

THE FEDERATION OF BANK OF INDIA OFFICERS' ASSOCIATIONS

(REGD.No.7364)

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Dear Comrades,

DUTIES OF CLERICAL STAFF RELATED TO ALLOWANCES BEING PAID AS PER BIPARTITE SETTLEMENT

We/our Units have been receiving queries about the duties of the allowance bearing posts in clerical cadre. Though our Head Office has issued various circulars on these issues after the signing of the Bipartite Settlements and otherwise, our members/Branch Managers find it difficult to have this information consolidated in a gist form at one single place.

Head Office has now sought information from the Zones regarding actual implementation of the duties where these allowances are being paid. In order to clarify the position and for the convenience of Branch Managers/our members, we attach herewith the duties of clerical staff with regard to Single Window Operator-A (SWO-A), Single Window Operator-B (SWO-B), duties of Head Cashier-II (HC-II) and duties of Special Assistants (SA). We call upon our members to provide the correct information about payment of allowances and implementation of these duties whenever this information is sought. It is pertinent to mention that any wrong information given to any Administrative Office may lead to disciplinary action against the Officers/Branch Managers.

Members are advised to seek further clarification from their Units in this regard.

With warm greetings,

Comradely Yours,

(HARVINDER SINGH)
GENERAL SECRETARY