



RO / BHUB2 / HRM / 02/ 95

Date: 06/02/2021

LETTER TO ALL BRANCHES OF BHUBANESWAR-II REGION

Re: Duties of Clerical Staff

It has been observed that the Clerical Staff at Branches are not being utilized optimally upto their full potential.

The duties of all Clerical Staff which is **SWO-A, SWO-B, Head Cashier & Special Assistants** enumerated in our Book of Instructions is enclosed for your ready reference.

Futher any additional duties intimated from time to time by our Higher Offices should also be performed..

It is therefore advised that Branch Heads should strictly ensure utilization of such designated staff.

Any lapses in the same should be reported to Regional Office.

Yours faithfully,

(ANMAY KUMAR MISHRA)
Asstt. General Manager & Regional Head
BHUBANESWAR-II

Encl: As above

10.0 SPECIAL PAY DUTIES ::

SCHEDULE – III (9th BPS dated 27th April, 2010)

10.1 The special pay duties do not include the routine duties of the cadre (Clerical / Subordinate) which a workman has to normally perform; but merely refer to those special allowance duties which if performed in addition to the routine duties will entitle a workman to a special pay on the terms and conditions provided in Chapter V of the First Bipartite Settlement as modified.

10.2 For removal of doubts it is clarified that the workman entrusted with duties attracting special pay can be required to perform routine duties of his cadre and that the following duties shall inter alia form part of the normal duties of the clerical cadre and for performance of those duties no special pay shall be payable :

Acknowledgements of inward mail received.

Receipt of cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgements in the counterfoil.

Delivery of cheque books subject to authorization by competent authority.

Issue of cash receipts.

Issue of E.S.I. stamps wherever applicable or may become applicable.

Recounting of currency notes by cash department staff.

Ensuring the proper contents in covers and envelopes including registered ones before dispatch.

10.3 DUTIES OF SINGLE WINDOW OPERATOR 'A' ::

10.3.1 Acknowledgements of inward mail received.

10.3.2 Receipt of cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgements in the counterfoil.

10.3.3 Delivery of cheque books subject to authorization by competent authority.

10.3.4 Issue of cash receipts.

10.3.5 Issue of E.S.I. stamps wherever applicable or may become applicable.

10.3.6 Recounting of currency notes by cash department staff.

10.3.7 Ensuring the proper contents in covers and envelopes including registered ones before dispatch.

10.3.8 All Clerks shall also perform all duties and functions of their cadre, either online or manually, which does not involve any passing or supervisory function of an Officer of the Bank. He/She will, wherever and whenever required, function as a Single Window Operator where he/she will also receive and pay cash.

10.3.9 In addition, their duties will include :-

[a] Passing and cash payment of all cheques/withdrawal forms/Bankers' Cheques/ Gift Cheques, etc. upto and including Rs.10,000/-

[b] Passing independently clearing and transfer cheques, vouchers, etc.(whether credits or debits) upto and including Rs.15,000/-

[c] Receipts of cash and issuance of pre -signed Drafts/Gift Cheques/ Travelers Cheques/ Pay Orders/ Bank Orders, etc. upto and including Rs.15,000/-

[d] Powers of **SWO – A** incorporated in CBS system :-

Role ID in Finacle	Details of Passing Powers [Debit]	
SWO – A	CASH	Rs.10,000/-
	CLEARING & TRANSFER	Rs.15,000/-

10.4 DUTIES OF SINGLE WINDOW OPERATOR 'B' :

10.4.1 In addition to the duties of Single Window Operator 'A' [SWO – A], their duties will include ::

[a] Passing and cash payment of all cheques/withdrawal forms/ Bankers' Cheques/ Gift Cheques, etc; upto and including Rs.20,000/-

[b] Passing independently clearing and transfer cheques, vouchers, etc. [whether credits or deb its] upto and including Rs.25000/-

[c] Receipts of cash and issuance of pre -signed drafts/Gift Cheques/ Travellers' Cheques/ Pay Orders/ Bank Orders, etc; upto and including Rs.25000/-.

[d] Powers of **SWO – B** incorporated in CBS system :-

Role ID in Finacle	Details of Passing Powers [Debit]	
SWO – B	CASH	Rs.20,000/-
	CLEARING & TRANSFER	Rs.25,000/-

10.5 DUTIES OF HEAD CASHIER II ::

10.5.1 Apart from normal duties of Clerical Cadre, Head Cashier -II is required to perform duties as mentioned herebelow :-

[a] Holding the bank's cash, key and/or other valuables in safe custody jointly with an officer and being accountable for them and being responsible for the running of the cash department;

[b] Opinion compilation;

[c] Verification of vernacular signatures/endorsements;

[d] Countersigning cheques and/or drafts (on selves or correspondents), payment orders, deposit receipts, etc.

[e] Attending to Government Treasury work;

[f] Discharging/endorsing bills, cheques, etc.

[g] Being in charge of clearing and godown departments, etc;

[h] Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) upto and including Rs.50,000/- and cash vouchers upto Rs.50,000/- jointly with an authorized person.

- [i] To pass independently withdrawal forms/cheques upto Rs.20,000/-, limit of independent passing powers of cash vouchers by SWO 'B'.
- [j] Passing and payment of cheques includes verification of signature/thumb impression within his/her powers in terms of Bipartite Settlement.
- [k] Powers of **Head Cashier-II** incorporated in CBS system ::-

Role ID in Finacle	Details of Passing Powers [Debit]	
HDCII	Cash Debit Limit Rs.20,000/- [In all schemes except Cash Accounts, where it is unlimited]	
	Clearing Debit	Rs.50,000/-
	Transfer Debit	Rs.50,000/-

[9th BPS and Letter No. BCC/HRM/HR-A/103/S-35/4649 dt.07/04/2011]

10.5.2 Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory.

10.5.3 Checking/Verifying would mean verifying that the instrument/material checked is in order in all respects and also includes verification of signature irrespective of the amount of the instrument and authenticating the same on the instrument/material, initialling the relative entries in the respective books of accounts, manually and/or online.

10.5.4 Passing includes verification of signature and scrutiny as to the correctness of endorsement on and other particulars of such instruments. It will also include checking and authenticating the relative entries in the respective book of account/ledgers/computer sheets and/or online.

11.0 DUTIES OF SPECIAL ASSISTANT ::

Special Assistants will be accountable and responsible for running of the department/section under them and their duties will involve looking after and checking the work of other clerk or clerks and sub-staff and will include:

- [1] Passing independently, manually or online, cash instruments upto Rs.35,000/- and clearing and transfer cheques, vouchers etc. (whether credits or debits) up to and including Rs. 1,50,000/-. Passing will include verification of signatures and scrutiny as to the correctness of endorsements on and other particulars of such instruments. There shall be no limits for verification of signatures, passing of authenticated credit vouchers/entries and for verifying authenticated vouchers in the ledgers, books, computer print-outs, etc.
- [2] Accept, verify and post cash/transfer/clearing cheques and other instruments, as the case may be, in appropriate books of accounts/ledgers, either manually or online, and give due acknowledgements.
- [3] Signing vouchers, cheques, drafts, mail transfers, pay orders, advices such as non payment advices, inter branch fate calling advices, bill schedules, demand notices, statements, certificates etc.,
- [4] Checking all vouchers, advices, statements, cheques, drafts etc. bills and books of account including current savings and other ledgers, cash, postal and revenue stamps, franking machine balances, exchange, discount brokerage calculations and initialing by way of authenticating them for accuracy/correctness;
- [5] Checking, manually or online, current, savings and other accounts,
- [6] Checking the coding and decoding of telegrams(excluding check symbols or ciphers).

- [7] Discharging, endorsing cheques, bills, etc.,
- [8] Perform, when required in a computerized set up, system control function, either jointly with an officers or independently, upon specific authorization in this regard;
- [9] Briefly explain, the features of Bank's various products and services to customers, to reply their queries and to refer interested customers to appropriate personnel;
- [10] Inspecting godown(only in banks where such work is already being done by workmen).
- [11] The purpose of efficient and effective functioning of the section or department the special assistant shall ensure that all acts, things and steps necessary therefore are taken by himself or by the clerks placed under him and shall ensure that wherever necessary:

Wherever necessary:

- [a] Reminders are sent on time and followed up
- [b] Pass sheets/books are filled up and issued promptly
- [c] Deposits are renewed on due dates or reminders sent to the parties
- [d] Standing instructions are complied with
- [e] Bills are accepted and due dates diarised/advised and followed up
- [f] Interest, commissions and service charges are collected
- [g] Proceeds of bills are received or remitted promptly;
- [h] Confirmation of balance of accounts of the customers and its follow up
- [i] All securities relating to the department/section of which the special assistant is in charge are secured and/or kept in proper custody and properly handed to the authorized person at the close of the day.
- [j] Balances promptly taken, tallied and reported and followed up and also returns submitted;
- [k] Advices and/or duplicate advices/summaries are issued/responded promptly, whenever called for:
- [l] Checking the proper recording of entires and all relevant particulars in regard to accounts opened under due authorization.

NOTES ::

In respect of the above special pay carrying post in clerical cadre, Passing and payment of cheques includes verification of signature/thumb impression within his/her powers in terms of Bipartite Settlement, further -

- [i] Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory.
- [ii] Checking/verifying would mean verifying that the instrument / material checked is in order in all respects and also includes verification of signature irrespective of the amount of the instrument and authenticating the same on the instrument / material, initialing the relative entries in the respective books of accounts, manually and/or online.