

Ref: 170/SLBC/0070/2021/HPR/F-672

Date: 05-06-2021

The State Controlling Heads of all Member Banks &  
All LDMs in the state of Karnataka.

Sir/Madam,

**Sub: Advisory 4/2021-22: Functioning of Bank Branches/Administrative offices in Karnataka state in the back drop of Second wave of COVID 19.**

As you are aware, GoK has extended lockdown in the state up to 14.06.2021 – 06.00 am due to second wave of Covid-19 whereas the earlier advisory dt. 27.05.2021 issued on working of banks was up to 05.06.2021 only.

Keeping in view of requests received from different quarters, after consultation with stakeholders and obtention of permission from regulator, the following advisory is issued for functioning of bank branches and administrative offices in the state from 07.06.2021 to 11.06.2021.

1. Bank branch business hours shall be from **10.00 am to 3.00 pm** and working hours from **10.00 am to 4 pm with reduced staff effective from 07/06/2021 till 11.06.2021 & Branches shall be closed by 4.00 pm.**
2. Administrative offices to function with reduced staff based on work load, time zones, GoK guidelines on health protocol and vaccination status
3. Same shall be reviewed on **14.06.2021** for further course of action depending upon the then prevailing situation.
4. Service of Aadhaar Enrollment Centers (AECs) shall remain suspended until further order.
5. Employees with existing comorbidities, lactating/Pregnant employees, persons with disabilities, employees having kids with autism/cerebral palsy are to be given work from home facility wherever possible.
6. Physical training should not be conducted and all Meetings shall be conducted through Virtual mode (VC) to avoid mass gathering.
7. Basic Banking services like, i) Cash Transactions ii) Clearing services iii) Remittances and iv) Government business & transactions and v) Sanctioning of fresh / renewal of KCC (Crop loan) vi) Implementation of ECGLS 1, 2, 3 & 4 and PMSVANidhi 1 & 2 vii) Extending of One Time Restructuring facility to eligible borrowers,

4

ಎಲ್ಲಾ ಪತ್ರ ವ್ಯವಹಾರಗಳಿಗಾಗಿ ಸಂಪರ್ಕಿಸಬೇಕಾದ ವಿಳಾಸ:

ಸಂಯೋಜಕರು

ಎಸ್.ಎಲ್.ಬಿ.ಸಿ ಕರ್ನಾಟಕ ಮತ್ತು ಮಹಾ ಪ್ರಬಂಧಕರು,  
ಕೆನರಾ ಬ್ಯಾಂಕ್, ಪ್ರಧಾನ ಕಛೇರಿ, ಅನೇಕ್ಸ್, 4ನೇ ಮಹಡಿ,  
ಗಾಂಧಿನಗರ, ಬೆಂಗಳೂರು-560009,  
ಕರ್ನಾಟಕ.

ದೂರವಾಣಿ ಸಂಖ್ಯೆ: 080-22343490, 22340236

ಸभी पत्राचार इसी पते पर भेजें :

संयोजक

एस एल बी सी कर्नाटक एवं महा प्रबंधक,  
केनरा बैंक, प्रधान कार्यालय, अनेक्स,  
4 वीं मंजिल, गांधीनगर, बेंगलूरु - ५६० ००९,  
कर्नाटक.

दूरभाष सं: ०८०-२२३४३४९०, २२३४०२३६

All Communications to be addressed to:

Convenor

SLBC Karnataka & General Manager,  
Canara Bank, Head Office, Annexe,  
4<sup>th</sup> Floor, Gandhinagar, Bengaluru-560009,  
Karnataka. Page 1 of 2

Phone No.: 080-22343490, 22340236

8. Member banks shall ensure to take all precautionary measures/follow guidelines to prevent the spread of the pandemic and to safeguard the interest of the staff by ensuring that sufficient number of masks, sanitizers and other safety devices are made available besides maintaining social distancing.
9. Member banks shall strictly abide by and follow all the instructions/guidelines issued by GOI / GoK /Local Authority/ District Disaster Management authority/State Disaster Management Authority from time to time.
10. To ensure all the ATMs and other ADCs are fully operational during the period of lockdown.
11. If any bank wants to close their bank branches because of infection of COVID 19 to staff or branch area sealed down by local authority, then the branch has to consult local administration, District administration through concerned LDM.

All customers are to be sensitized to use the digital banking platforms, ATMs, cash deposit machines, Recyclers, BC service etc., to the maximum extent.

Member Banks to ensure prompt disposal of customers duly adhering to all the precautionary measures and comply with our advisory to support the Government/Local authority to prevent the spread of COVID virus.

We request all member banks to take note of the above for compliance.

***BREAK THE CHAIN, GO DIGITAL***

  
(B CHANDRASEKHARA RAO)  
Convenor-SLBC Karnataka &  
General Manager, Canara Bank.

