



आन्ध्र बैंक ANDHRA BANK
(भारत सरकार का उपक्रम A Govt. of India Undertaking)
कार्मिक विभाग (आईआर) Human Resources Dept (IR)
प्रधान कार्यालय, डॉ. पट्टाभि भवन Head Office, Dr. Pattabhi Bhavan
सैफाबाद, हैदराबाद Saifabad, Hyderabad

Lr.No.666/3/20/IR/61

Dt. 01.09.2016

To

ALL ZONAL OFFICES

Sub: Designation of SWO-B & entrustment of Head Cashier-II duties on Rotational basis

Ref: Cir.No. 9, Ref.no.3/3, dt.03.04.2013
Cir.lr.no.666/3/20/10, dt.12.04.2013

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In terms of settlement dated 05.03.2013, Head Cashier-II posts shall be entrusted on rotational basis for a period of six (6) months from among the Single Window Operators-B working in the branches where there is no designated Head Cashier-II. Special Pay as applicable to the post of HC-II under BP Settlement shall be paid to such employees for the 6 months period they hold the post of Head Cashier-II and for the rest period of six months they shall continue to be paid Special Pay as applicable to the post of SWO-B under BP Settlement.

It has been brought to our notice that the designations of such employees working as Head Cashier on rotation basis are not changed in HRMS as Head Cashier-II, special pay is paid every month through salary changes. As a result, some of the employees are not paid special allowance regularly.

In this regard, advise the branches under your jurisdiction to maintain a register to record the rotational entrustments and ensure necessary updating in HRMS in accordance with the rotational entrustments at Zonal level. So that the special pay shall be paid every month regularly for the six months period they hold the post of Head Cashier-II.

Please ensure that the guidelines contained in our above referred circulars are followed without any deviation.

Yours faithfully,

(S. VEERAMANI)
ASST. GENERAL MANAGER (HR)