



इण्डियन ओवरसीज़ बैंक

Indian Overseas Bank

केन्द्रीय कार्यालय : पो. वा. सं. 3765, 763 अणा सालइ, चेन्नई 600002
Central Office : P.B. No. 3765, 763 Anna Salai, Chennai 600002
प्रयोजना विभाग **Planning Department**

Tel. CO : 2851 9635
2851 9634
2851 9636
Fax : 2852 4337
E-Mail : planning@iobnet.co.in
Web : www.iob.in

PLG/103/605/2020-21

Date: 30.06.2020

The Chief Regional Manager
Indian Overseas Bank
Regional Office
Chandigarh

Sir,

Sub: Merger of Manimajra Branch (2388)

It has been decided by the appropriate authority to close Manimajra Branch (2388) after integrating the business with Swastik Vihar Branch (1565).

We provide below a list of activities to be carried out for smooth transition:

1. **Notice to Customers and Public:** Notice of closure of the branch as per Code of Bank's Commitment - For Individual Customers, (Para 9.a.ii), the branch has to give a Notice of one month by displaying in a prominent place in the branch.
2. **For closure, Branch / RO has to observe the following guidelines:**
 - a) Branch to conduct a customer meeting for informing them about reasons for the proposed integration of the business of the branch with other nearby branch and record the minutes of the meeting.
 - b) Branch to give notice about the integration of the business of the branch 30 days in advance by displaying the notice in a prominent place in the branch.
 - c) After expiry of 15 days of issuance of notice to the customers / user public and also the display about the integration of business in the notice board and after ensuring that there is no objection from the customers / user public in this regard, Regional Office, should release a notice in two local dailies, one in English and the other in vernacular, about the integration of the business of the branch with other branch.
3. **Customers may be informed of the merger of the branch by phone, SMS, email, etc. Please take the help of ITD, CO for sending bulk SMS/emails.**
4. **A copy of the Notice to the customers on the merger of the branch may be displayed in our bank website (www.iob.in). Please contact DBD, CO for the same.**

A M

