



ALL INDIA UCO BANK EMPLOYEES FEDERATION

(AFFILIATED TO AIBEA) REG. NO. 3489/CNI

10, BTM SARANI, 2nd Floor, KOLKATA - 700001

REGD OFFICE : CHENNAI(UCO Bank, 328, Thambu Chetty Street, Chennai-600001)

Email ID : AIUCBEF.IN@GMAIL.COM / STAFFUNIONWB@GMAIL.COM

Mob No. 9830018941/7003608652

Ref No. AIUCBEF/GM & HRM /138/23- 26

Dated 24/12/2025

The Chief General Manager
HRM, PSD, OL & Training
Head Office

Dear Sir,

Sub: IR Policy Committee Meeting

Further to our earlier communications and discussions on various occasions, we once again wish to impress upon you the need for convening the IR Policy Committee meeting, the last of which was held on 4th September, 2024.

In the earlier meeting it was agreed to resume the discussion on the undermentioned left-over issues on which we had substantial rounds of discussions but did not arrive at conclusion. At that time, it was mutually decided on priority to initiate discussions on review of Promotion Policy which was felt necessary for the administration. Review of Promotion Policy was completed on 5th November, 2024. Hence the other issues were kept in abeyance with an assurance to take up at the earliest opportunity.

1. Minimum staffing pattern in Clerical and Substaff to be decided for branches keeping in view the discussions held earlier in 2022. The urgent need for this is as we observe that in several zones, non SUBSTAFF award staff members, including Spl CSA s are subjected to frequent deputation to far away branches, permanent deployment to branches without any principle or norms. Zonal Managers are under the impression that "more than one" in any branch is surplus resulting in additional burden and pressure on 'left over staff' besides subjecting the employees (so deployed) to unbearable hardship. Thus, in the absence of any norm or principle, Zonal offices take law in their hands to

ease out their pressure to poor clerical staff. With the increasing pressure on the branches due to compounded problem of shortage of manpower, this has become a routine and regular practice.

Thus, there is urgent need for a review of age-old Deployment Policy which is directly linked to minimum requirement of staff in Clerical Cadre based on business, active accounts and other activities of the branches.

We had adequate discussions on this issue between Feb 2021 & July,2022 on this issue and arrived at a tentative proposal as under :

- 1. For active accounts upto 5000 : One CSA**
- 2. For active accounts above 5000 and below 10,000: Two CSA**
- 3. For active accounts above 10,000 : Three CSA**
- 4. For Administrative Offices , Specialised branches & Clearing Hub : Need based**
- 5. Placement of Special CSA**

2. Similarly, there is need for review in request transfer policy, deployment policy keeping in view the discussions held earlier as again it is directly related to surplus/ deficit of branches.

- 1. Eligibility criteria for Interstate transfers to be reviewed.**
- 2. Consideration of eligible transfers with cutoff date to be appropriately framed**
- 3. Proper format in HRMS with enabling provision for modification with in cutoff date**
- 4. Guidelines for relieving**
- 5. Assessment of state wise vacancies after taking into account of Eligible inter-state transfers deserving for consideration.**

3. Proper interpretation of duties and responsibilities to posts carrying functional allowance posts - particularly Senior Customer Associates(Cash). We have brought to your notice more than once how the SCSA(Cash) are exploited in branches resulting in regular late sitting defeating the defined working hours concept. Particularly they are burdened with keys of the Gold packets, Gold Safe besides all duties related to Gold loan, ironically in branches where a good number of offers are available against only one clerical staff. Similarly Special CSAs are also being forced to handle the keys of the Safe vaults along with the permanent duties of Senior CSAs.

Wherever Safe vault is separate for Gold ornaments, there the keys of the safe to be held by officers. In other branches efforts to be made to provide separate safe vault for Gold Packets and relieve SeniorCSA(Cash) from holding the keys of the Gold Safe. Even they are forced to sign the Annexure D of the Gold Loan inspite of the presence of the officers who are supposed to sign officially.

4. **Officiating in Officers cadre.** Here the clerical staff when required to officiate as ABH, they are entrusted with limitless power, handle all sensitive issues, compelled to stay till the BH winds up and call it a day. They are not paid any allowance if the officiating period is less than 4 days in a month and they are not compensated in any manner for taking higher responsibilities and working for unlimited time. This calls for proper codification of duties and compensation.

1. **Proper Guidelines to be issued by Bank restricting duties and responsibilities during officiating.**

2. **Either officiating allowance for even one day officiating or Over time to be given for late sitting during officiating.**

5. Uniform structure and fair wages bonus to Daily wagers.

On the basis of Minimum wages Act Central Government issues notification from time to time which should be implemented. Bonus as per Payment of Bonus Act, 1965 or Ex Gratia equivalent to the amount of bonus to be given to the Daily Wagers to honour the Law of the Land.

6. Revisit the administrative jurisdiction of Delhi Zonal office with regard to NCR branches. (Letter already with you). For no fault of theirs, award staff working / recruited in the States like UP, Haryana who/ which are how ever put under administrative control of Delhi ZO are suffering for long as there Delhi administration does not care to attend to their issues like increments, LFC, Loans Leave etc. In sum and substance these employees are treated as aliens.

All the matters relating to Award staff shall be dealt by respective Zonal offices with due information to Delhi Zonal office

7. Finacle related problems, biometric attendance etc disturbing the daily routine and customer service. (Note being submitted separately)

8. Functioning of HRM at Zonal levels with accountability there on.

Guidelines to Zonal Offices fixing responsibility for

1. non adherence to time lines for disposing of matters related to LFC, TA Bills, Staff Loans

2. non adherence to IR policy in conducting meaningful GR meetings

3. Inaction on understandings reached in GR meetings

4. Complaints on routine matters like increments, compassionate appointments, LFC, etc.

Filling up of vacant functional allowance posts

5. Discourteous treatment to union representatives

6. Implementation of IR POLICY in letter and spirit with proper code of conduct for time bound action on staff matters, particularly in implementing understandings arrived at in the Zonal Level GR meetings.

- **Zonal Offices to keep HO informed about compliance in holding GR meetings as per policy**
- **Zonal offices to ensure that no local level issues are forced upon Head office.**
- **Zonal office should involve union representatives on follow up action on issues dealt in GR meetings**

9. Committee to resolve the grievances of re-employed ex-servicemen with regard to the anomalies observed in their fitment.

10. SUBSTAFF recruitment.

TO START WITH

- **with one permanent Senior Office Assistant in all Currency chest branches**
- **One Senior Office assistant in all Administrative & Specialised branches**
- **One Senior CSA in all branches very large and above**

11. Introduction of Petrol Reimbursement scheme- a long pending one. Our letter addressed to MD& CEO vide our letter no. AIUCBEF/ MD & CEO /136/ 2023-2026 dated 20.11.2025 with comparative analysis of the availability of this Scheme in other PSBs already submitted and awaiting consideration.

12. Increase in closing ALLOWANCE as it remains same ever since it was introduced in 2009. Increase can be at least be to the extent of 50%.

13. Payment of air fare to union representatives for attending GR meetings both at Apex and Zonal Level. Every other Bank is following treatment given by IBA to union representatives when they attend industry level Bipartite meetings.

14. Any other matter that is of importance.

We hope that you will appreciate our anxiety and urgency and convene the meeting without further delay for a meaningful and purposeful discussion and arrive at mutually agreed conclusions.

Thanking you,

Yours Sincerely



Partha Chanda
General Secretary