



Ref: Kerala SLBC/ COVID/04/2021

Date: 30th April 2021

To:

All Member Banks

Sub : 33rd Advisory- Review of the Standard Operating Procedure on account of Second Wave of Covid 19

Further to our 31st and 32nd advisories, we had convened a sub-committee meeting on 29.04.2021 with the Reserve Bank of India, Member Banks and other stakeholders to review the Standard Operating Procedures and clarifications on the Business hours of Banks in the State of Kerala and consequently the following advisory is issued.

1. As per the Government order G.O.(Rt)No. 391/2021/DMD dated 30.04.2021 , Banks may be open on working days from 10.00 AM to 01.00 PM for the public. Internal work within the bank may be carried on till 02.00 PM. These timings will be effective from 04.05.2021 till 09.05.2021.
 - On 03.05.2021, the prevailing guidelines as per the 32nd SLBC Advisory dated 22.04.2021 shall be followed.
2. Ideally 50 per cent of the employees only may be called for "in person" duty and on rotation basis preferably with a gap of 3 to 5 days or be allowed to work from home as the case may be depending on the nature of job, staff position and size of the establishment, ensuring effective Business continuity Plan. In Micro containment zones, branch shall function with minimal staff strength.
3. Lead Bank managers to take care of District specific issues/ restrictions with DDMA where ever clarity is sought and LDMs shall be the single point of contact for Bank Nodal officers in the District.
4. Bank Staffs commuting to and from Containment zones for duty are advised to carry a "Duty Certificate" as per the template enclosed in the letter head of respective Banks under seal and signature of the concerned Bank.

Contd in Page 2..

5. Since the first week of May being the pension payment week and there is possibility of increased foot falls of pensioners in the branch, we advise staggering the disbursal of pension payments as under

Date	Pension Account holders having account Numbers with last digit as
03.05.2021	0 and 1
04.05.2021	2 and 3
05.05.2021	4 and 5
06.05.2021	6 and 7
07.05.2021	8 and 9

6. SLBC shall issue press release with regard to Staggering of pension payment, appealing the pensioners to avoid visiting branches as far as possible and to utilize the digital platforms for banking transactions to the maximum possible extent.
7. With regard to the vaccination of Banks staffs, we have already taken up the matter with the Chief Secretary and Health Department of Kerala. In this juncture, we request all the LDMs to take up with their respective District Medical Officers and to arrange for vaccination camps for Bank employees.

Bank Branches to ensure prompt disposal of customers duly adhering to all the precautionary measures already advised vide our previous advisories, especially regarding entry of customers in the branch premises.

All other guidelines shall remain the same.

BREAK THE CHAIN, GO DIGITAL


S Premkumar,
Convenor, SLBC &
State Head Kerala





Format for Duty Certificate
(To be issued in the Letter Head of the Bank)

Date:

This is to certify that Sri/Smt. _____ (Employee No._____, ID Card No._____) is a bonafide employee of _____ Bank and is presently working as (*Designation*)at (*Name and Place of the Branch*) and is residing at (*Residential Address*).

Banking comes under the category of 'Essential Services'. The services of the above Employee is very much required for the smooth functioning of the Bank Branch and to ensure credit off take and disbursal of DBT cash transfers and other Government Welfare funds to the public.

For _____ Bank
Signing Authority
(*Under seal of the Bank*)