

Ref: HO: Dir (Ops): 10: RMR: 06.

Date: 12.05.2006.

From: Director (Operations)

To: Regional Managers
ER – I and NR

Re: Expansion of working area for the field workers under AMR (4Tier) system of Kolkata & Delhi Metro City Branches/ Service Centres
and
also declaration of free zone for acceptance of renewal collection within the Metro City Limit of Kolkata and Delhi for the field workers of AMR and 18 Tier Systems

Installation of PIIS has by now been completed at majority of the Branches of the company which has explored multifarious facilities for us to adopt on need basis, one of which is, facility of acceptance of **renewal collections** of the Certificate Holders at any Branch of the company according to their choice and convenience, in place of their mother Branches. Since a few more Branches are yet to be brought under the network of PIIS, the availability of aforesaid facility for one to all across the country will take a little more time. However, to start with as a first step, the following decisions have been taken to implement with effect from 1st June '06 for the field workers under AMR (4 Tier) and 18 Tier system working in only **Metro Cities** namely Kolkata and Delhi; where there are more than one Branches within the city limit.

Kolkata Metro City is having five number of Branches within its limit which are (a) City Branch – I, (b) City Branch – III, (c) Girish Park, (d) City Branch – IV, (e) Behala.

Delhi Metro City is also having following Branches/Service Centres within its limit which are (a) Delhi Branch – I, (b) Delhi Branch – II, (c) Delhi Branch – III, (d) Faridabad, (e) Ghaziabad and (f) Gurgaon Service Centres.

In the background it has been decided that with effect from 1st June, 2006, following procedures will be followed:

- 1) Generally the field workers under AMR (4Tier) system are supposed to work within the Branch area only which they are attached to. But from 1st June'06 all field workers under AMR (4 Tier) system attached to Kolkata and Delhi Metro City Branches would be allowed to work in any Branch/ Office area of the respective Metro City Branches/ Service Centres in similar way as the field workers under 18 Tier system are working.

- 2) Usually, the depositors are required to deposit their respective proposals alongwith subscriptions with the pertaining Branch/Service Centre according to their addresses. The same procedure would be followed if the new cases are booked by the field workers of the said Metro City Branches/ Service Centres under AMR (4 Tier) system and/ or 18 Tier System.

For example: A new case pertaining to Girish Park Branch area booked by a field worker of Behala Branch would be required to deposit the case with due subscription at Girish Park Branch only.

- 3) KYC procedures in respect of each and every new cases in terms of SOI and H.O. Guidelines, are to be maintained strictly along with address proof.

- 4) However, all renewal collection of the Certificate Holders pertaining to the said Metro City Branches/ Service Centres under both AMR & 18 Tier System would be accepted

at any of the above mentioned Metro City Branches/Service Centres according to the choice and convenience of the Certificate Holders.

For example: Renewal Subscription of Behala Branch can be deposited in City I Branch and vice-versa. Similarly, renewal subscription of Gaziabad Service Centre can be deposited in Delhi-I and so on.

- 5) But, for the purpose of generating Commission Voucher under AMR (4 Tier) System, if any field worker desires to take payment of his/ her commission from any one Branch other than his/ her mother Branch, a written declaration as per format designed hereunder is to be submitted by him/ her with the concerned Branch Manager of the Branch (where at present he/ she is attached to) informing the name of the Branch from which he/ she would like to draw his/ her monthly commission. This is essential as because commission payment will be made from a single Branch only. This option from the field workers will be entertained once only during continuation of their engagement with the Company as commission agent under 4 Tier System. **However, this declaration will not be required for the field workers of 18 Tier system.**

- 6) The existing field workers under AMR (4 Tier) system willing to opt for change of their Mother Branch, would be required to submit their declaration in the specified format mentioned in the Annexure positively before release of April'06 vouchers. No such declaration from existing field workers would be entertained after release of April'06 vouchers.

On receipt of such declarations, Branch Managers will send them to their concerned Regional Managers and Regional Managers in turn will forward the declarations to the G. M., EDP for necessary action.

- 7) This above said facility of deposit of Renewal subscriptions will be gradually extended to all other Regions upon completion of Roll-out of PIIS System.

You are, therefore, requested to advise all the Branch Managers in Metro City area under your control to give a suitable notice to this effect on their Branch notice Board and act accordingly as explained.

B. Lahiri
Dir (Operations)

CC: M. D, P (F), GCC, All G. Ms, All D. G. Ms, all C. Ms, All R. Ms.
CC: DGM (Dev) – for necessary inclusion in SOI.

ANNEXURE

DECLARATION FORMAT

To
The Branch Manager,
_____ Branch,

I Mr./ Ms. _____ has been working in your Branch as AMR/ JMR/ TMR since _____ having Code No. _____. As per the facilities extended by the company, I am willing to work in the expanded area within the Metro City limit and to avail of the opportunity of making deposits of renewal collection at any of the Metro City Branches. I further declare that I would like to draw my all sorts of commission from _____ Branch (Branch Code)
only.

Thanking you,

Yours faithfully,

Date: