



Dept : Human Resources - IR

Date: 16.09.2013

Reg : Supply of Uniforms and Liveries to Subordinate Staff-Revision.

Ref : 1. Cir.No.361, Ref.No.3/51, dt.25.03.1999.
2.Cir.No.137, Ref.No.3/12, dt.14.07.2004.
3.Cir.No.193, Ref.No.20/36, dt.26.09.2008.

As per the Provisions of the Bipartite Settlement applicable to Award Staff all permanent full time subordinate staff as well as permanent part time workmen in subordinate staff cadre shall be provided with 3 sets of terry khadi / terry cotton uniform once in two years and one set of woolen uniform once in 3 years. The watchman/security guards/electricians/head peons and permanent drivers who are working at CMD, ED, GM's Secretariats, Zonal Offices are being provided uniforms, shoes and socks at certain ceilings / intervals fixed by the Bank from time to time.

In view of substantial hike in the cost of cloth and stitching charges over the past few years, the Management is pleased to inform upward revision in the ceiling of cost of uniform cloth, stitching charges, shoes and socks. The revised maximum permissible rates are given below :

Male Employees :

Required measurement of cloth (mts.) Per set	Terry Khadi /Terry Cotton / (once in two years – 3 sets)		Watchmen/ Security Guards/ Drivers
	Sub-staff	PTS Scale Wage	
White	2.75 mtrs		
Khaki		2.75mtrs.	3.25 mtrs.

	Terry Khadi / Terry Cotton/ (once in two years)		Woolen (once in three years)	
	Existing(Rs)	Revised(Rs)	Existing(Rs)	Revised(Rs)
Cost of cloth permitted – per metre in all areas	150	200	200	250
Stitching charges – Per set				
Area				
Area –I	325	500	750	900
Area – II	275	450	625	750
Area – III	250	400	625	750

Shoes and Socks :

Category	Shoes (one pair – once in two years)		Socks (2 pairs – once in two years)	
	Existing (Rs)	Revised (Rs)	Existing (Rs)	Revised (Rs)
Watchmen, Armed Guards, Electricians, Drivers and Head Peons working in Secretariats of CMD, ED, GMs and Zonal Offices, Housekeeper-cum-peon and Part Time Sweepers	500	700	100	150

Female Employees :


Area	Terry Khadi/Terry Cotton Saree and blouse of sky blue colour (inclusive of stitching charges) (once in two years – 3 sets)		Woolen Sweater / Shawl (once in three years – 1set)	
	Existing (Rs)	Revised (Rs)	Existing (Rs)	Revised (Rs)
Area – I	2125	3150	1265	1710
Area – II	2000	3000	1140	1560
Area – III	1950	2850	1140	1560

The revised rates shall be effective from 01.10.2013 for the items to be purchased and no reimbursement of difference shall be made for the items already purchased. The payments should be made against submission of original bills / receipts directly to the cloth dealers.

This was one of the agenda items discussed in the 91st IRC Meeting held on 03.06.2013 with the representatives of All India Andhra Bank Award Employees' Union.

It is observed that majority of employees who are supplied with uniforms are not in the habit of wearing the same regularly. We reiterate that those who are provided with uniform should invariably wear the same while on duty. Failure to do so shall constitute misconduct in terms of the provisions of Bipartite Settlements. The Branch Managers and In-charge officers should ensure that uniforms are worn by all Subordinate Staff.

Please be guided accordingly.


(PRASANNA PANICKER)
GENERAL MANAGER (HR)

