



युनाइटेड बैंक ऑफ़ इंडिया : United Bank of India  
अग्रणी बैंक प्रभाग : Lead Bank Division

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Ref : SLBC/WB/Gen/ 1149 /2020

Dated, the 30<sup>th</sup> March,2020

**IMPORTANT MATTER**

- 1) The State Heads of all the member banks under SLBC, West Bengal
- 2) All the LDMs in West Bengal

Re : Functioning of bank branches in the State from 31-03-2020 onwards  
Ref : SLBC/WB/Gen/1148/2020 dated 29-03-2020

In view of the lockdown in force due to COVID 19 pandemic, certain course of action for the member banks was suggested vide our Advisories, last on 29-03-2020, so as to minimise the threats posed by the deadly disease during the period of Lockdown.

Meanwhile Govt of India has announced a financial package aiming at providing financial support to farmers and woman beneficiaries under PMJDY among others. The Department of Financial Services in the VC held today with the SLBC Conveners has directed the Banks to ensure timely credit of all DBT into the beneficiaries' accounts and allow withdrawal to the beneficiaries. Considering the enormity of probable numbers and amount of transaction under the package with provisions for all normal banking service to the customers, Banks' top officials should take adequate measures to guide their Branches and field functionaries in successfully accomplishing the job under assistance from the local Govt. authorities. It was also mentioned that the prescribed social distancing and sanitizations norms should be followed during the process.

Under the circumstances coupled with urgencies arising out of ensuing annual closing related works, monthly salary & pension payments etc, SLBC now advises the member banks that with immediate effect,

- All the bank branches, irrespective of locations, will now function in all the working days.
- There will be no relaxation in Banking Hours. The previous Advisory regarding limited functioning from 10.00 AM to 2.00 PM hereby stands withdrawn.
- BC Outlets/CSPs will also function similarly along with adequate provision for cash transactions covering the target group.
- ATMs are to remain open 24X7 and also to be replenished with cash on regular basis.
- Local / District authorities are to be approached for any eventualities/emerging situation.

The State Heads of the member banks are hereby requested kindly to advise their respective branches suitably in this regard.

  
Mukti Ranjan Ray  
General Manager &  
Convener of SLBC, West Bengal