

CIRCULAR NO. 49 /2020

DATE : 24.03.2020

**TO,
ALL MEMBERS**

FIGHT AGAINST THE PANDEMIC- COVID 19
SUGGESTIONS

We reproduce hereunder the text of the AISBOF circular No. 49 dated 24.03.2020 , the contents of which are self-explicit.

With warm greetings

(Ajit Kumar Mishra)
GENERAL SECRETARY

OUR UNITY : ZINDABAD-ZINDABAD
S.B.I.O.A : ZINDABAD-ZINDABAD

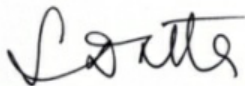
TEXT

FIGHT AGAINST THE PANDEMIC- COVID 19
SUGGESTIONS

We have sent a communication to the Dy. Managing Director (HR) & Corporate Development Officer, State Bank of India, on the captioned subject.

A copy is enclosed for information.

Yours comradely,



(Soumya Datta)
General Secretary

The Deputy Managing Director (HR) & CDO
State Bank of India
Corporate Centre
Madam Cama Road
Mumbai 400 041

Dear Sir,

FIGHT AGAINST THE PANDEMIC- COVID 19
SUGGESTIONS

At the outset, we place on record our appreciation to our management for initiating prompt and proactive steps to combat the deadly spread of the Novel Corona virus through banking channel. We are aware that banking services, catering to the day to day requirement of people, are coming in the bracket of 'Essential Services'. Many a time in the past, our officers and employees as the true 'financial army' of the nation, have braved the odds and responded to the call of the government and extended the services to the people at large befitting to their emergent financial solutions during any sort of crisis. We are again in the midst of the fight against the virulent Coronavirus, keeping shoulder to shoulder with the other workers of essential services.

We are thankful to IBA also for taking the decision of restricted services at our Branches till the normalcy is achieved. The chief of all banks have been advised to restrict the services to i) Cash deposits / withdrawals, ii) Depositing clearing cheques iii) Remittances and iv) Government transactions only. Further, we are aware that following the 14 hours 'Janta Curfew' observed by the citizenry at the call of the Hon'ble Prime Minister, many State Governments / Local authorities, being faced with the alarming situation due to sudden spurt in COVID cases, have ordered 'lockdown' / suspension of public transport (including suburban train and Metro Rail services) across the country. Several districts across the country are under complete 'lockdown', the number being likely to increase in the coming days with any prognosis of aggravation of the situation. Curfew have been imposed by several states to control public movement to thwart the exponential growth of number of affected people. Various SLBCs have already taken a decision to restrict banking hours and to adopt a Cluster Approach in functioning of bank branches. However, the instructions are varying from circle to circle creating a lot of confusion. We urge upon your good office to issue uniform directions to Circles for implementation in their respective operational areas.

In view of the above, we wish to put few more suggestions, which may certainly help to address the morale of the workforce in the present crisis and at the same time minimize the exposure to the dreaded virus.

- a) Immediate introduction of cluster banking concept using BCP during situations of calamity. Let only one branch remain functional within a distance of 5 km radius in Metro/Urban/Semi Urban areas offering barest minimum services as enumerated in IBAs directive. Roster of functioning of such branches can be drawn up. For running of designated branches rotation of employees/redeployment of staff can be considered so that one employee is exposed to minimal risk. The rural branches will function with staff on rotation basis.
- b) As only restricted transactions have to be done at Bank branches, we should discourage our back office operations which is not directly related to provide the essential services and should instruct our employees to work from home at least till 04.04.2020 depending on the situation prevailing at the material time.

- c) As a measure to minimize the risk, necessary instructions may please be issued for employees/officers posted LHO/AO/RBO/CPCs to work from home except those whose service are absolutely essential to provide support to functional branches.
- d) To grant leave to all employees / officials with 50 years of age and having underlying conditions such as diabetes, respiratory diseases, renal diseases and other life threatening diseases upto 4th April, 2020, depending on the situation prevailing at the material time in line with relaxation granted to Central Civil Services.
- e) 'Work From Home' facility for our women employees having small kids, expectant mothers and those who are care givers to elderly as well as for differently abled employees/officers.

We are confident that your good office you will consider the logical exposition of the suggestive measures as enumerated above and immediately issue advisory to all Circles.

With regards,

Yours sincerely,



(Soumya Datta)
General Secretary