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**UCO BANK**  
(A Govt. of India Undertaking)  
**HONOURS YOUR TRUST**

**C R N**  
**223 / 2005-06**

**Circular No.**  
**CHO/PAS/09/2005**  
**Dated : 30.09.2005**

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

**Sub : Scheme for Reward to Daftaries for best record keeping**

Daftaries in our Bank are supposed to undertake the whole process of sorting, arranging, numbering, tallying the total number and stitching the vouchers, to stack under guidance old records in orderly manner, to file the Notes/Letters and other papers in respective files, simple binding of books and registers and other works relating to Daftary and of Subordinate cadre. With a view to motivate them for better record keeping, a Scheme for Reward to Daftaries for best record keeping Daftary in each of the Regions has been introduced by the bank.

As per the Scheme, the Daftary who will be found as best in their work performance, will be rewarded with a cash prize of Rs.3000/- [Rupees three thousand only]. The Regional Head shall be the authority to adjudge the best performing Daftary.

The reward will be conferred on the best performing Daftary by Chairman & Managing Director or the Executive Director or General Manager [Operations] in case authorized by Chairman & Managing Director/Executive Director, when they will be visiting the respective Regions.

Ab initio, the respective Regional Head will visit all the branches of their Region, will be assessing the performance and shall maintain the record in writing at their end.

For assessment of performance of Daftaries posted in various Departments in Head Office and General Manager Operation-I, II & III, General Manager (Administration) will be the authority.

First such assessment will be made for the quarter October – December, 2005. The reward will be in the form of one Appreciation Letter and a cash prize of Rs. 3000/- [Rupees three thousand only]. The score-sheet for assessment of performance of Daftaries under the scheme for Reward to Daftaries for Best Record Keeping is placed in Annexure.

Branches/offices are advised to take a careful note of the aforesaid scheme for Reward to Daftaries for best record keeping for necessary compliance. A copy of this circular is to be displayed on the Notice Board for information of all the Staff members.

**( V. P. Singh )**  
**General Manager ( Personnel )**