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भारतीय स्टेट बैंक अधिकारी संघ (पटना मंडल)
State Bank of India Officers' Association (Patna Circle)

All Letters to be
Addressed to the
General Secretary

Regd. No. 1872 of 1975
(REGISTERED UNDER TRADE UNION ACT - 1926)

State Bank Building
2nd Floor
West Gandhi Maidan
Patna - 800 001

CIRCULAR NO.51 /2024

DATE : 30.10.2024

TO,
ALL MEMBERS

**ACUTE SHORTAGE OF SUBORDINATE STAFF
AND ADDITIONAL WORKLOAD ON OFFICERS**

We reproduce hereunder the text of the **AISBOF Circular No. 51** dated 30.10.2024, the contents of which are self-explicit.

With warm greetings,

(Amaresh Vikramaditya)
GENERAL SECRETARY

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

TEXT

**ACUTE SHORTAGE OF SUBORDINATE STAFF AND ADDITIONAL WORKLOAD
ON OFFICERS**

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

A copy is enclosed for your information.

#OurUnityLongLive

With greetings

Yours comradely,

(Deepak Kumar Sharma)

General Secretary

No.6514/53/24

Date: 29.10.2024

The Dy. Managing Director (HR) &
Corporate Development Officer
State Bank Bhavan
Nariman Point
Mumbai-400 021

Dear Sir,

ACUTE SHORTAGE OF SUBORDINATE STAFF AND ADDITIONAL WORKLOAD ON OFFICERS

We wish to bring to your attention the severe operational challenges faced by our officers due to acute shortage of subordinate staff across our branches and offices.

As outlined in the duty list for Record Keeper-Cum-Cashiers and subordinate staff, numerous critical responsibilities such as maintenance of records, handling sensitive documents, and managing essential administrative tasks have been entrusted to these roles. Yet, despite these extensive duties, our bank, with 22,704 branches nationwide, is supported by only 575 record keepers (including senior/special record keepers) and 10,488 messengers (including head/senior head messengers), the majority of whom are posted at administrative offices. This stark shortfall means that over 90% of branches operate without the dedicated support of record keepers and messengers, forcing officers to assume these additional responsibilities. The diversion to tasks like record maintenance and document handling imposes a significant and time-consuming burden on officers, detracting from their primary functions and impacting branch efficiency.

Furthermore, in the absence of permanent subordinate staff, branches sometimes have no choice but to rely on temporary housekeeping personnel for various tasks, including handling documents or deliveries. This reliance creates significant security concerns, as temporary staff may lack the necessary training and trustworthiness to manage sensitive materials safely, increasing the risk of data breaches and potential fraud.

To address this pressing issue, we propose the following solutions:

1. **Immediate Recruitment of Subordinate Staff:** Immediate recruitment of dedicated subordinate personnel is essential. Filling these roles would alleviate the undue burden currently placed on officers, ensuring tasks are managed by dedicated personnel rather than officers or temporary staff.
2. **Clarification of Responsibilities:** We recommend issuance of clear guidelines to delineate tasks exclusively for subordinate staff, thus safeguarding our branches from risks associated with unauthorized access to sensitive areas and confidential information.
3. **Interim Support Measures:** Until permanent staff can be recruited, we request temporary support solutions, such as deploying additional contract personnel under stringent guidelines, to minimize the extra workload on officers.

We trust that your esteemed office will treat this matter with urgency and take the necessary steps to address the operational strain currently placed on our officers due to the shortage of subordinate staff. Timely action on this issue will greatly enhance the operational efficiency of our branches and contribute to the well-being and morale of our officers.

Thank you for your consideration.

Yours sincerely,

Sd/-
(Deepak K Sharma)
General Secretary