



आन्ध्र बैंक ANDHRA BANK
(भारत सरकार का उपक्रम A Govt. of India Undertaking)
प्रधान कार्यालय, डॉ. पट्टाभि भवन Head Office, Dr. Pattabhi Bhavan.

From: Human Resource Department Head Office	To All Controlling Offices	
Circular Lr. No. 666/83	Ref. No. 03/03	Date :01.03.2017

Dear Sir,

Reg: Designation as Head Cashier II to Single Clerk branches
Ref : Cir. No. 9, Ref No. 3/3, dt. 03.04.2013
Cir. Lr. No. 666/3/20/10, dt. 12.04.2013
Cir. Lr. No. 666/3/20/IR/61 dt. 01.09.2016

In terms of settlement dated 05.03.2013, Head Cashier - II posts shall be entrusted on rotational basis for a period of six months from among the Single Window Operator B working in the branches where there is no designated Head Cashier. Suitable guidelines were issued to all the Zones vide our Cir. Lr. No. 666/3/20/IR/61 dated 01.09.2016.

It has been brought to our notice that the designations of employees working as Head Cashier in Single clerk branches are not changed in HRMS as Head Cashier II. As a result some of the employees are not paid the special allowance regularly.

In this regard, Zonal Offices are advised to change the designation in HRMS of all the Single Clerks as Head Cashier II who are entrusted with Joint Custodian duties till another clerk is posted to that branch, so that the special pay shall be paid every month regularly as long as he/she holds the post of Head Cashier -II.

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

Yours faithfully,

(S. Veeramani)
Asst. General Manager (HR)

