

Appendix-D

**Role of Scale II executive when working as Manager and
Scale III executive when working as Senior Manager
at Branch.**

(only degree of authority and
responsibilities would be varying)

1. To identify business potential in terms of deposits, advances and bills etc. for the Bank.
2. To contact and nourish customers and develop potential customers.
3. To arrange for field visit in order to apprise the public about the Bank's service and attract customers.
4. To operate the branch economically and efficiently.
5. To implement the instructions of Reserve Bank of India, Government of India and other statutory authorities.
6. To plan and organise human resources and other resources for smooth functioning of the branch.
7. To ensure proper house keeping in the branch .
8. To submit periodically returns and statements to higher authorities.
9. To decide/sanction proposals within his powers.
10. To show commitment to the Government's poverty alleviation programmes and extend Bank's services to the needy customers.
11. To keep liaison with the local Government Authority.
12. To submit periodically returns and statements and provide information to higher authorities.
13. To maintain proper discipline and morale of the staff for achieving optimum productivity.