

## **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 nonpayment 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 Incharge 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 Asstt. 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. Personnel Administration Division Circular No. 142 dated 04-02-2013)**