


**V. DUTIES OF SPECIAL PAY CARRYING POSITIONS IN  
SUBORDINATE /OFFICE ASSISTANT CADRE (Other than in SBI)**

Post	Duties
Armed Guard / Security Guard	<p>Persons required to perform watch and ward duties i.e. to watch or look after the premises or department for the purposes of its safety, security and guard against attack or assault or infiltration and against removal of the bank's property by any unauthorized persons and/or to watch and guard as above the movement of cash from one place to another whether inside or outside the Bank, for which purpose they are required by the bank to carry any of the following weapons:</p> <ul style="list-style-type: none"> <li>i) Gun, Pistol or any other firearm; or</li> <li>ii) Dagger, sword, khukri or spear; or</li> <li>iii) any other licensed weapon</li> </ul> <p><b>Note:</b> 'Retainers' Peons (other than watchmen) whose names are registered in the Bank's licence as Retainers will, when they perform "Armed Guard" duties, be entitled to special pay for "Armed Guards" pro rata.</p>
Senior Office Assistant (Earlier Bill Collector / Daftary)	<p>Their work involves:</p> <ul style="list-style-type: none"> <li>1) Obtaining acceptance of bills of exchange, hundies etc., drawn on local parties or banks and / or collecting payments thereof</li> <li>2) Collecting payments for cheques or postal order etc., from banks or post office counters. They may also be required to collect cash not exceeding Rs.5,000/- at a time against various instruments.</li> <li>3) Simple binding of books and registers</li> <li>4) Press copying</li> <li>5) Filing independently letters and other papers in respect files as per indications marked thereon.</li> <li>6) Assisting in issuing stationery</li> <li>7) Stacking under guidance old records in orderly manner and assisting in giving them out when required; and</li> <li>8) Undertaking the whole process of sorting, arranging, numbering, tallying the total number or stitching the vouchers.</li> </ul>
Special Office	Persons required to assist in supervision of various matters


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Assistant (earlier Head Peon)	pertaining to subordinate staff like: i) Cleanliness of the office premises ii) Cleanliness of uniforms iii) Leave arrangements. iv) Arrangements for safekeeping of keys; and v) Distribution of duties amongst the subordinate staff
Office Assistant (Tech) / AC Plant Helper	Semi-skilled persons who under the supervision of the technician to attend to routine maintenance of and minor repairs to air conditioning plants.
Office Assistant (Tech) / Electrician	Their work involves carrying out semi-skilled electrical work like routine maintenance of electrical equipments, effecting minor repairs to electrical fixtures and appliances.
Drivers	Persons required to drive, maintain and effect minor repairs (not requiring a technician's skill) to motor cars, motor vans, station wagons, scooters, motorcycles or other motor vehicles.
Head Messenger in IOB	As per bank level agreements.

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