



ALL INDIA UCO BANK EMPLOYEES FEDERATION

(AFFILIATED TO AIBEA) REG. NO. 3489/CNI

10, BTM SARANI, 2nd Floor, KOLKATA - 700001

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Dated 06/08/2026

To

**Chief General Manager (HRM),
UCO Bank, Head Office,
10, B.T.M SARANI
Kolkata-700001**

Dear Sir,

**Sub: Undue delay in Settlement of Officiating Allowance
Claims and Filling of Functional Post Vacancies**

We wish to draw your kind attention to the difficulties being faced by employees who are officiating in higher posts across various branches of the Bank.

The issue has become a matter of widespread concern and is causing considerable hardship to the employees entrusted with additional responsibilities in their branches.

1. Delay and Hardship in Settlement of Officiating Allowance

At present, employees officiating in higher positions are dependent upon the Branch Head/Assistant Branch Head for submission and processing of their officiating allowance claims in HRMS. In practice, which has resulted in considerable inconvenience, repeated follow-ups, and delays in settlement. Many employees are required to remain in the office beyond working hours for doing the officiating job in higher scales.

It is being observed that, officiating allowance claims are frequently delayed by two to four months. We have also received feedback that several eligible employees refrain from submitting their claims altogether due to the cumbersome and discouraging process. Sometimes ABH/BH forgets to feed the data of officiating within the stipulated time.

2. Delay in Filling Functional Post Vacancies

Another matter closely linked to this issue is the prolonged delay in filling functional post vacancies beyond the prescribed time frame. Consequently, employees are required to officiate for extended periods, shouldering higher responsibilities without timely compensation or a streamlined administrative process.

Such situations adversely affect employee morale and create an unfavourable impression about both the Bank's administrative system and the collective efforts of the Union in addressing members' genuine grievances.

Suggestions for Consideration

Based on feedback received from employees across various branches, we respectfully submit the following suggestions for your kind consideration:

1. Automatic Credit of Officiating Allowance: Once officiating powers are updated in IRPS and verified by the concerned Zonal Office, the officiating allowance may be processed automatically fetching data in HRMS and credited along with the monthly salary, thereby eliminating the need for claim submission through the Branch Head/Assistant Branch Head.
2. Employee-Initiated Claim Module: Alternatively, the officiating allowance claim facility may be made available through the employee's own HRMS/IRPS login, duly recommended by BH/ABH, thereafter with verification and approval by the designated Zonal Office authority.
3. Time-Bound Filling of Functional Vacancies: A definite timeline may kindly be prescribed and strictly adhered to for filling functional post vacancies so that prolonged officiating arrangements can be avoided.

Immediate Concern

We have also been informed that in Jorhat Zone, a circular has been issued stating that officiating allowance claims beyond one month will not be entertained. Such instructions may unintentionally deprive eligible employees of their legitimate dues where delays occur due to procedural reasons beyond their control, thereby adding to their hardship.

In view of the above, we earnestly request your kind intervention to address this issue on priority and to initiate suitable policy measures for ensuring timely settlement of officiating allowance claims and expeditious filling of functional post vacancies. A transparent and employee-friendly mechanism will not only remove unnecessary hardship but also enhance administrative efficiency and employee motivation.

We shall be grateful for your sympathetic consideration and early action in the matter.

Thanking you,

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Partha Chanda', is written over a light blue grid background.

Partha Chanda
General Secretary