



STATE BANKS' STAFF UNION

(KARNATAKA)

[Regd. No.DRT (B II) 6/83-84]



[(AFFILIATED TO ALL INDIA STATE BANK OF INDIA STAFF FEDERATION(AISBISF)]

AN AFFILIATE OF

NATIONAL CONFEDERATION OF BANK EMPLOYEES(NCBE)

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AI Correspondence to be addressed to the General Secretary

CIRCULAR No. 18/2022-25

Date: 15.09.2022

To: ALL UNITS / MEMBERS

Dear Comrades,

Please find detailed below a few FAQs concerning security aspects in various branches/BPR initiatives, etc. for your information and effective implementation of the instructions contained therein, which is laid down by the Bank/RBI for safeguarding of Bank's assets in the process protecting our own interest.

1. What are the instructions regarding cash remittances from one Branch to another Branch (How many guards will accompany cash remittances between Rs.0 and Rs.50.00 lakh, Rs.50.00 lakh and Rs.1.00 crore and above Rs.1.00 crore).

- a) *Rs.0 to Rs.50 lakhs* : *One Armed Bank Guard*
- b) *Rs.50 lakhs to 01 crore* : *Two armed Bank Guards*
- c) *Rs.01 crore & above* : *Police Guards*
- d) *Chest to Chest* : *By Police escort.*
- e) *In case of CAC – Upto Rs.3 crores with Armed Bank Guard, above that by police escort.*

2. What are the instructions for replenishment of cash to On-site ATMs with regard to the number of guards accompanying the official at the time of cash replenishment to On-site ATMs.

One Armed guard should accompany and be an guard during loading of ATMs.

3. How many guards will accompany the officials at the time of evacuating of cash from CDMs?

One Armed Bank Guard.

4. How many guards are required in cash SCABs i.e. for guarding the SCAB building?

7 Armed Bank Guards (Vide CC letter No.COS/21/468 dt. 08.05.2013 plus 2 additional armed guards for every remittance routes.

5. How many Guards will accompany the Cash Vans from SCAB to the Branches and vice-versa?

Two Armed Guards for each cash van.

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6. What will be the periodicity for transfer of Armed guards from one Branch/Office to other keeping in view time taken on entering the name of Guards as 'Retainer' in Arms Licences by Licensing Authorities?
- 3 to 5 years - RBI will conduct the meeting of State Level Safety Committee, where time related issues are raised. Normally it takes 15 days to 1 month, if pursued by the appropriate authority.**
7. What are the instructions in regard to guarding the BPR outfits such as RACPC, SMECC etc.?
- 'No Cash Handling Branches/Offices' to have outsourced unarmed guards from approved Agencies.**
8. How many guards are required at each BPR outfits, if it is away from AO/RBO?
- One Unarmed guard during working hours.**
9. How many guards are required for guarding the Bank's Building at LHO/AO/RBOs/SBILDs?
- Depends on size of building/number of entrance/floors. Local Security Officer may assess as per the local situation at each premises.**
10. What is the colour/pattern of chevron for uniforms for Head Armed Guard/Senior Head Armed Guards ?
- Blue Colour**
11. What are the instructions in regard to creation of Morcha at the Guard Post in branches ?
- One Guard - Guard post should be there - Behind the Single Window Counter(SWC) from where main entrance could be observed.**
12. Reporting authority for Bank Guards working at LHOs is AGM(OAD) or CSO ?
- Bank Guards working under LHOs are under LHO Security Officer/ Asst. General Manager (Security).**
13. How the duties of Control Room Operators are changed unilaterally ?
- Any specific duty changing issue need be mentioned for clarification. AGM(Security)/LHO Security Officers decides the shift/duty roaster based upon evolving requirement. There is no scope of multilateral decision - Making process in security matters.**
14. Control Room at LHOs will function under whom i.e. under AGM(Fire)/CSO/AGM(OAD)/AGM(P&E) as per National Building Code 2016?
- Control Room at LHOs functions under AGM (Security), with required assistance from Fire Officer working under AGM(Premises) in dotted line relationship with AGM(Security). National Building Code 2016 does not specify administrative control matters.**

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15. Who is the competent authority in the Bank to overrule the provisions of 'National Building Code 2016?

Any specific provisions not mentioned in the letter. The provisions which cannot be overruled are - CROs are required to be present during their full shift duration to attend any eventuality and take necessary action on 'immediate basis'. The CROs should not be assigned any other unrelated task which necessitates him to move out of the Control Room or the premises during his shift, dual control of CROs and foremen etc. Circle Security Officers are the competent authority being controller of CRO to give further clarification.

16. Control Room Operators will be working under whom i.e. CSO/AGM(OAD)/AGM(Fire) at LHO and what about at Modules/RBOs (Bank's instructions vary from NBC2016 since establishment of Control Room in 1985).

Instructions are already in place. CRO(Associate) works under LHO Security Officer/Asst. General Manager(Security). CROs duty entails them to take care of manning the control room during his shift, overall supervision on guards, maintain duty roster of all Control Room staff, monitoring of security and safety gadgets including CCTV installed at control room, access control, gate passes, material gate pass and any other related duty assigned by LHO Security Officer and AGM(Security) Fire Officer in Premises Department may be consulted (Through CSO/SO) for assistance only about Fire Safety related matters.

Kindly read and circulate to all employees.

With regards,

Yours comradely,



M RAVIKUMAR
GENERAL SECRETARY