



# Syndicate Bank

Head Office: Manipal - 576 104 (Karnataka)

**Organisation & Methods Division**

Circular No.059-2010-BC-PD-20-IRD

Date: 26-02-2010

## PERMANENT UTILITY

### PERFORMANCE OF MAIN CASHIER'S ROLE BY COMPUTER OPERATOR

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In our Bank, before introduction of Computer Operator 'A' & 'B' duties in terms of VIII Bipartite Settlement, when the transactions in the branch demanded more than one cashier, clerks were entrusted with cash duties for receipt or payment of cash or both. At the end of the day, cash with all the cashiers required consolidation for handing over of cash to the officer entrusted with cash duties (Cash Officer)/Custodian and to keep the cash in the double lock by the Joint Custodians. For this purpose, one of the cashiers collected cash from other cashiers, included in his cash holding, totalled, wrote in the requisite Cash Registers and handed over the entire cash to the Cash Officer/Custodian after tallying. Such cashier who consolidated the cash as indicated above was understood to be performing the role of Main Cashier. In this regard, attention of our branches/offices is invited to paras 6.2.35 and 6.2.36 of Manual of Instructions.

After implementation of VIII Bipartite Settlement, as per the practice prevailing in our Bank, the Main Cashier normally gets Computer Operator 'B' special pay of Rs.1100/- p.m. (+ applicable DA & HRA). He accepts cash from the customers and makes payment of cash to them. He authorises individually/independently such receipts and payments as prescribed under Bipartite Settlement and receipts and payments beyond his powers are authorised by the Officer. The role of Main Cashier involves the functions of consolidating his cash and the cash received from the other Computer Operators, as elucidated in detail in the Manual of Instructions.

However, in the Joint Meeting held on 15.01.2010, SBEU requested for payment of Special Pay of Rs.1,300/- p.m. (+ applicable DA & HRA) as applicable to Head Cashier-II nomenclature under VIII Bipartite Settlement, to Computer Operator performing Main Cashier's role. There has been no post of Head Cashier-II in our Bank. Further, the duties and responsibilities of the Main Cashier in our Bank remain stated in detail in the Manual of Instructions. However, considering the request of the Union and as a gesture, it is decided to pay w.e.f. **01.03.2010** a special pay of Rs.1,300/- p.m. (+ applicable DA & HRA) to the Computer Operator performing Main Cashier's duties (in lieu of Computer Operator 'B' special pay that is normally being paid presently). At a given point in time, one clerk in each branch (including in single clerk branch) can be entrusted with the functions / role of Main Cashier. Such entrustment may be made by suitable rotation of job by the branches, within the overall exigencies and constraints of administration, and when an entrustment is so made, he becomes eligible for special pay of Rs.1,300/- p.m. (+applicable DA & HRA). It goes without saying that in his role as Main Cashier, he is required to discharge the duties of Computer 'B' operator, inclusive of consolidation of cash with self and cash received from other Computer Operators, write the requisite Cash Registers and hand over the cash to the Cash Officer/Custodian, after tallying.

Further, it may be taken note of that the Computer Operator performing the role of Main Cashier may also be required to hold Joint Custody keys whenever administrative exigencies/situations warrant. Under such circumstances, the said Computer Operator is **not** additionally eligible for Computer Operator 'A' or Computer Operator 'B' special pay (as the case may be) or for Special Pay as applicable to cashier holding joint custody keys.

Clarifications required, if any, on this circular may be sought from **PERSONNEL DEPARTMENT – INDUSTRIAL RELATIONS DIVISION** at Head Office, Manipal, through respective Regional Office as per extant guidelines.

ERVDY : YRTUF : YRUCC  
**Check Word**

**(S. S. SHET)**  
**GENERAL MANAGER (P)**