

DUTIES OF CLERICAL STAFF

SINGLE WINDOW OPERATOR – A (SWO-A)

All clerks shall perform all the 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. However, the following duties shall form part of the duties of the clerical cadre for the performance of which special pay is payable to them. The clerk will wherever and whenever required, function as a Single Window Operator and perform the following duties :

- A] Passing and cash payment of all cheques /withdrawal forms/ banker's cheques/ gift cheques/ etc. up to and including Rs. 10,000/-
- B] Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) up to and including Rs. 15,000/-
- C] Receipt of cash and issuance of pre-signed drafts/ gift cheques/ travelers cheques/ pay orders/ bank orders, etc. up to and including Rs. 15,000/-

DUTIES OF SINGLE WINDOW OPERATOR - B (SWO-B) for which they are paid special allowance:-

In addition to the duties of SWO-A as stated above, the duties of Single Window Operator - B will include:

- a] Passing and cash payment of all cheques/ withdrawal forms/ bankers' cheques/ gift cheques, etc. up to and including Rs. 20,000/-
- b] Passing independently clearing and transfer cheques, vouchers, etc. (whether credits or debits) up to and including Rs. 25,000/-
- c] Receipts of cash and issuance of pre-signed drafts/ gift cheques/ travellers' cheques/ pay order/ bank orders, etc. upto and including Rs. 25,000/-

DUTIES OF HEAD CASHIER II (HC-II)

In addition to the duties of clerical cadre, the duties of HC-II will involve holding 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, drafts (on selves or correspondence), payment orders, deposit reaccepts 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) up to and including Rs. 50,000/- and cash vouchers up to Rs. 50,000/- jointly with an authorized person.

DUTIES OF SPECIAL ASSISTANTS (SA)

The duties of 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 substaff and will include :

1. Passing independently, manually or online, cash instruments up to 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 endorsement on and other particulars of such instruments. There shall be no limits for verification of signatures, passing authenticated credit vouchers/ entries and 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 of accounts/ ledgers, either manually or online and give due acknowledgements.
3. Signing vouchers, checks, drafts, mail transfers, pay orders, advices such as non payment advices, inter branch fate calling advices, bill schedules, demand notices, statement certificates etc.,
4. Checking all vouchers, advices, statements, cheques, drafts etc., bill and books of accounts 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 telegram (Excluding cheque symbols or ciphers)
7. Discharging, endorsing cheques, bills, etc,
8. Perform when required in a computerized set up, system control functions either jointly with an officer and independently, upon specific authorization in this regards;

9. Briefly explain, the features so bank's various products and services to customers, to reply their queries and to refer interested to appropriate personnel.

10. Inspecting godown (only in banks where such work is already done by the workman) For 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.