



इण्डियन ओवरसीज़ बैंक

Indian Overseas Bank

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

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PLG/103/ 734 /2020-21

Date: 29.01.2021

The Senior Regional Manager
Indian Overseas Bank
Regional Office
Chandigarh

Sir,

Sub: Merger of Kot Fatuhi Branch (3560)

Please refer our letter dated 01.06.2018 on the captioned subject and further correspondence, the latest being on 29.01.2021.

Further to your email dated 29.01.2021 confirming obtention of DCC/DLRC approval for merger of Kot Fatuhi branch (3560) with Banga branch (2066) and appointment of BC as per DCC/DLRC instructions, we request you to initiate the necessary steps for merger of Kot Fatuhi branch with Banga branch.

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 60 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.**

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4. A copy of the Notice to the customers on the merger of the branch may be displayed in our bank website (www.ioib.in). Please contact DBD, CO for the same.
5. Please dispatch letter informing merger of the branch to locker hirers of the branch through registered post acknowledgment due and ensure obtention of acknowledgement from them.
6. **Notice to Land Lord:** Notice of vacation to the land lord of the branch premises shall be issued as per terms & conditions of the lease deed in consultation with GAD, CO.
7. **Transfer of Accounts and files:** In consultation with ITD CO, the business of Kot Fatuhi Branch has to be integrated with Banga branch and all the relevant files etc, may be transferred to Banga branch.
8. **Disposal of vehicles, Furniture & Fixtures etc.:** To be taken up with GAD CO for their disposal
9. **Disposal of Computers, Printers, ISDN Lines etc.:** To be taken up with ITD CO for their disposal.
10. **Stationery Items:** The stationery items if any available at the branch to be transferred to the needy branches with proper accounting and balance shall be held at Banga branch.
11. **Staff matters:** To be taken up with HRMD CO.

We request you to plan in such a manner that the process is completed by 30.03.2021 and branch ceases to function with effect from **31.03.2021**.

On the date of integration of business / closure of the branch, RO has to confirm the same to Planning Department Central Office by e mail and also certify that there is no outstanding in any of the GL heads of the closed/ merged branch. Also RO has to forward Proforma in hard copy with seal and signature on all the pages.

Please ensure strict compliance and confirm to us at the earliest.

Yours faithfully,

Rajalakshmi

(Rajalakshmi Bhavani Shankar)
General Manager



Copy to Human Resources Management Department, Central Office

Copy to General Administration Department, Central Office

Copy to Information Technology Department, Central Office

Copy to Digital Banking Department, Central Office