

NORMAL DUTIES OF CLERICAL CADRE ::

1. Acknowledgements of inward mail received.
2. Receipt of Cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgements in the counterfoil.
3. Delivery of cheque books subject to authorization by competent authority.
4. Issue of cash receipts.
5. Issue of E.S.I. stamps wherever applicable or may become applicable.
6. Recounting of currency notes by cash department staff.
7. Ensuring the proper contents in covers and envelopes including registered ones before dispatch.

Apart from above normal duties of Clerical Cadre, Head Cashier Category-II is required to perform duties of Head Cashier Category-II as mentioned herebelow.

Duties of Head Cashier II:

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;

1. Opinion compilation;
2. Verification of vernacular signatures/ endorsements;
3. Countersigning cheques and/ or drafts (on selves or correspondents), payment orders, deposit receipts, etc.
4. Attending to Government Treasury work;
5. Discharging/ endorsing bills, cheques, etc;
6. Being in charge of clearing and godown departments, etc;
7. Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) upto and including Rs.50000/- and cash vouchers upto Rs.50000/- jointly with an authorised person.
8. To pass independently withdrawal forms/cheques upto Rs.20,000/-, limit of independent passing powers of cash vouchers by SWO-B.
9. Passing and payment of Cheques includes verification of signature/thumb impression within his powers in terms of BPS.
10.
 - (a) *Countersigning would mean signing in a manner whereby the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory.*
 - (b) *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.*
 - (c) *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.