



Ref: Kerala SLBC/ COVID/60/2020

Date: 6th April 2020

To: All Member Banks

6th Advisory regarding functioning of bank branches in the State of Kerala on the back drop of COVID-19

Banks in Kerala are having holidays continuously for 3 days commencing from 10th April to 12th April 2020. The roads and public places will be deserted during these days in view of the ongoing lockdown and holidays. Hence we advise all Member Banks to ensure security and safety of all bank branch premises by posting additional guards, if warranted. We request all our Member Banks to ensure that sufficient security measures are taken care. The CCTVs, Fire/Burglar Alarms and other security equipments should be in working condition.

We request all Member Banks to advise their functional units to adhere to the following suggested security measures apart from other guidelines of individual banks:

1. Ensure that the security alarm and fire alarm systems are functional and kept "ON" at appropriate mode during **DAY AND NIGHT**.
2. Ensure that the CCTV system is working with recording of footages available. The monitor of the CCTV system alone should be switched off at night.
3. Ensure that all windows/ doors are properly locked/ secured before closing the branch at the end of the day.
4. Ensure that the security lights wherever provided (outside the premises) are switched on during night hours.
5. Liaise with local police authorities and request for carrying out night as well as day patrols frequently.
6. Ensure that fire fighting equipment, fire alarm and auto dialers are functional.

It is also requested to ensure that ATMs are fully functional during the holidays.

BREAK THE CHAIN

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GENERAL MANAGER, CANARA BANK

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