

## **SPECIAL PAY**

(1) In supersession of Clause 11 of the Bipartite Settlement dated 27th March, 2000, with effect from 1.11.2002:

(i) The Special Pay, payable to the Clerical staff and subordinate staff in banks other than State Bank of India, shall be as mentioned under Part-A in Schedule II to this settlement.

(ii) The duties and responsibilities as improved or retained as they are and attracting Special Pay in banks other than State Bank of India, shall be as set out in Schedule III and shall be in partial modification of Schedule III to the Bipartite Settlements dated 17th September, 1984 and 14th February, 1995.

(iii) Posts attracting Special Pay as listed in Schedule II to the Bipartite Settlement dated 27th March, 2000 and which do not find a mention in Part-A of Schedule II to this settlement shall stand discontinued. Present incumbents in these posts (other than those who are on locum tenets basis) shall continue to perform functions attached to such posts (as detailed in Schedule III to Bipartite Settlements dated 17th September, 1984 and 14th February 1995) if such functions are required to be performed or else their services shall be utilised for performing such other duties of the cadre as per the requirement and they will draw special pay as mentioned in Part-B of Schedule II to this Settlement. Once such an employee is promoted or is assigned duties of a higher nature or is retired or ceased to be in service for any reason whatsoever or is divested of the function of the post in accordance with the provisions in the Bipartite Settlements, their shall not be any further appointment/entrustment to that post.

(iv) In all other aspects, the general rules and provisions contained in Chapter V of the Bipartite Settlement dated 19th October 1966 relating to Special Pay carrying posts, as modified from time-to-time, shall continue to apply.

(v) Graduation Pay and Professional Qualification Pay payable to the clerical staff in banks shall be as mentioned in Part 'C' of Schedule II to this settlement.

(vi) The Special Pay, Graduation Pay and Professional Qualification Pay as mentioned in Schedule II shall rank for superannuation benefits.

(vii) The rates of Special Pay and the duties of Special Pay carrying posts for workmen staff in State Bank of India may be reviewed and settled at the Bank level.

(Para 11.1 of BPS dated 02.06.2005)

5.5 Where a workman falls within more than one category, he shall be entitled to receive the special allowance at the highest rate applicable to him provided however, that special allowance(s) for educational qualifications, if any, shall be payable in addition to any other special allowance to which he may be entitled.

5.6 The special allowances prescribed are intended to compensate a workman for performance or discharge of certain additional duties and function requiring greater skill or responsibility, over and above the routine duties and functions of a workman in the same cadre. In order to be entitled to a special allowance such additional duties and functions should constitute the normal part of the duties and functions performed or discharged by a workman. Special allowances are not intended to be paid for casual or occasional performances or discharge of such duties/functions. It would, however, not be necessary that a workman should continue to perform such duties or discharge such functions, whole time, in order to be entitled to such allowance.

5.7 The additional duties and functions involving greater skill or responsibility, which would entitle a workman to special allowance, are more particularly enumerated for each category of workmen. Special allowances will be payable for all or any of the duties listed

except where it is specially provided therein that for a particular category the additional duties entitling him to a special allowance, include or involve all the duties listed under that category.

5.8 A workman will be entitled to a special allowance if he is required to perform duty/ duties and/or undertake the responsibilities listed against the category, irrespective of his designation/nomenclature or any general authority vested in him.

5.9 A workman will be entitled to a special allowance only so long as he is in charge of such work or the performance of such duties which attract such allowance. Whether a workman can be asked to cease to do such work or discharge such duties and consequently cease to draw such allowance will depend upon the terms of his employment. For instance a workman who is employed permanently as a Head Clerk or Stenographer cannot be deprived of his special allowance by asking him to work as an ordinary clerk or asking him not to work as Head Clerk or Stenographer. If however, a recipient of special allowance wants to give up the work or duties which entitle him to the special allowance, he shall if his request is granted, cease to draw the special allowance.

5.10 The special allowance would continue to be drawn by a permanent incumbent while on leave. A workman who is asked to work temporarily in a post carrying a special allowance would be entitled to such a special allowance prorata for such period during which he occupies that post.

5.11 Wherever a bank requires a workman to work in post carrying a special allowance it will normally be done by an order in writing.

5.12 Bank will, as early as possible use, in all their records, correspondence etc., the nomenclature used hereto for the appropriate duties.

5.13 In specifying the duties it is not the intention that in each office/branch post should be created in each category for which special allowance has been agreed to.

5.12 (II) The duties and responsibilities now agreed to for special assistants shall not be regarded as supervisory duties and the employees required to perform these duties and discharge these responsibilities shall be regarded as 'Workmen' for all purposes irrespective of their emoluments, designations or nomenclatures in different banks.

20.2 An employee with combined designations will be entitled to the appropriate special allowance if an allowance is provided for in this settlement for either of his designations.

(BPS dated 19.10.1966)

Without prejudice to Clause 5.14(ii) of the First Bi-partite Settlement, dated 19<sup>th</sup> October, 1966, with effect from the date of this Settlement, in the matter of filling up posts of Special Assistants in the Clerical Cadre, suitability be determined in member banks having the post of Special Assistants by interview of senior employees with weightage for qualifications. Where such suitability is assessed only on the basis of interview, there shall be a period of probation for 6 months. Where the written test system already exists in any bank on the date of Settlement the same may continue.

(Para VI of BPS dated 17.09.84)

Special Allowance will not rank for the purpose of City Compensatory Allowance. It shall, however, rank for Hill & Fuel Allowance in the same manner as it ranks for superannuation benefits.

(IBA CIR No: PD/CIR/76/90 dated 16-08-1989)

For computer related allowances carrying positions selection will be made from amongst the clerical cadre staff as per the existing or future policy/settlements in different banks which shall include

passing of an aptitude test. The Management will provide training facilities as deemed necessary.

(Para XVII of BPS dated 29.10.93)

It is clarified that the Computer Operators may be assigned any other routine duties of their cadre as already provided in subsisting bipartite settlements.

(Para XVIII of BPS dated 29.10.93)

Where a female operator who is in the family way desires to discontinue working on Computer during the period of her pregnancy, she will be exempted at her written request from operating the Computer. The special allowance shall not be paid to her for the period during which she is on duty but exempted from operating the Computer, but shall be paid during the period of her leave of any kind subject to her acceptance to perform duties as Computer Operator on resumption.

(Para XIX of BPS dated 29.10.93)

Part-A

(Schedule II of the BPS dated 02.06.2005)

Special Pay for Clerical Staff

	<b>Post</b>	<b>Special Pay</b>
1.	Telephone Operator	155
2.	Audit Clerk - Category 'A'	260
	Audit Clerk - Category 'B'	490
3.	Agricultural Assistant	370
4.	Teller	840
6.	Asstt. Head Cashier	475
7.	Head Cashier – I	925
8.	Head Cashier – II	1300
9.	Special Assistant	1600
10.	Computer Operator- A	910
11.	Computer Operator-B	1100

**Special Pay for Subordinate Staff**

1.	Liftman / Cash Peon / Watch Man	255
2.	Armed Guard	430
3.	Daftary	505
5.	Electrician/AC Plant Helper	1170
6.	Driver	1320
7.	Head Messenger IOB	990

## PART B

<b>Clerical Staff</b>		
<b>Sl.</b>	<b>Post</b>	<b>Amount of Special Pay</b>
1.	Relieving Telephone Operator	80
2.	Copyist	305
3.	Telex Operator	385
4.	Teller - Category 'A'	500
5.	Punch Card Operator	425
6.	Accounting Machine Operator	660
7.	IBM / ICT Machine Operator	745
8.	Head Clerk	745
9.	Assistant Head Cashier – Units of 4 Clerks and below	330
10.	Cashier - in - charge of cash in Pay offices or branch	500
11.	Head Cashier – Category 'A' - Units of 5 Clerks & above	660
	Head Cashier – Category 'A' - Units of 4 Clerks and below	500
12.	Head Cashier – Category 'B'- Units of 5 Clerks & above	745
	Head Cashier – Category 'B' - Units of 4 Clerks and below	595
13.	Head Cashier – Category 'C'	835
14.	Data Entry Operator	630
15.	Encoder Operator	540
16.	ALPM/ AEAM Operator	770
<b>Subordinate Staff</b>		
1.	Cyclostyle Machine Operator	205
2.	Relieving Liftman	155
3.	Bill Collector	430

Note: Erstwhile Teller Category 'B', Assistant Head Cashier - Units of 5 and above, Head Cashier Category 'D' and Head Cashier Category 'E' shall now be termed/named as Teller, Assistant Head Cashier, Head Cashier-I and Head Cashier-II respectively.

## PART C

(Schedule II of BPS dated 02.06.2005)

### **GRADUATION PAY/PROFESSIONAL QUALIFICATIONPAY**

- Sl no. For those workmen who hereafter reach or have already reached 20th stage of the scale and have got increments in consideration of educational qualification(s), Graduation Pay/Professional Qualification Pay shall be payable as under:
1. Those who are graduates and/or NDC -  
Rs. 180/- p.m. after they complete 1 year. Rs.  
360/- p.m. after they complete 2 years
  2. Those who have passed JAIIB or Part I of CAIB/CAIIB -  
Rs. 180/- p.m. after they complete 1 year
  3. Those who have passed JAIIB and CAIIB or Both Parts of CAIB/CAIIB -  
Rs. 180/- p.m. after they complete 1 year Rs.  
360/- p.m. after they complete 2 years  
Rs. 540/- p.m. after they complete 3 years
  4. Those who are graduates /NDC and have passed JAIIB or Part I of CAIB/CAIIB -  
Rs. 180/- p.m. after they complete 1 year Rs.  
360/- p.m. after they complete 2 years  
Rs. 540/- p.m. after they complete 3 years
  5. Those who are graduates/NDC and have passed JAIIB or Both Parts of CAIB/CAIIB -  
Rs. 180/- p.m. after they complete 1 year Rs.  
360/- p.m. after they complete 2 years  
Rs. 540/- p.m. after they complete 3 years Rs.  
720/- p.m. after they complete 4 years  
Rs. 900/- p.m. after they complete 5 years

## **SPECIAL PAY DUTIES**

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 pay 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. 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.

Following duties shall inter-alia form part of the normal duties of the clerical cadre and for the performance of these duties no special pay will be payable.

- I. Acknowledgements of inward mail received.
- II. Receipt of cheques, drafts, dividend warrants, pay orders and other like instruments other than bills and giving acknowledgements in the counterfoil.
- III. Delivery of cheque books subject to authorisation by competent authority.
- IV. Issue of cash receipts.
- V. Issue of E.S.I. stamps wherever applicable or may become applicable.
- VI. Recounting of currency notes by cash department staff.
- VII. Ensuring the proper contents in covers and envelopes including registered ones before dispatch.

## **PART I – FOR NON-SUBORDINATE STAFF**

### **I. TELEPHONE OPERATORS:**

Their work involves operating a Telephone PBX/EAPBX Board with a minimum of three external lines on regular assignment.

### **II. AUDIT CLERKS CATEGORY 'A':**

Clerks in the Internal Audit Department whose work involves audit checking of completed vouchers, entries, statements, balance, books of accounts, etc., with a view to confirming their correctness and ascertaining whether office procedures and rules are being correctly followed. The irregularities detected by them are reported to the head of the Audit Department and/or his immediate superior, who is responsible for taking necessary action. (Note: Checking of returns and statements from branches by other than Internal Audit Department clerks would not be covered by 'Audit checking'.)

### **III. AUDIT CLERKS CATEGORY 'B'.**

Audit clerks Category 'B' would be audit clerks attached to inspectors on tours and will perform all routine checking functions and generally assist the inspector in the functions including preparation and typing of reports. Their duties include:

1. Assisting in the counting of cash balances, securities, etc., in the presence of the inspecting officials;
2. Assisting the inspecting officers in checking the quantities and values of the securities charged to the Bank;
3. Checking the balancing of various deposit account ledgers and verifying the outstanding in inter-branch/sub office(s) items-in-transit, suspense sundry deposits, draft payable, term deposits and deposits at call accounts:

4. Checking items of stationery and marking off vouchers and acknowledgements and assisting in the examination of vouchers other than those of inter-branch/sub-office(s) items-in-transit, suspense charges, sundry deposits and stationery accounts;

5. Assisting in preparing the audit returns/reports and typing and generally assisting the inspecting officer in his functions as may be required.

#### IV. TELLERS:

Passing and cash payment of all cheques/withdrawal forms/travelers' cheques/gift cheques/demand drafts/pay orders/bank orders, etc., up to and including Rs. 10,000/-. Receipt of cash and issuance of pre-signed drafts/ gift cheques/travelers' cheques, pay orders, bank orders, etc. both against cash and transfer up to and inclusive of Rs. 15,000/-.

#### V. STENOGRAPHERS:

Employees required to take dictation in shorthand and/or type letters, statements, documents etc., and attend to secretarial work.

#### VI. ASSISTANT HEAD CASHIER:

Their job is to assist the head cashier in looking after and checking the work of clerks in the cash department.

#### VII. HEAD CASHIER – I:

Their duties involve:

(1) 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;

(2) Opinion compilation;

(3) Verification of vernacular signatures/endorsements;

(4) Countersigning cheques &/or drafts (on selves/correspondents), payment orders, deposit receipts, etc.

(5) Attending to Government Treasury work;

(6) In banks where the practice of discharging bills/hundies, for payment received only, is in existence, it may be continued to be done by this category.

## VII. HEAD CASHIER - II:

Their duties involve;

(1) Holding the Bank's cash, key and/or other valuables in safe custody with an officer and being accountable for them and being responsible for the running of the cash department;

(2) pinion compilation;

(3) Verification of vernacular signatures/endorsements;

(4) Countersigning cheques &/or drafts (on selves/correspondents), payment orders, deposit receipts, etc.

(5) Attending to Government Treasury work;

(6) Discharging/endorsing bills, cheques etc.

(7) Being in charge of clearing and godown departments, etc.

(8) 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 authorised person.

## VIII. SPECIAL ASSISTANTS:

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/clerks and sub-staff 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 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 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 telegrams (excluding check symbols or cyphers);

(7) Discharging, endorsing cheques, bills, etc.;

(8) Perform, when required in a computerised set up, system control functions, either jointly with an officer 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).

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 him or by the clerks placed under him and shall ensure that, 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 over to the authorised person at the close of the day;

(j) Balances promptly taken, tallied and reported and followed up and also returns submitted;

(k) Advices or duplicate advice/summaries are issued/responded promptly, whenever called for;

(l) Checking the proper recording of entries and all relevant particulars in regard to accounts opened under due authorisation.

#### X. AGRICULTURAL ASSISTANT:

(i) To assist in the Bank's lending and/or operations for agricultural development and/or financial assistance to small enterprises (other than small scale industries) such as vegetable/fruit vendors, artisans, self-employed persons including beneficiaries under the Differential Rate of Interest scheme;

(ii) To distribute and collect application forms and assist the farmers/small borrowers in filling up the forms;

(iii) To scrutinise application forms, title deeds, farm plans etc. to ensure that application are complete in all respects and the particular furnished in the form are prima facie in order and for this purpose he may be required to visit the farms for verification and for collection of relevant data.

- (iv) To take necessary steps to ensure that the periodical details, as called for, are received from the farmers/small borrowers in time;
- (iv) To keep in constant touch with farmers and to bring any adverse features to the management's notice.
- (v) To verify farms/all farms machinery/equipments, live stock/tractors, etc.;
- (vi) To verify proper utilisation of the Bank's loans or the progress in work in respect of which loans are granted and to furnish reports on such verifications.
- (viii) To make efforts and effect recoveries up to amounts not exceeding Rs. 15,000/- from farmers/small borrowers from their place of work/residence, subject to the necessary arrangements being made with regard to fidelity and transit insurance and personal risk insurance by the Bank; Note: Bank will evolve appropriate procedure about issuance of provisional receipts, etc., of the cash not exceeding Rs. 15,000 collected on a day by an agricultural assistant from the agricultural/small borrowers/depositors.
- (ix) To assist in the deposit mobilisation efforts by encouraging farmers/small borrowers to deposit their savings in the Bank;
- (x) To collect information about the conditions of crops in the villages;
- (xi) To collect necessary data for determination of village adoption for financing of agriculture like farmers' land holdings, availability of infrastructure facilities, source of irrigation, use of tractors, pump sets, etc., credit facilities available in village, recovery performance and the like

(xii) To maintain liaison with Land Record and Registration Officers and other Governmental/Developmental agencies for expeditious handling of the Bank's work.

Note: With a view to making optimum use of the technical skill of the agricultural/development assistant, normally he may not be entrusted with usual clerical work, but where necessary, he may be asked to do the clerical work.

#### XI. COMPUTER OPERATOR 'A' (without passing powers):

Computer Operator will perform all duties and functions of clerical cadre, either online or manually, which does not involve any passing or supervisory function of an officer of the bank. He will, wherever and whenever required, function as a single window operator where he will also receive and pay cash.

#### XII. COMPUTER OPERATOR 'B' (with passing powers):

In addition to the duties of Computer Operator 'A', their duties will include –

(a) Passing and cash payment of all cheques/withdrawal forms/bankers' 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/travelers' cheques/pay orders/bank orders, etc. up to and including Rs. 25,000/-.

Notes: (i) In respect of the above special pay carrying posts in clerical cadre - Countersigning would mean signing in a manner

whereby the primary responsibility for ensuring that all the formalities are complete rests with the other signatory. 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. Passing includes verification of signatures 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 books of accounts/ledgers/computer sheets and/or online. (ii) Henceforth, selection of staff for being entrusted with special pay carrying posts shall be on the basis of their suitability for the specialised function, norms for which shall be decided at the bank level.

## **PART II - FOR SUBORDINATE STAFF**

### **(i) LIFTMAN:**

Persons required to operate the lifts on regular assignment.

### **(ii) CASH PEON:**

Person required:

(1) To take money orders, to buy stamps, etc, which involves carrying of cash not exceeding Rs. 5,000/- and to carry insured letters, etc., to post office;

(2) To stitch currency note bundles;

(3) To stitch and seal parcels and packets containing currency notes;

(4) To transit cash from the bank to an office outside or vice versa, if unaccompanied by a Watchman/Armed Guard.

(iii) WATCHMAN:

Persons other than "Armed Guards" who are required to perform watch and ward duties i.e. to watch or look after the premises or department for the purposes of its safety, security and guard against infiltration and against removal of the Bank's property by any unauthorised person AND/OR to watch and guard as above, the movement of cash from one place to another inside the Bank premises, or outside where an Armed Guard is not employed at the Branch/Office.

(iv) ARMED GUARD:

Persons required to perform watch and ward duties i.e. to watch or look after the premises or department for the purpose of its safety, security and guard against attack or assault or infiltration and against removal of the Bank's property by any unauthorised persons AND/OR to watch and guard as above, the movement of cash from one place to another whether outside or inside the Bank, for which purpose they are required by the bank to carry any of the following weapons;

(i) Gun, Pistol or any other fire arm; or (ii) Dagger, sword, khukri or spear; or (iii) any other licensed weapon (Note: 'Retainers' Peons (other than watchmen) whose names are registered in the Bank's license as "Retainers" will, when they perform "Armed Guard" duties be entitled to special pay for "Armed Guards" pro rata.)

(v) DAFTARY:

Their work involves:

(1) Obtaining acceptance of bills of exchange, hundies etc., drawn on local parties or banks and/or collecting payment thereof.

(2) Collecting payments for cheques or postal order etc., from banks or post office counters. They may also be required to collect cash not exceeding Rs. 5,000/- at a time against various instruments.

(3) Simple binding of books and registers;

(4) Press copying;

(5) Filing independently letters and other papers in respective files as per indications marked thereon;

(6) Assisting in issuing stationery;

(7) Stacking under guidance old records in orderly manner and assisting in giving them out when required; and

(8) Undertaking the whole process of sorting, arranging, numbering, tallying the total number of/and stitching the vouchers.

(vi) HEAD PEON:

Persons required to assist in supervision of various matters pertaining to subordinate staff like;

(i) Cleanliness of the office premises;

(ii) Cleanliness of Uniforms;

(ii) Leave arrangements;

(iv) Arrangements for safekeeping of keys; and

(v) Distribution of duties amongst the subordinate staff.

(vii) AIR-CONDITIONING PLANT HELPER:

Semi-skilled persons who under the supervision of the technician attend to routine maintenance of and minor repairs to air-conditioning plants.

(viii) ELECTRICIAN:

Their work involves carrying out semi-skilled electrical work like routine maintenance of electrical equipment, effecting minor repairs to electrical fixtures and appliances.

(ix) DRIVER:

Persons required to drive, maintain and effect minor repairs (not requiring a technician's skill) to motor cars, motor vans, station wagons, scooters, motor cycles or other motor vehicles.

Note: It is clarified that in case of special allowance carrying posts referred to hereinabove, duties higher than what are set out in Part-I and Part-II which are being performed on the date of this settlement in any bank shall continue.

(Schedule III of BPS dated 02.06.2005)

**DISCONTINUED POST**

The following allowance carrying posts have been discontinued under Para 11 (iii) of the BPS dated 02.06.2005. The present incumbents in these posts shall continue to perform functions attached to such posts, if such functions are required to be performed or else their services shall be utilised for performing such other duties of the cadre as per requirement and they will receive special pay as mentioned in part of schedule II of the BPS dated 02.06.2005.

**NON-SUBORDINATE STAFF**

I. RELIEVING TELEPHONE OPERATORS: Persons who on regular assignment are required to relieve full time operators referred to above during the recess period or to work in their place during their absence on leave or otherwise, provided they

themselves are not regular full-time operators. Such persons will not be entitled to the special pay for full time operators on a pro rata basis at any time.

II. COMPTISTS: Their work involves operating a comptometer on regular assignment.

III. TELEX OPERATORS: Their work involves operating Telex Machine on regular assignment.

IV. TELLER CATEGORY 'A' : Passing and cash payment of all cheques/withdrawal forms/travelers' cheques/gift cheques etc. up to and including Rs. 7,000/-

V. PUNCH CARD OPERATORS (DATA ENTRY OPERATORS): Persons who on regular assignment, are required to operate punches for preparing punch cards or verifying punched cards or similar operations for use on the I.B.M. or the I.C.T. (Hollerith - Power Samas) machines or any other similar machines.

VI. ACCOUNTING MACHINE OPERATORS: Persons who on regular assignment, are required to operate Ledger Accounting Machines like National Cash Register Machines, Remington Rand Accounting Machines, and Blue Star Accounting Machines etc. These machines can be used for the purposes of ledger and statement posting of Current Accounts, Savings Bank Accounts, Deposit Accounts, General Ledger Accounts, inter-branch/agency Accounts, Salary and Provident Fund Accounts.

VII. I.B.M., I.C.T. (Hollerith-Power Samas) MACHINE OPERATORS: Persons who, on regular assignment are required to operate I.B.M. or I.C.T. (Hollerith-Power Samas) Machines (other than Punches) which sort, analyse and tabulate the punched cards. These machines can be used for the purpose of maintaining inter-branch/agency accounts for reconciliation

purposes as also salary and provident fund accounts, at Head Offices or offices where Bank's centralised accounts are maintained.

VIII. HEAD CLERKS: Their duties involve:

(1) Passing independently cash cheques, vouchers etc. up to and including Rs. 7,000/- and passing, clearing and transfer cheques, vouchers etc. (whether credits or debits) up to and including Rs. 15,000/-. Passing will include verification of signature and scrutiny as to correctness or endorsements on and other particulars of such instruments. It will also include checking and initialing the relative entries in the respective books of accounts (including ledgers).

(2) Checking of vouchers, drafts, pay orders, bill schedules, advices, pass books, statements of accounts, books of accounts (excluding ledgers) and interest, exchange discount, brokerage calculations and initialing them by way of authenticating them for accuracy/correctness. Any eventual authorisation of this work wherever necessary under an existing procedure, shall be done by a superior.

(3) Primary coding and decoding of telegrams (except cyphers or symbols) subject to eventual authentication by a superior and checking and/or marking off confirmation/s acknowledgements of telegrams.

IX. CASHIER-IN-CHARGE OF CASH IN PAY OFFICE OR BRANCHES: Single cashier in pay office or branches holding cash and valuables in joint custody with an officer, accountable for them and responsible for the running of the cash department.

X. HEAD CASHIER - CATEGORY 'A': (For Banks other than the Subsidiary Banks of the State Bank of India):

Their duties involve: (1) Holding the Bank's cash, keys, 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; Note: In banks where such practice is in

existence the opinion compilation work and verification of vernacular signatures/endorsements may, if the Bank so desires, be continued to be done by the employees under this category without disturbance, in which case the head cashier shall be entitled for an additional special allowance of Rs. 5/- p.m.

XI. HEAD CASHIERS - CATEGORY 'B': (For the Subsidiary banks of the State Bank of India): Their duties involve (1) holding the Bank's cash, keys 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; and (2) opinion compilation; and (3) verification of vernacular signatures/endorsements.

XII. HEAD CASHIERS - CATEGORY 'C': (For Banks other than the Subsidiary Banks of the State Bank of India): Their duties involve (1) 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; and (2) countersigning cheques and/or drafts (on selves or correspondents), payment orders, deposit receipts, etc.

Notes: (a) In banks where such practice is in existence, the opinion compilation work and verification of vernacular signatures/endorsements will continue to be done by employees under this category without disturbance. (b) "Countersigning" means signing in a manner where by the primary responsibility for ensuring that all the formalities are complete, rests with the other signatory. (c) In banks where the practice of discharging bills/hundies, for payment received only, is in existence it may be continued to be done by this category.

XIII. DATA ENTRY OPERATORS: Data Entry Operators shall be required to key in not less than 10,000 key depressions per

hour. In the cases of those asked to officiate temporarily, the norm of minimum 10,000 key depressions per hour may not be rigidly enforced. Any norm over 10,000 key depression per hour on a regular basis, shall be subject to bank level settlements.

### **SUBORDINATE STAFF**

(i) **CYCLOSTYLE MACHINE OPERATORS:** Operating Cyclostyle Machines whether manually or electrically on regular assignment.

(ii) **RELIEVING LIFTMAN:** Person who on regular assignment are required to relieve full time liftmen referred to above during the recess period or to work in their place during their absence on leave or otherwise provided they themselves are not regular full time liftmen. Such persons will not be entitled to the special pay for full time liftmen on a pro rata basis at any time.

(iii) **BILL COLLECTORS:** Their work involves: (1) Obtaining acceptance of bills of exchange, hundies, etc., drawn on local parties or banks and/or collecting payments thereof: (2) Collecting payments for cheques or postal order, etc from banks or post office counters. They may also be required to collect cash not exceeding Rs. 4000/- at a time against various instruments.