



PERSONNEL

# UCO BANK

Head Office :

Personnel Department

12, OLD COURT HOUSE STREET,  
CALCUTTA-700001

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 uniforms 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, 1988, and one set of terry-khadi/terry cotton uniform by 31st January, 1990. The process as stated in clause I (a) (i) 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) (i) 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) Cost of terry-cotton/terry-khadi uniform (civil type) should not exceed Rs. 215/- per set  
(b) Cost of terry-cotton/terry-khadi uniform (military type) should not exceed Rs. 225/- per set.  
(c) 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 Starrose/Sirny/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 saris 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 sari 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. AULAKH)  
Deputy General Manager  
(Personnel)

