



UCO BANK

Head Office
Personnel Department
12, Old Court House Street
Calcutta - 700 001

CRN
95/99-2000

Circular No. CHO/PMG/11/99
Dated : 28.06.1999

TO ALL BRANCHES / OFFICES

**SUB : RATIONALISATION OF OFFICIATING
ARRANGEMENTS – CLARIFICATIONS**

In order to rationalise Officiating arrangements within the bounds of Bank's needs/ exigencies, instructions have been issued to the branches/offices vide Head Office Circular No. CHO/PMG/07/99 dated 24.04.99.

In order that a senior is not required to work under a junior, following further guidelines are laid down.

1. **In the absence on leave or otherwise of the Branch Manager in JMGS-I, who is the only officer posted therein**, if the clerical staff first available in the line of eligibility, who is not working in any functional allowance bearing post, is found to be junior to the Head Cashier (where no Chief Cashier has been posted at the said Branch), the Head Cashier shall be allowed to officiate in the place of the Branch Manager until an alternative arrangement is made. If a Special Assistant is also posted in the aforesaid Branch, he shall be permitted to officiate in the place of Branch Manager until an alternative arrangement is made.
2. **In the exigency of temporary acting in the post of Special Assistant**, if the clerical staff first available in the line of eligibility who is not working in any functional allowance bearing post is found to be junior to the permanent Head Cashier (where no Chief Cashier has been posted at the said Branch) or permanent holder of any lower functional allowance than Head Cashier, the seniormost among the clerical staff working in both Cash and Accounts Departments or exclusively in Accounts Department including the permanent Head Cashier or any other permanent functional allowance holder in clerical cadre would temporarily act in the post of Special Assistant. But in such circumstances, no further acting arrangement would be permitted in the resultant post except in the post of Head Cashier/CTO/ALPMO/DEO/Teller, as envisaged in the Bank's circular.
3. **In the exigency of temporary acting in the post of Head Cashier**, if the clerical staff first available in the line of eligibility who is not working in any functional allowance bearing post is junior to the Assistant Head Cashier or the Teller posted in the Branch, the senior among concerned Assistant Head Cashier/Teller would temporarily act in the post of Head Cashier. In such a case further acting arrangement would be made in the post of Teller if the Teller temporarily acts in the post of Head Cashier, but no further acting arrangement would be permitted

in the post of Assistant Head Cashier if the Assistant Head Cashier temporarily acts in the post of Head Cashier.

Temporary acting in other permissible posts in clerical and subordinate cadre, namely, Teller, CTO, ALPMO, DEO, Daftari, Cash Peon do not involve any supervisory job. Hence, observance of the Bank's circular in the process of allowing officiating in the aforesaid posts would not result into any situation of the kind **a senior working under a junior**. Hence, Bank's circular may be followed without exception for making temporary arrangements in functional allowance posts like Teller, CTO, ALPMO, DEO, Daftari, Cash Peon.

Branches/Offices are advised to take a note of the aforesaid and meticulously observe the same.



(K. S. NAGRA)
DY. GENERAL MANAGER
(PERSONNEL)



UCO BANK

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Ref.No.HO/PSD/2-20/2008-09/

January 11, 2010

To
All Zonal Offices and all FGM Offices

Sub : Assignment of BH/ABH duties to Workmen Staff in the Bank's Exigencies

Zonal Offices have been advised to provide at least two officers in all CBS branches so that there will be no dearth of officers in such branches to act as BH and ABH who are required to authorize certain transactions under BH or ABH power in CBS environment.

Whereas, we have been receiving representations from Workmen Unions that in CBS Branches at times workmen staff are authorized to use passing power of BH/ABH in the Bank's exigencies but on such occasions they are not permitted officiating allowance as per Bipartite Settlement.

In this connection, we would like to advise once again that all CBS branches should be provided with at least two officers so that at no point of time there will be dearth of officers to act as BH or ABH. However, where a workmen staff including a Special Assistant will be authorized by the concerned Zonal Office to use the power of ABH/BH in a CBS Branch, when both BH/ABH are on leave and no other officer is also available, in such cases the concerned workmen staff may be permitted officiating allowance as per Bipartite Settlement for the days involved. **However, such arrangements should be purely temporary one and should be avoided as far as possible by making at least two officers available in all CBS branches.**

General Manager
Personnel Services

