

#### IV. Duties of Subordinate Staff / Office Assistant

Subordinate Staff/ Office Assistant may be assigned all the normal and routine duties of the cadre and for performance of which no special pay is payable. The following duties shall also be part of the duties of subordinate staff/Office Assistant.

- 1) To take money orders, to buy stamps etc., which involves carrying of cash not exceeding Rs.5,000/- and to carry insured letters., etc. to post office
- 2) To pack currency note bundles
- 3) To pack and seal parcels and packets containing currency notes;
- 4) To accompany transit cash from the bank to an office outside or vice versa.

*[Handwritten signature]*

*[Handwritten signature]*



*[Handwritten signature]*