

April 2023



*Rights without duties  
make anarchy  
Duties without rights  
make slavery*

- Francis Bacon

# VIGILANT

**A State Bank of India Staff Union Amaravati Circle's Monthly Journal**

*"The People United will never be defeated"*

**Combined Regional Committee Meeting of Ongole & Kandukur Regions, Guntur Module  
held on 23<sup>rd</sup> April 2023**



State Bank of Staff Union Amaravati Circle Guntur Module, Ongole and Kandukur Regional Committee Meeting was conducted at Ongole on 23<sup>rd</sup> of April 2023 under the leadership of Com. V.S.R. Sudhakara Rao, Regional Secretary, Ongole Region and Com. M. Ashok, Regional Secretary, Kandukur Region. Our Beloved leaders President Com. S. Kiran Kumar Reddy, General Secretary Com. L. Chandra Sekhar, DGS Com. K.V.S.N. Murthy, Tirupati Module, DGS Com. Sushma, Visakhapatnam Module, Former General Secretary, SBISUHC, AISBISF, NCBE and Former Convenor UFBU, Com. M.V. Murali and Former President SBISUAC, Com. G.V. Ramana, DGS Com. N. Srinivasacharyulu, AGS Com. K. Koti Reddy, AGS Com. V. Narendra Kumar, Assistant Treasurer Com. P.S. Ranga Sai and other module office bearers attended the meeting. Vice President Com. G. Vijaya Mohan presided over the meeting. The meeting was begun with a prayer song by Com. T. Sreelatha, Santhapet Branch. More than 480 members and various Local secretaries attended the meeting and discussed various issues. Our beloved General Secretary clarified all the doubts raised by the comrades. Vote of thanks has been conveyed by Com. V.S.R. Sudhakara Rao, ADB Addanki Branch.

Com. G. Vijaya Mohan, Vice President, State Bank of Staff Union Amaravati Circle Guntur Module who joined the bank on 15<sup>th</sup> December 1986 as Clerk, Macherla Branch. He served as local secretary of Ongole Main branch in the year June 2003, became Regional Secretary in the year 2012. Further he became Vice President on 27<sup>th</sup> January 2017 and served as Vice President of Guntur Module till his superannuation. Com. G. Vijaya Mohan retired as Chief Associate from Bank's Service. The highest endeavours by Com. G. Vijaya Mohan in his trade union career will always be remember. He was felicitated on account of his superannuation from bank's service on 30<sup>th</sup> April 2023 in this Regional Committee Meeting.

## Regional Committee Meeting of Kakinada Region, Rajamahendravaram Module held on 16th April 2023



Regional Committee Meeting of Kakinada Region, Rajamahendravaram Module held on 16<sup>th</sup> March 2023 at Kakinada. The meeting was attended by President Com. S. Kiran Kumar Reddy, General Secretary Com. L. Chandra Sekhar attended as Chief Guest, DGS Com. B. Papa Rao, AGS Com. J.S. Chandra Sekhar, AT Com. K. Srinivasa Rao and Organising Secretary Com. B. Durga Bhavani, Com. M.S. Ram Kumar, Com. M. Venkateswara Rao and other Regional Secretaries and leaders. Vice President Com. D.S. Peri Sastry, has presided over the meeting. The meeting was begun with a prayer song by Com. Aileeta, PBB Branch, Com. Sireesha, Kovvada Branch and welcome song by Com. Rajeswari, Warf Road branch and Com. Sridevi, Jagannaickpur branch. More than 230 members and 48 Local secretaries attended the meeting and discussed various issues of Marketing, Overtime for acting allowance, Bipartite Settlement, 5 day banking and Telemarketing. Our beloved General Secretary clarified all the doubts raised by the comrades. Vote of thanks has been conveyed by Com. Ch. K. Naidu, Kakinada Branch. Various Issues were discussed by our leaders with the Local Secretaries in this meeting.

## VVR CHECKING

- Meaningful checking is a must. (Scrutiny of the genuineness of the voucher, checking of the account number/name and amount, nature of the transaction, date, words and figures matching etc. to be verified).
- Discrepancies in the voucher should be brought to the notice of the concerned officials / employees immediately and invariably marked in the remarks column and entered in the error book.
- Check the VVR with due diligence and record the discrepancies in “CHECKED WITH REMARKS” in OVVR module.
- Ensure the noting of voucher missing, in the MISSING VOUCHER REGISTER for follow up action.
- It is suggested to get the Queue of uploaded files passed with the capability of 8 to prevent system teller voucher in case of VVR checking.
- Missing voucher register has to be maintained and entries acknowledged by the concerned Teller also.
- Ensure authorization of each entry by the concerned official in the missing voucher register.
- Duplicate voucher must be manually authorized by the official.
- Don't check the BGL vouchers, it should be checked by the supervising staff.
- Don't check the VVR without seeing the related voucher.
- Ensure second scrutiny/crossing, to be done by the Branch Manager,
- Proper follow up of missing vouchers should be monitored by the Branch Manager and it should be entered in missing voucher register.
- After proper examination, duplicate voucher(s) should be prepared and it should be kept with the other vouchers.
- Vouchers should be kept securely and should not be left in the open.
- VVRs are required to keep arranged date wise, bundled and after properly entered in register maintained by record keeper. The Branch Manager will be responsible for not implementing the system for movement, checking and proper custody of VVRs.
- On scrutinizing the VVR of Non-Home branch transactions utmost care must be taken, to verify whether the voucher is properly authenticated by the official and ensure extant instructions of Bank regarding Non-home branch transactions are followed meticulously.

- The allotment for checking of Day books will be done by the Manager of Division in case of a divisionalised branch and by the Branch Manager / Accountant at other branches.
- All debits to Suspense Account and Sundry Deposits account must be signed by the Branch Manager. At divisionalised branches, Managers concerned in so far as they relate to their respective division. Such Vouchers relating to the market segments for which corresponding division exists at the branch will be signed by the Branch Manager, unless the Manager (Accounts & Administration) has specifically authorized in this behalf by the Controlling authority.
- All the vouchers are cancelled from bottom left to top right of the voucher diagonally by checker of the Day book and later after second scrutiny by Branch Manager it is cancelled from top left to right. Also mention no. of debit and credit vouchers in the cover page of the Day book with full signature.
- Vouchers pertaining to Office accounts (e.g. Suspense, Sundry Deposits, Sub-office, Inter Branch items in Transit, Stationery accounts) Charges account, and Debit vouchers to Discount, Interest, Exchange and Commission accounts must also be scrutinized daily by the Branch Manager irrespective of whether these vouchers have been passed by a Manager or a Dy. Manager of a division or Accountant. Other vouchers, including vouchers pertaining to Branch Clearing General Account and paid drafts, may be scrutinized by the Manager (Accounts & Administration) or an officer designated as Accountant.
- Legibility, neatness, proper guidance to the customer in the preparation of vouchers and care must be taken that the amount in all vouchers, drafts and deposit receipts is filled in both in words and figures in such a way that no opportunity is afforded for fraudulent alternation.
- If any alternation in vouchers is found during the voucher verification by checker, inform the officials for ratification. (e.g. Difference in amount in numbers and words differed it should be ratified).

## ASTONISHING FACTS

- World's biggest family lives together in India: a man with 39 wives and 94 Children
- There are at least 15 Lakh ants for every person on Earth
- The Twitter Bird logo (Present X Corp) is actually called Larry
- Bats make up to 20 percent of all mammal species found on Earth
- A black box is usually Orange
- Kept in a Dark room, eventually a Goldfish turns White
- A newborn Kangaroo is about 1 inch tall
- Less than 20% of Shark attacks are fatal
- Rats laugh when tickled
- Only continent without reptiles is Antarctica

## *Quiz Time*

1. Who established the Slave dynasty in India in 1206?
2. Ahmedabad Textile Labor Association was founded by?
3. The Fundamental Rights in the Indian Constitution were taken from which Constitution?
4. The Chief Minister of a State is appointed by?
5. RBI was nationalized in?
6. Majority of Indian population (About 70%) is engaged in which sector?
7. What is the Capital of Canada?
8. Headquarters of International Labor Organization (ILO)?
9. International Mango Festival is held annually in?
10. The Parliament name of Malaysia is?

**Mar'23 QUIZ TIME Answers**

1. Himachal Pradesh
2. Sardar Vallabh Bhai Patel
3. Ruble
4. Tamil
5. Brihadeeswara Temple
6. 1853
7. Singapore
8. Galileo Galilei
9. December 4<sup>th</sup>
10. Balaenoptera musculus
11. Motorola
12. Scoliosis
13. Alphabet
14. 1983
15. 1992

**Apr'23 Puzzle**

	7						2	1
8							9	6
4			9	7			3	
					2			
	3	6	1					9
5						3		
					9		1	
3		5		8				
1				3		9	8	

**Mar' 23 Puzzle Solution**

1	3	5	2	9	6	8	4	7
9	4	8	7	3	5	2	6	1
2	7	6	1	8	4	9	3	5
5	8	9	3	6	1	7	2	4
3	1	7	8	4	2	5	9	6
4	6	2	5	7	9	1	8	3
8	5	4	9	1	3	6	7	2
6	9	1	4	2	7	3	5	8
7	2	3	6	5	8	4	1	9