

Ref : Branch Circular No: SOI-3A/15/2006

Date: 03.07.2006

From: Dy.General Manager (Admn)

To: All Branch Managers

Re : Implementation of Volume 3A : Implementation Imperatives for Phase I

Please refer to the circular no SOI-3A/14/2006 dated 23rd June 2006 issued by Director (Operations) unveiling before you the entire roll-out plan and the implementation program for branches, AMCD and RO. We hope you have gone through the same and are gearing up to commence implementation.

As indicated therein the implementation would be carried out in three phases, for which the first phase commences from 1st July and would have to be complied with by the end of August 2006. In order to assist the Branches, AMCDs and ROs to attend to the implementation program in right perspective, we are enclosing herewith the implementation imperatives for each of the areas of Phase I implementation issues in the form of checklist. There are broadly six areas for implementation in Phase – I and, being relatively simpler, the deadline for completing the task is end of August 2006.

All concerned are advised to initiate the process in full steam as advised so as to meet the deadline indicated. Regional Offices need to monitor implementation thoroughly and implementation memorandum for reporting the same would be advised shortly.

For any clarification on implementation please get in touch with General Manager (Marketing) and General Manager (Planning & Budget).

(K.Chakraborty)

Dy.General Manager (Admn)

Encl: Implementation imperatives for Phase I

Cc: MD/D(Ops)/P(F)/GCC/Exe.VP (PnAB)/All GMs/All DGMs/All CMs/All RMs,
ARM(W-II), AMCD I/C (Blr)/
Sri S.Bhaumik, Member, SOI Implementation Forum-for necessary incorporation