

HO:DIR(Ops):RMR:11:Blr RO:2006

08.11.2006

Director (Ops)

All BMs/OIC, Bangalore Unit

Re: Upgradation of Bangalore Unit to a full-fledged Regional Office  
with effect from 2<sup>nd</sup> December, 2006

Having reviewed the performance of Bangalore Unit over a period of last 22 months, the Management has decided to upgrade the said Unit to the status of a full-fledged Regional Office to be named as **Southern Regional Office, Unit-III (S/R/O-III) with effect from 2<sup>nd</sup> December, 2006** in view of intensifying penetration of marketing activities, close monitoring and administrative control on the regular activities of the Branches and marketing wings for more effective results. This Regional Office will function having its Head Quarter stationed at Bangalore and will be headed by Shri Ananta Kumar Das as Asst. Regional Manager, until further order. The address of the Regional Office and the names of its covering Branches/Offices are furnished hereunder:

- i) Address of the S/R/O-III : Ramanashree Arcade  
3<sup>rd</sup> Floor, No. 18, M.G.Road,  
Bangalore-560001
- ii) Phone Nos. : 080-4123 2391  
(Mobile No. of A.R.M.: 98451 00360)
- iii) E-mail I.D : ak.das@peerless.co.in
- iv) Asst. Regional Manager : Shri A. K. Das
- v) Regional Accountant : Shri Subhrajyoti Gangopadhyay

vi)	<u>Branches/Offices to be controlled</u>	<u>State</u>
	Bangalore Branch (930)	Karnataka
	Hassan Branch (938)	Do
	Hubli Branch (931/932)	Do
	Mysore Branch (936)	Do
	Tumkur Branch (934)	Do
	Mangalore Branch (933)	Do
	Halasuru S.C. (935)	Do
	Chintamani S.C. (940)	Do

All Branch Managers /Officers Incharge of the above-named offices will report to the Asst. Regional Manager, S/R/O-III on and from 2<sup>nd</sup> December, 2006. Apart from developmental and administrative activities, other functional areas of the said Regional Office are defined hereunder:

- 1) The Regional Centre (IT&CS) i.e. RC (IT&CS) at Chennai will continue to render services as usual to all offices under control of S/R/O-III till further advice.
- 2) Personal files of all employees posted at the aforesaid offices will be placed under control of S/R/O-III at Bangalore. But all matters relating to placement/transfer of the employees will be directly dealt with from the Personnel Department, H.O., Kolkata in consultation with the Director (Operations) on the basis of recommendation of the Asst. Regional Manager.
- 3) Collection Target  
Total of the collection target given to the said offices by H. O. from time to time.
- 4) Expenses Budget  
Total of the expenses budget given to the said offices by H. O. from time to time.

5) Accounts

All kind of accounts of the offices in the Region will be looked after by the Regional Accountant. He will also look after the under-mentioned areas of all Branches/Offices in the Region:

- a) Cash Flow & Fund Requisition
- b) Periodical statements>Returns
- c) Reconciliation job of all kinds
- d) Registration under Shops & Establishment
- e) Renewal of Trade Licence
- f) To maintain control over payment of statutory dues by all Service Providers.
- g) Tenancy Agreement/Generator Agreement
- h) TDS/TDC Returns including ETDS.
- i) E.S.I.
- j) Statement of A to U
- k) Insurance covers
- l) Fire Fighting systems etc. and all other relevant areas as may be advised by H. O. from time to time.

6) Audit & Inspection

The Asst. Regional Manager will consult H.O.

7) Printing and Stationery

R.O. will arrange locally for printing of saleable/non-saleable office stationeries after having prior approval from Mr. R. K. Nath, DGM (CMC)

8) Annual Maintenance Contract (AMC)

The A.R.M. will give necessary approval to Branches/Offices for AMC of all machineries at Branches/Offices.

9) Tour programme/Travelling/Medical/LTC Bills of the A.R.M

His advance tour programme to be sent to the concerned G.M. and DGM(Admn). His travelling bills to be sent to DGM (Admn) for approval and his leave application, Medical Bills and LTC bills to be sent to the DGM (Pernl) for necessary sanction/approval.

10) Travelling/Medical/LTC bills of other officers of Regional and Branch offices to be verified and approved by the A.R.M.

11) Legal Matters/Consumer Forum cases

To be taken care of by the A.R.M. in consultation with Legal Dept., H.O.

12) Maturity/Prematurity/Death Claim/Loan/Insurance Claim etc.

To be taken care of by the A.R.M.

All Branch Managers/Officers Incharge in the said Region are hereby requested to go through this letter minutely and extend their sincere co-operation in proper maintenance of the aforesaid guidelines.

**( B Lahiri )**  
**Director (Ops)**

Cc: MD/ Dir (CP&S)/ P (F)/P(S)/ Exe.VP (PnAB)/ All GMs/ All DGMs/ All CMs/ All RMs/  
Mr Ananta Kr. Das, AMCD I.C/ Mr. Chinmoy Roy, Regnl. Acctt, SR-I/Mr S. Bhawmik,  
Member, SOI Implementation Forum