



BANK OF INDIA EMPLOYEES UNION, ODISHA

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To
All Members of the Union
And
All Unit Representatives.

Dear Comrade, **2nd Women Convention at Bhubaneswar.
Holding of Cash keys & valuable Security Guidelines.**

Our 2nd Women Convention was held on 23rd October 2016 at Hotel Richi Regency, Nayapalli, Bhubaneswar.Com. S. N. Nanda, President of our union presided over the Convention. The Convention was inaugurated by Mrs. Namrata Chadha, Social Activist and addressed by Com. Dinesh Jha lallan, General Secretary of Bank of India Staff Unions as chief Guest, Com. P. K. Tripathy, General Secretary, Com. Sanjib Pati, Dy. Gen. Secy of AOBEA, Shri S. K. Agarwal, General Manager, NBG East, Shri Amit Roy, Zonal Manager, Bhubaneswar Zone & Shri Pratigyan Kanungo, Zonal Manager, Keonjhar Zone attended the meeting as Guests of Honour. 132 nos. of women Comrades from branches of Bhubaneswar Zone & Keonjhar Zone attended the Convention.

Com.Subhra Routray, convener of Women Cell delivered welcome address and greeted all dignitaries, member participants. Com. P. K. Pattanaik, General Secretary of the union conveyed warm greetings & in his address, emphasized on women empowerment in working class movement. he explained that after independence, the constitution makers, National leaders, legislators have made special provisions in favour of women. Laws are enacted to end gender discriminations. In the working class movement AIBEA, AOBEA, Federation of Bank of India Staff Unions are consistently holding women Employees Convention. Our union has taken proactive role in empowerment of the women employees and emerged them to play a militant role in the organizational activities. Union has published a handbook for this Convention by compiling laws on Women in India, Rights of Women and Special provision provided in the service condition of women employees. This book was distributed to all participants. **Women comrades not participated the convention, if require a copy of the Handbook, requested to contact Com. Tapasi Sahoo, Chairman, Women Cell (Ranihat Branch-Mob.9040835904).**

Mrs. Namrata Chadha in her address narrated on the reality of Law enforcement of women related laws. She appreciated the spirit of women employees in organizing such convention and urged upon all participants to intensify their struggle to end gender discrimination.Com. Dinesh Jha lallan, General Secretary of federation in his speech told that to achieve real sense of law, Social Justice and dignity at workplace women employees should fight back. He narrated on the Health of Bank and our role to end unethical business practices followed by the management. Com. P. K. Tripathy, General Secretary of AOBEA told that effective steps are constantly taken to organize all women comrades. Sri. S.K. Agarwal, General Manager, Shri Amit Roy & Shri P. R. Kanungo appreciated positive role of women employees and their sense of belongingness for interest of Bank. The deliberation of participants exhibited the deeper understanding of women comrades. The Convention elected following functionaries of women cell for current term.

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|------------------------------|----------|----------------|
| 1. Com. Tapasi Sahoo | Chairman | Ranihat Br. |
| 2. Com. Subhra Routray | Convener | ZO, BBSR |
| 3. Com. Laxmipriya Mohapatra | Member | ZO,KJR |
| 4. Com. Jhilli Singh | Member | Station Bazar |
| 5. Com. Kalpana Biswal | Member | Civil Township |
| 6. Com. Kabita Sraka | Member | Rayagada |
| 7. | | |

The meeting ended at 4.35 P.M after vote of thanks conveyed by Com.Tapasi Sahoo.

SECURITY GUIDELINES:

We would like to draw attention of our members that an incident of Burglary took place at our Ramchandrapur branch on 8/9th Oct 2016, where an amount of around 11 Lakhs were taken away .As appeared in Bank's correspondence, it is revealed that burglars used the original keys of cash safe as the joint custodian(Officer & Cashier) kept both the keys in the premises before leaving the branch on previous working day at close of business. **The management as preliminary steps, suspended concerned Officer & our member/Cashier who are alleged to have kept the Keys in the drawer of counter/table of the branch premises.** We have strongly objected suspension of staff cashier com. Sisir Nayak as the action of the management is without proper application of mind and we have urged upon management to revoke the suspension to avoid industrial unrest in the zone.

Comrades, bank has formulated detail rules & guidelines in respect of handling cash safe keys, handing over & taking over cash etc. But we find that joint custodian and the manager of branches are framing their individual rules, thus violating laid down norms of the bank which result in loss to the bank and gives scope to the management to award severe punishment like CRS. It is relevant here to quote another incident of UCO Bank. Dacoity had taken place for Rs.4,03,347 in a branch of UCO bank. The Bank submitted a claim of loss amount to the insurance Company. Out of the total claim the insurance company settled only Rs.2,03,347 and rejected remaining amount of Rs.2,00,000/- clarifying that in case of theft/dacoity the insurance company will accept the claim of cash received during regular working hours only.

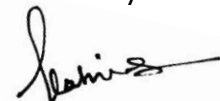
In the matters narrated in foregoing paragraphs, we urge upon our members to adhere to Bank's prescribed rules and guidelines strictly and we advise:

1. DO NOT KEEP CASH SAFE KEYS OVER NIGHT IN BRANCH PREMISES.
2. ALWAYS RECORD HANDING /TAKING OVER OF CASH/KEYS CHARGE IN CASH BOOK.
3. IF NO CLERK IS AVAILABLE , THEN HAND OVER THE KEYS ONLY TO MANAGER/ OFFICER UNDER ACKNOWLEDGEMENT.
4. RECIEVE /PAYMENT AFTER BUSINESS HOURS(AFTER 4 P.M) SHOULD BE DONE ONLY AFTER SPECIFIC INSTRUCTION BY OFFICIALS.
5. DURING CASH REMITTANCE, STRICTLY FOLLOW BANK'S SECURITY NORMS.
6. CASH RECEIVED SHOULD BE ACCOUNTED FOR IN THE RESPECTIVE CUSTOMER ACCOUNT IMMEDIATELY.
7. CASH FOUND EXCESS SHOULD BE ACCOUNTED FOR IN BANK'S BOOK UNDER APPROPRIATE HEAD.
8. SECURITY ITEMS SHOULD BE HANDED OVER TO OFFICIALS AFTER CLOSURE OF THE BUSINESS HOURS.
9. CLERKS/SUB-STAFFS SHOULD NOT ENGAGE THEMSELVES FOR OPERATION OF LOCKERS.
10. DO NOT CARRY OUT PRE/POST SANCTION INSPECTION IN LOAN ACCOUNTS.
11. STICK TO THE PRESCRIBED WORKING HOURS AS PER BIPARTITE SETTLEMENT UNLESS A WRITTEN REQUISITION MADE BY MANAGER.
12. ALWAYS FOLLOW THE MATRIX OF TRANSACTION (HO: CIRCULAR:105/130 dated 08-11-2011) & WORK WITHIN YOUR WORK CLASS.

We request all to refer our circular-9/2014 where we had reproduced the extensive guideline issued by our Federation for all staff to be followed in performing day-to-day bank's work. Even our Info-diary is also extremely helpful to get firsthand knowledge about various service condition/rules. Always follow Bank's rule & your service conditions to avoid punishment. We propose to hold our E.C. Meeting on 20th Nov.2016 at Cuttack. All are requested to inform the cluster office bearers/E.C. Members about branch/personal problems to be discussed in the meeting.

With Greetings.

Comradely Yours,



(P.K.Pattanaik)
General Secretary