

II. Duties of Senior Customer Service Associate (Cash)

Besides the passing powers provided herein under this Settlement, their duties involve holding the bank's cash, key and/or other valuables in safe custody jointly with an officer and being accountable for them and being responsible for the running of the cash department and besides the following duties:

1. Passing cash cheques and other like instruments independently upto and including Rs. 50,000.
2. Cash receipt and authorisation independently upto and including Rs.50,000.
3. Cash receipt for pre-signed DD, etc. independently upto and including Rs.50,000.
4. Passing clearing/transfer vouchers/other similar instruments independently upto and including Rs. 1,50,000.
5. Passing clearing and transfer vouchers and other similar instruments of Rs. 1,50,000 and above but upto Rs. 2,50,000 jointly with another Customer Service Associate/ upto Rs.4,50,000 with Special CSA.
6. Loading / replenishing cash in on-site ATMs / Cash Recycler machines or other similar machines during office hours jointly with a Special CSA / Officer.
7. To collect and deposit the cash from the Cash Deposit machines / Cash Recycler machines or other similar machines available in the Branch after reconciling the entries jointly with a Special CSA / Officer.
8. Opinion compilation;
9. Verification of vernacular signatures/ endorsements;
10. Countersigning cheques and/or drafts (on selves or correspondents), payment orders, deposit receipts, etc.,
11. Attending to Government Treasury work;
12. Discharging/endorsing bills, cheques, etc.;
13. In dedicated and exclusive cash counters, there shall be no limit for accepting and paying Cash from / to customers.

