

**STATE BANK OF INDIA STAFF ASSOCIATION
BHUBANESWAR CIRCLE**

REPORT: BRANCH VISIT ON _____

Branch Name		Br. Code		Grade	I / II / III / IV / V
Unit Secretary/ Representative				Mob No.	

Functioning of Cash I/C	Capability :	Group :	Type :
Designation of Cash I/C		ATM/CDM (with/ without Bank guard)	On site / Off site
No. of SWO Counters		Note sorting machine	Available / Not available
Note counting machine	Available / Not available	Ultra violate lamp	Available / Not available
Infrastructure for Gold Loan	Available / Not available	Gold Testing Machine	Available / Not available
Communication to Br. Mode of conveyance	Available / Not available	Time Lock	Available / Not available
Residential facility in the Centre	Available / Not available	Smoke detection	Available / Not available

STAFF POSITION

Officers	Clerical	Sub. Staff	Temp. staff	Outsource staff

OTHER DETAILS:

Branch Building	Own / Rented	Customer Space	Adequate / inadequate
Branch Canteen	Available / Not available	Maintenance of Canteen	Good / Needs improvement
Electric Supply	Single / Three phase	Generator	Own / hired
Parking for staff	Available / Not available sufficient / insufficient	Parking space for customers	Available / Not available sufficient / insufficient
Security Guard(s)	Available / Not available	Status of Guard	Own / Agency
Messenger/G.A.	Available / Not available	Status of Messenger	Own / Agency
Branch Ambience	Good/ needs improvement	Ladies Toilet	Available / Not available

Problems / suggestions (if any):

- 1.
- 2.
- 3.

Unit Secretary

Circle Committee Member