



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