All India Andhra Bank Award Employees' Union

(Affiliated to AIBEA)

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To **..... Jan, 2017**

The General Manager, (HR)
Andhra Bank,
Head Office,
Saifabad,
Hyderabad.

MEMORANDUM SUBMITTED THRU THE ZONAL MANAGER

As per the Resolution of the Central Committee of our All India Andhra Bank Award Employees Union we the Leaders & Members of the Union working in ..... Zone are submitting this Memorandum to draw your immediate attention to resolve the following issues:

DEMANDS:

- Implementation of HO HR Guidelines on Payment of Appropriate Wages & Bonus to Temporary Sub staff & PTS working in the Zones. Wages to be paid into the Personal Account of the Temporary Sub staff / PTS in the Branch.

- Sanction of Medical Bills within next 10 working days from the Date of Submission - Help Desk with an Officer to handle the Medical Bills should be established at every Zonal Office- TPA Representative to visit Zonal Office on every Friday to collect the Medical Bills and provide the claim status of the previous week and any incomplete Bills shall be returned with reasons..

- Payment of officiating Allowance as per Bipartite Settlement to the Clerks at Single Man Branches & at other Branches who are made to perform Officer duties (Verification & Authorization).

- Sanction of Overtime Bills claimed by the Award Staff for the actual hours worked beyond the normal working hours during the Demonetization period i.e., from 9th November to 30th December, 2016.

- Provide Cash Denomination Menu for Payments, Receipts & Exchange.

- Staff Welfare Fund allotted for the Welfare of Staff shall be fully utilized by implementing all Welfare Schemes as decided by the Staff Welfare Committee.

AGAINST:

- Forcible cash Remittances in violation of Cash Manual/ Guidelines & Security Norms.

- Bureaucratic & unhelpful approach of the HR Management at Zonal Offices in handling the Award Staff Issues by keeping matters pending, raising queries and contacting Head Office even on settled issues in spite of clear Guidelines/ Circulars of Head Office on such matters .

We request you to take necessary steps to resolve the above said issues at the earliest.

Thanking You,

Yours Faithfully,

S.NO	NAME	STAFF CODE	SIGNATURE

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