (three) sets of Terry Cotton/Terry Khadi Uniform in two years and one set of Woolen Uniform in 3 years**

It is to be ensured that the **members of subordinate staff who are supplied with uniform must wear the same in clean condition, while on duty.** The sub-staff members who are not found in uniform while on duty, should be marked "Absent" in terms of instruction contained in HO circular no.CHO/PMG/23/98 dated 28-11-1998.

Branches / Offices are advised to note the above for proper compliance.

(Ajit Kumar)
Dy.General Manager
Personnel Services



PERSONNEL

UCO BANK

Head Office :
Personnel Department
12, OLD COURT HOUSE STREET,
CALCUTTA-700 001

Circular No. CHO/PAS/10/87

18th April, '87

To
All Branches/Offices
in the Indian Union :

Re : Award staff-Subordinate cadre—Supply of uniform.

Attention of Branches/Offices is invited to our Circular No. CHO/PAS/3/87 dated 6th February, '87 advising that a Settlement has been signed on 5. 1. 87 between the Management of Banks as represented by Indian Banks' Association and the Workmen's Unions. It will be seen that in terms of Settlement, all full time permanent subordinate staff, permanent part-time workmen in subordinate cadre working for not less than 6 hours per week shall be supplied with 3 sets of terry-cotton/terry-khadi uniform in 2 years and one set of woollen uniform in 3 years. In our Circular No. CHO/PAS/30/86 dated 29. 12. 86, Branches/Offices were advised to arrange for supply of 2 sets of cotton uniform within 31st January, '87, which we hope must have been supplied. In view of the changes made in the Settlement under reference, revised instructions as stated hereunder are issued :—

- I. (a) In case of employees who have already been supplied with 2 sets of cotton uniform, further supply of uniform should be arranged as stated below :
 - (i) One set of terry-cotton/terry-khadi uniform by 16th May, '87 and one set of terry-khadi/terry cotton uniform within 31st January, '88.
 - (ii) 2 sets of terry-khadi uniform/terry-cotton uniform by 31st January, 1989, and one set of terry-khadi/terry-cotton uniform by 31st January, 1990. The process as stated in clause I (a) (ii) should continue thereafter.
 - (b) In case of employees who have not been supplied with cotton uniform during the current year, supply would be as follows :
 - (i) 2 sets of terry-khadi/terry-cotton uniform by 16th May, '87 and one set of terry-khadi/terry-cotton uniform by 31st January, '88.
 - (ii) 2 sets of terry-khadi/terry-cotton uniform by 31st January, '89 and one set of terry-khadi/terry-cotton uniform in January, 1990.The process as stated in clause I (b) (ii) would continue thereafter.
- II. Woollen uniform :
One set of woollen uniform to be supplied in 3 years, within 31st October of the year of entitlement.
- III. Hilly Areas :
 - (a) One set of woollen uniform to be supplied to every eligible member of subordinate staff in hilly area, where there is the practice to supply one woollen uniform every year by 31st August every year.
 - (b) One set of terry-khadi/terry-cotton uniform to be supplied in 3 years and supply should be made in March in the year of entitlement.
- IV. If the majority of the subordinate staff of all the offices of the Bank in a place request the Management sufficiently in advance, one additional set of terry-khadi/terry-cotton uniform may be supplied every 18 months, to the entire subordinate staff in lieu of the set of woollen uniform to be supplied once in 3 years. The terry-khadi/terry-cotton uniform in lieu of woollen uniform are to be supplied once in 18 months commencing from October, '87.

V. It is reiterated that all members of subordinate staff who are supplied with uniform shall wear them while on duty and in clean condition and not wearing uniform while on duty constitutes a minor mis-conduct. Such cases of non-wearing of uniform should be referred to Divisional/ Zonal Office and guidance sought so that appropriate action is taken against the erring employees.

IV. **Cost of uniform :**

- (a) (i) Cost of terry-cotton/terry-khadi uniform (civil type) should not exceed Rs. 215/- per set.
- (ii) Cost of terry-cotton/terry-khadi uniform (military type) should not exceed Rs. 225/- per set.
- (b) (i) Cost of woollen uniform will be Rs. 450/- per set.
The Zonal Heads can allow an increase of Rs. 25/- per uniform in the stitching charges if the stitching charges are comparatively higher in their Zones. Such decision if warranted in case of Head Office staff will be taken by Dy. General Manager (Personnel).

VII. **Cloth/design : Winter uniform :**

- 1) **Cloth :** Navy blue serge No. 111 of Castles Mills or any other renowned Mill.
- 2) **Design :**
 - a) **Coat :** National dress type (prince coat) with flaps on both shoulders and open half collar and one pocket on left side chest & 2 Nos. pocket on waist level with flaps. Detachable Bank's name (UCO Bank) will be attached on flap of both shoulders.
 - (b) **Trousers :** Plain design with straight pocket on 2 sides and 1 No. hip pocket. Bottom (muhury) should not exceed 18" to 20" according to the structure of the body.

B. **Summer uniform :**

- (i) **Cloth :** Terry-khadi/terry-cotton cloth of steel grey colour for shirt and trouser of Stanrose/Binny/Bombay Dyeing or any other renowned Mill.
- (ii) **Design :**
 - (a) **Shirt :** Full sleeve shirt containing of 1 No. pocket on left side on chest, (design of pocket should be identical in all cases.) 2 Nos. flap on both shoulders. Detachable Bank's name will be attached on flaps of both shoulders. Design of shirt, pockets and detachable flap are enclosed herewith.
 - (b) **Trouser :** Plain design with straight pocket on 2 sides 1 No. hip pocket. Bottom (muhury) should not exceed 18" to 20" according to the body structure of the employee.

VIII. **Female employees :** Female members of staff in the subordinate cadre should wear the following types of uniform :

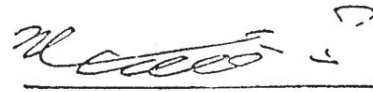
(i) **Cotton uniform :**

2 white cotton/polyester sarees with blue border and 2 navy blue cotton/polyester blouse may be supplied to each female member of the subordinate cadre every year. Cost of one set (one saree and one blouse) should not exceed Rs. 165/- The supply should be made on or before 31st January of the year of entitlement.

(ii) **Woollen uniform :**

1 navy blue full-sleeve sweater and one black woollen shawl may be supplied once in every 3 year period. Cost per set (one sweater and one shawl) shall not exceed Rs. 450/-. The supply should be made on or before 31st October of the year of entitlement.

Branches/Offices are advised to note the above instructions carefully and arrange for supply of uniform as per scheme given hereinabove.


(M . S . A U L A K H)
Deputy General Manager
(Personnel).

