

## **Policy & Procedure Concerning Posting of Clerks as Special Assistants & Related Matters**

### **1. ASSESSMENT OF VACANCIES:**

- 1.1 The number of Special Assistants will be fixed on the basis of one Special Assistant for every 9 workmen in Clerical Cadre excluding the Special Assistants to be computed on the basis of clerical strength as on 31<sup>st</sup> December of each preceding year commencing from calendar year 2008 on the basis of clerical strength as on 31<sup>st</sup> December, 2007.
- 1.2 The vacancies of Special Assistants in terms of Clause-1.1 above will be determined on All India basis. However, the posting of Special Assistants will be done in area/group as per **Annexure-I**.

### **2. ELIGIBILITY CRITERIA:**

An employee in clerical cadre coming highest in the priority list and not otherwise ineligible shall be eligible for posting as Special Assistant.

Provided that:

- a) He has continuously served in clerical cadre for a minimum period of seven years and on clerical duties for a period of at least two years. The 7 years period may, however, be reduced suitably in areas where persons of minimum service of 7 years are not available.

#### **EXPLANATION:**

In a situation where an employee with 7 years or more of service has less priority marks than an employee with less than 7 years of service, employee who has served in the clerical cadre for a minimum period of 7 years shall rank higher in the priority list than the employee who has not served in the clerical cadre for 7 years although having more priority marks. Similarly in situation where 7 years period has been reduced in terms of Clause 2(a) above, an employee with 6 years of service will rank higher in priority list than an employee with 5 years of service in clerical cadre with more priority marks and so on.

- b) The condition of two years' clerical experience shall not apply in the cases of employees having worked for 7 years in the clerical cadre and carrying composite designation of Clerk-cum-\_\_\_\_\_. However, pending posting of Special Assistant they shall perform composite duties as and when required.
- c) Cashiers, Godown-Keepers, Typists and Stenos who have worked for 7 years in the clerical cadre shall be eligible for posting as Special Assistant, if they have worked on clerical duties for atleast two years, even though on part-time basis.
- d) He is not otherwise considered unfit for posting as Special Assistant for exceptional reasons to be specified in writing.
- e) A comparatively junior person in priority list may be posted for a job, which is regarded as technical or of specialized nature.
- f) An employee who has received punishment for any gross misconduct shall not be eligible for consideration for posting as Special Assistant for a period of one year from the date of punishment. However, he/she will not be debarred for officiating as Special Assistant.
- g) An employee under suspension or against whom departmental enquiry is pending or who has been charge sheeted may be called for interview but shall not be eligible for posting as Special Assistant till he is exonerated of the charge. If ultimately he is found not to be guilty and he has been approved by the Interview Committee, the Bank shall post such an employee as Special Assistant from the date such decision exonerating him is taken. In that case he will be entitled to notional seniority w.e.f. the date he would have been posted. But for the Disciplinary Action, in case of punishment being awarded for gross misconduct, he shall not be posted as Special Assistant and will not be eligible for posting as Special Assistant for one year from the date of punishment. However, in case of punishment being awarded for minor misconduct, he shall not be posted as Special Assistant and will be eligible for posting as Special Assistant in any process initiated after the date of punishment. However, he will not be debarred for officiating as Assistant in both the situations.

### 3. **PRIORITY LIST:**

A group/area-wise priority list will be drawn by the management on 1<sup>st</sup> January of each year. The parameters for drawing the priority list are as under:-

#### **A) LENGTH OF SERVICE:**

- a) One mark shall be given for each completed year of service in the bank in clerical cadre from the date of appointment as probationer.
- b) The amount of higher initial start and / or extra increments granted after 31.1.1950 shall be converted into marks by splitting the amount into the normal rate of increments admissible at the relevant time (fraction to be ignored).
- c) Ad-hoc group increments or increments for other than good work shall be ignored.
- d) One mark shall be deducted for every increment withheld permanently as a result of disciplinary action. In the case of increment/s which may have been withheld for a limited period, the priority mark shall be deducted for the said period only and when the increment is restored, the priority mark connected with the said increment will also be restored.
- e) Leave without pay shall be deducted from total length of service only in those cases where increments have also been deferred for such period of leave on loss of pay.
- f) In case of employees of erstwhile New Bank of India, seniority will be determined as above read with Clause 4(a) (iii) of the Notification dated 08.12.1993 issued by the Central Government which reads as under :  
“The procedure for computation of years of service rendered in the transferor bank for the purpose of determining the minimum length of service for promotion from Subordinate cadre to Clerical Cadre as also from the Clerical Cadre to Officer Cadre and also for the purpose of posting in the posts carrying special allowance, shall be computed in the ratio of 2:1, that is, two years of service in transferor bank as equivalent to one year of service in the transferee bank. For this purpose, total service in the respective cadre of the workman employees, that is, Clerical or Sub-staff in which the official is placed at the time of transfer shall be reckoned but fractions of a month shall be ignored. For example, if a workman employee has rendered two years and nine months service in the Clerical/Sub-staff Cadre, as the case may be, in the transferor bank at the time of amalgamation with transferee bank, it shall be reckoned as equal to one year and four months service in the Clerical or Sub-staff Cadre, as the case may be in the transferee bank.”
- g) In case of employees of erstwhile Nedungadi Bank Ltd. seniority will be determined as above read with the following clause:  
“The procedure for computation of years of service rendered in the transferor bank for the purpose of determining the length of service for promotion from subordinate cadre to clerical cadre as also from clerical cadre to officer cadre and also for the purpose of posting in the post carrying special pay shall be computed in the ratio of 2:1 that is, two years of service in transferor bank as equivalent to one year of service in the transferee bank. For this purpose, total service in the respective cadre of the workmen employees, that is, clerical or sub staff in which the workmen is placed at the time of transfer, shall be reckoned but fractions of a month shall be ignored, for example, if a workman employee has rendered two years and nine months service in the clerical/sub-staff cadre, as the case may be, in the transferor bank at the time of amalgamation with transferee bank, it shall be reckoned as equal to one year and four months service in the clerical or sub-staff cadre, as the case may be, in the transferee bank.  
The above procedure of computation of the years of service in the transferor bank for the purpose of determining length of service in the transferee bank shall be applicable both for the purpose of permanent promotion and permanent posting on post carrying special pay as well as on officiating/temporary arrangements for the above purpose and in other related matters.”

## **B) EDUCATIONAL AND OTHER QUALIFICATIONS:**

- i) Graduate : 2 Marks
  - ii) Master Degree : 1 Mark
  - iii) Degree in Law : 1 Mark
  - iv) CAIIB (1<sup>st</sup> Part)/JAIIB : 2 Marks
  - v) CAIIB (2<sup>nd</sup> Part) : 2 Marks
  - vi) ICWA/CA : 2 Marks
- a) Post-Graduation in any number of subjects shall carry only one mark. However, one extra mark shall be allowed for business administration degree.
- b) In case of equality of priority marks an employee with longer service shall be considered senior.
- c) In case of equality of priority marks and length of service, employee with higher educational qualification shall rank higher in priority list. In case of equality of educational qualification, division/marks in the last Board/University examination shall be the basis for determining the seniority.
- C) Priority marks as per Para 'A' and 'B' above shall be determined as on 1<sup>st</sup> day of January every year. No benefit of priority mark shall be given in the midst of the year.
- D) Priority list shall be maintained area/group wise on the basis of aggregate marks obtained under Clause A & B above, as on 1<sup>st</sup> January each year. The list of the employees highest in the priority list numbering 3 times the number of anticipated vacancies of Special Assistant in each area/group shall be circularized to the branches in the respective area. A time of 15 days will be made available to the employees for filing objections, if any, against their placement in the priority list. Thereafter, the objections will be considered by the Bank and corrigendum, if any, shall also be circularized and the amended list, if any shall be deemed as final.

## **4. ASSESSMENT OF SUITABILITY:**

- i) Eligible employees in clerical cadre may be called for interview to determine their suitability for posting as Special Assistant as per the priority list prepared in accordance with the provisions referred to above.
- ii) The number of candidates to be called for interview shall be in the ratio of 1:1.5 i.e. number of candidates shall be 50 per cent more than the total vacancies of Special Assistants to be filled up in the area, to account for the shortfall due to candidates being assessed unsuitable, rejection/refusal to accept posting on approval and to avoid repetition of the selection procedure.
- iii) The Interview Committee consisting of Bank Executives shall be constituted by the Bank. The candidates approved after the interview, shall be ranked in the order of their position in the priority list. The Interview Committee shall record the reasons for assessing a candidate as not suitable for the post of Special Assistant. The reasons as recorded by the Interview Committee shall be communicated to the employee concerned, simultaneously with the release of posting orders to the approved employees.
- iv) All the candidates approved for posting as Special Assistant shall be kept in a panel prepared in the order of their position in the priority list and postings shall be made accordingly in the area/group.
- v) If the vacancies remain unfilled after offering posting to all the candidates empanelled for posting as Special Assistant, the candidates down in the priority list and who were not called for interview earlier may be considered. The number of candidates to be called for interview shall again be in the ratio of 1:1.5, i.e. the number of candidates to be called for interview shall be 50% more than the unfilled residual vacancies of Special Assistant to be filled up in the area. Those who had failed to attend the interview on earlier occasion for valid reasons may also be called for interview.
- vi) If in the meanwhile appeals as per Clause-8 herein below are received and the number of such appeals is more than the number of unfilled residual vacancies, then the interview referred to in Clause (v) above may not be held and vacancies may be adjusted as explained in para-8 herein below.

**5. PROBATION:**

An employee who has been posted as Special Assistant shall be on probation for a period of one year. Any person who is not found suitable to work as Special Assistant shall be informed of the reasons in writing and the employee shall have the right to appeal and represent to the next higher authority against such a decision.

**6. OFFICIATING CHANCES:**

Temporary officiating chances as and when required by the Bank at branches and administrative departments and offices shall be given on the above basis, seniority according to priority marks being determined branch or department or office-wise as the case may be.

Provided that for such temporary officiating chances in a branch/office/department, the condition of minimum seven years service will not apply and the senior-most confirmed clerk will get the chance. Such officiating chances will have no bearing in the matter of permanent posting as Special Assistant.

**7. DEBARRING FROM OFFICIATING/POSTING AS SPECIAL ASSISTANT:**

- a) In case an employee on being called fails to attend the interview, he will not be called again for the interview in the same year's selection process but he will not be debarred for officiating. Further, in case employee attends the interview and approved for Special Assistant and refused for same, he will be debarred for permanent posting for a period of one year. Again, in case, employee fails to give acceptance or refusal in writing within 03 days of offer, he will be deemed to have refused the offer and in such cases debar shall commence from the expiry of three days period, referred to above. However, he will not be debarred for officiating as Special Assistant in both the cases.
- b) No employee can refuse to work as Special Assistant on officiating basis whenever he is asked to do so due to bank's exigencies. However, if an employee is not interested to officiate as Special Assistant, he will have to give in writing as such and he will not be considered for officiating/posting as Special Assistant for one year from the date of refusal.
- c) In case of reversion from Special Assistant to Clerk, the reverted employee will be debarred for permanent posting for a period of one year. However, he will not be debarred for officiating as Special Assistant.

**8. APPEAL PROCEDURE:**

Appeals against non-approval as Special Assistant shall be filed to and decided by Circle Head of the concerned Circle of the Bank. However, for employees posted in HO Divisions, AGM (HRMD)/DGM (HRMD) will act as Appellate Authority.

Procedure for filing appeal shall be as under:-

- a) An employee who has not been found suitable for posting as Special Assistant may submit an appeal to the Circle Head through the Incumbent In-charge within 15 days of receipt of communication about his non-approval. The appeal will be forwarded to the Appellate Authority by the Incumbent In-charge along with the reasons given by the Interview Committee in the Interview Evaluation Sheet for adjudging the candidate as not suitable for posting as Special Assistant. The Appellate Authority will decide the appeal within one month of filing of appeal. The appeal will be submitted in the prescribed format and particulars given therein will be verified by the Incumbent In-charge/Manager.
- b) If the appeal of the candidate succeeds, the vacancy of Special Assistant may be filled up by offering posting to such candidate. Even if there is no vacancy, the successful appellant shall be offered posting as Special Assistant and this shall be adjusted against the vacancy in succeeding year.
- c) If the appeal of the candidate fails and there remain some vacancies of Special Assistant which cannot be filled up upto the end of the year due to unavoidable circumstances, the said vacancies shall be carried over to next year.

**9. REMOVAL OF DOUBTS:**

If any doubt or difficulty arises regarding interpretation of any provision of this settlement, the matter shall be taken up only at the level of Head Office, Human Resources Management Division, Punjab National Bank and All India PNB Employees Federation for discussions and settlement.

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## GROUP/AREA FOR POSTING OF CLERKS AS SPECIAL ASSISTANTS

Sl. No.	CIRCLE	GROUP/AREA	CO-ORDINATING OFFICE, IF ANY
1	Agra	Agra Circle	-
2	Ahmedabad	Ahmedabad Circle	-
3	Allahabad	Allahabad Circle	-
4	Alwar	Alwar Circle	-
5	Amritsar	Amritsar Circle	-
6	Arrah	Arrah Circle	-
7	Bangalore	Bangalore Circle	-
8	Bareilly	Bareilly Circle	-
9	Bharatpur	Bharatpur Circle	-
10	Bhatinda	Bhatinda Circle	-
11	Bhopal	Bhopal Circle	-
12	Bhubaneshwar	Bhubaneshwar Circle	-
13	Bihar Sharif	Bihar Sharif Circle	-
14	Bilaspur	Bilaspur Circle	-
15	Bokaro	Bokaro Circle	-
16	Bulandshahr	Bulandshahr Circle	-
17	Burdwan	Burdwan Circle	-
18	Chandigarh	Chandigarh Circle	-
19	Chennai	Chennai Circle	-
20	Darbhanga	Darbhanga Circle	-
21	Dehradun	Dehradun Circle	-
22	Delhi Central	<b>Central, North and South Delhi Circles including HO Divisions except Printing &amp; Stationery Deptt. and Treasury Divn.</b>	CO: South Delhi
23	Delhi North		
24	Delhi South		
25	Dharamshala	Dharamshala Circle	-
26	Ernakulam	Ernakulam Circle	-
27	Faizabad	Faizabad Circle	-
28	Gaya	Gaya Circle	-
29	Gorakhpur	Gorakhpur Circle	-
30	Guwahati	Guwahati Circle	-
31	Gwalior	Gwalior Circle	-
32	Hamirpur	Hamirpur Circle	-
33	Haridwar	Haridwar Circle	-
34	Hissar	Hissar Circle	-
35	Hoshiarpur	Hoshiarpur Circle	-
36	Indore	Indore Circle	-
37	Jabalpur	Jabalpur Circle	-
38	Jaipur	Jaipur Circle	-
39	Jalandhar	Jalandhar Circle	-
40	Jammu	Jammu Circle	-
41	Jhansi	Jhansi Circle	-
42	Jodhpur	Jodhpur Circle	-
43	Kapurthala	Kapurthala Circle	-
44	Kurukshetra	Kurukshetra Circle	-
45	Kanpur	Kanpur Circle	-
46	Karnal	Karnal Circle	-
47	Kashipur	Kashipur Circle	-
48	Kolkata	Kolkata Circle	-
49	Kozhikode	Kozhikode Circle	-
50	Lucknow	Lucknow Circle	-

51	Ludhiana	Ludhiana Circle	-
52	Mandi	Mandi Circle	-
53	Meerut	Meerut Circle	-
54	Midnapore	Midnapore Circle	-
55	Moradabad	Moradabad Circle	-
56	Mumbai City	Mumbai City Circle	-
57	Mumbai Suburb	Mumbai Suburb Circle & Treasury Div.	-
58	Muzaffarnagar	Muzaffarnagar Circle	-
59	Muzaffarpur	Muzaffarpur Circle	-
60	Nagpur	Nagpur Circle	-
61	Noida	Noida Circle and Ptg. & Sty. Deptt.	-
62	Patiala	Patiala Circle	-
63	Patna	Patna Circle	-
64	Pune	Pune Circle	-
65	Raipur	Raipur Circle	-
66	Ranchi	Ranchi Circle	-
67	Rohtak	Rohtak Circle	-
68	Sambalpur	Sambalpur Circle	-
69	Shimla	Shimla Circle	-
70	Surat	Surat Circle	-
71	Sri Ganganagar	Sri Ganganagar Circle	-
72	Telangana	Telangana Circle	-
73	Trichy	Trichy Circle	-
74	Udaipur	Udaipur Circle	-
75	Varanasi	Varanasi Circle	-
76	Vijaywada	Vijaywada Circle	-

**FORMAT FOR APPEAL CASES**

**PART (A) TO BE FILLED IN BY THE APPELLANT**

1. Name:

2. Age:

3. Qualifications:

(a) Academic

1.

2.

3.

(b) Professional

1.

2.

3.

4. Joined on: \_\_\_\_\_ As: \_\_\_\_\_

5. Present designation: \_\_\_\_\_

Posted at: \_\_\_\_\_

6. Present duties:

7. Other duties performed during the last 3 years:

8. Details of officiating as Special Assistant/Officer during the last 3 years:

9. Pending charge sheet/Disciplinary action, if any:

10. Details of punishments imposed, if any:

11. Any other relevant information:

12. Grounds for Appeal:

Date:

Place:

**APPELLANT**

It is verified that the above details have been checked and found correct on the basis of records maintained at the branch

Reasons for non-approval in the present interview:

**INCUMBENT INCHARGE**

**PART (B) TO BE FILLED IN BY THE CIRCLE OFFICE**

13. Performance during last 3 years:

YEAR

- 1.
- 2.
- 3.

14. Reasons for non-approval in the previous interviews, if any:

YEAR            Reasons for non-approval

- 1.
- 2.
- 3.

**CHIEF MANAGER**

15. Decision of the Appellate Authority

Place:

**CIRCLE HEAD/AGM(HRMD)/DGM(HRMD)**

Date:



**DUTIES OF SPECIAL ASSISTANTS**

Special Assistants will be accountable and responsible for running of the department/section under them and their duties will involve looking after and checking the work of other clerk or clerks and sub-staff and will include:

1) Passing independently, manually or online, cash, cheques, drafts, other negotiable instruments, vouchers etc. upto Rs.35000/- and clearing and transfer cheques vouchers etc. (whether credits or debits) upto and including Rs.1,50,000/- Passing of drafts upto Rs.2000/- without advice. Passing of cheques drawn by illiterate persons within their passing powers.

Passing will include verification of signatures and scrutiny as to the correctness of endorsements on and other particulars of such instruments. There shall be no limits for verification of signatures, passing of authenticated credit vouchers/entries and for verifying authenticated vouchers in the ledgers, books, computer print-outs etc.

2) Accept, verify and post cash/transfer/clearing cheques and other instruments, as the case may be, in appropriate books of accounts/ledgers, either manually or online and give due acknowledgements.

3) Signing vouchers, cheques, drafts, mail transfers, pay orders, advices such as non payment advices, inter branch fate calling advices, bill schedules, demand notices, statements certificates etc. He shall also sign drafts, pay orders, TPOs and inter-branch advices, term/call deposit receipts etc. singly upto Rs.7500/- and beyond Rs.7500/- as second signatory jointly with an officer signing as first signatory.

4) Checking all vouchers, advices, statements, cheques draft etc., bills and books of accounts including current savings and other ledgers, cash, postal and revenue stamps, franking machine balances, exchange, discount, brokerage calculations and initialing by way of authenticating them for accuracy/correctness.

5) Checking, manually or online, current, savings and other accounts.

6) Checking the coding and decoding of telegrams (excluding check symbols or ciphers) including custody of bank's code book. 'Checking' would mean verifying that the material checked is in order in all the respects and include initialing the same for authentication.

7) Discharging, endorsing cheques, bills etc.

8) To verify, examine and recommend payment of TA bills of the staff.

9) a) To check progressive balance book.

b) To check bills in hand physically, books of accounts, advices etc.

c) Checking of all miscellaneous statements and returns and signing them as second signatory.

d) Periodical checking of the books, registers, files and records.

e) To assist the Manager in handling loan and advances work at the office i.e. preparation of loan proposals, documents, checking of stock report, calculation of DP, preparation of financial report in reply to some queries by other institution and such other work relating to loans.

It is clarified that Special Assistants posted in Semi-urban and rural branches may be required to recommend credit proposals on merits for consideration of Incumbent In-charge of the office concerned.

f) To keep custody of loan documents and securities jointly with the Manager/Sub Manager or Assistant Manager.

- g) Custody of stamps and stamped agreements.
  - h) To act as an Assistant Custodian of Safe Deposit Vault.
  - i) To work as an assistant to the Inspector.
- 10)a) To check compliance of standing instructions by the customer and custody of Standing Instructions Register.
- b) To check maintenance of Stop Payment Register and allied work and custody of Stop Payment Register.
  - c) To check current, SF and other ledgers and to issue cheque books to the customer and custody of the specimen signature binders and account operating forms.
  - d) Custody of inoperative ledgers along with their A.O.F. and specimen signatures (except in A & B class offices) and security forms jointly with an officer.
- 11) Custody of all inward parcels jointly with another officer.
- 12) Perform, when required in a computerized set up, system control functions, either jointly with an officer or independently, upon specific authorization in this regard.
- 13) Briefly explain the features of Bank's various products and services to customers, to reply their queries and to refer interested customers to appropriate personnel.
- 14) To undertake higher responsibilities as and when called upon to do so under administrative exigencies in case of posting in rural branches as second man provided he is not debarred from officiating/promotion as officer.

For the purpose of efficient and effective functioning of the section or department the special assistant shall ensure that all acts, things and steps necessary therefore are taken by himself or by the clerks placed under him and shall ensure that, wherever necessary:

- a) Reminders are sent on time and followed up.
- b) Pass sheets/books are filled up and issued promptly.
- c) Deposits are renewed on due dates or reminders sent to the parties.
- d) Standing instructions are complied with.
- e) Bills are accepted and due dates diarised/advised and followed up.
- f) Interest, commissions and service charges are collected.
- g) Proceeds of bills are received or remitted promptly.
- h) Confirmation of balance of accounts of the customers and its follow up.
- i) All securities relating to the department/section of which the special assistant is Incharge are secured and/or kept in proper custody and properly handed to the authorized person at the close of the day.
- j) Balances promptly taken, tallied and reported and followed up and also returns submitted.
- k) Advices and/or duplicate advices/summaries are issued/responded promptly, whenever called for.
- l) Checking the proper recording of entries and all relevant particulars in regard to accounts opened under due authorization.

**(Ref.: HRDD Circular No. 485 dated 14.10.2008, PAD Circular No. 142 dated 04-02-2013, PAD Circulars No. 259 dated 10.04.2015 and PAD Circular No. 272 dated 12.06.2015)**