



Ref: Kerala SLBC/ COVID/301/2021

Date: 20<sup>th</sup> April 2021

To: All Member Banks

**31<sup>st</sup> Advisory - Regarding Bank Branch Business Hours in the State of Kerala on account of Second Wave of Covid 19 in the State of Kerala - Effective from 21.04.2021 onwards**

In view of the second wave of Covid 19 and sudden surge in the number of Covid positive cases in Kerala, in furtherance to our earlier advisories, the following decisions have been taken in consultation with the Reserve Bank of India and Member Banks:

- 1) It has been decided to restrict Bank Business Hours from **10.00 a.m to 02.00 p.m** effective from **21.04.2021 till 30.04.2021**. SLBC shall review the decision on 30.04.2021 for further course of action depending upon the then prevailing situations.
- 2) Administrative units/Branches may function with reduced staff, preferably around 50%. However in respect of branches, suitable decision may be taken by the local offices of the Member Banks with regard to staff requirement depending on the business of the branch for the effective functioning of the branches and to ensure uninterrupted banking services to the public.
- 3) Employees with existing comorbidities, lactating/pregnant employees, persons with disabilities, employees having kids with autism/cerebral palsy are to be given **Work From Home** facility wherever possible.
- 4) All meetings, training events and camps shall be conducted through online medium and avoid mass gathering as far as possible.
- 5) It is advised to ensure that the banking and credit related needs, both in terms of availability of cash through bank branches, functioning of ATMs, BCs and facilitating credit needs are met in a smooth and seamless manner.

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**सभी पत्राचार इस पते पर भेजें**

संयोजक, रा.स.बैं.स, केरल  
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- 6) Member Banks shall ensure all extant precautionary measures / guidelines to prevent spread of the pandemic and take all steps/measures to safeguard the interest of the staff by ensuring that sufficient masks, sanitisers and other safety devises are made available.
- 7) Member Banks shall strictly abide by and follow all the instructions/guidelines issued by District Disaster Management Authority(DDMA)/State Disaster Management Authority(SDMA) from time to time.

All customers are to be advised to use the digital banking platforms, ATMs, Cash Deposit Machines, Recyclers, BC services etc to the maximum and a press release in this regard, appealing the general public to abstain from visiting the Bank branches unless for emergent needs, is also being issued.

Member Banks to ensure prompt disposal of customers duly adhering to all the precautionary measures and comply with our earlier Advisories whichever applicable to support the Government/District Disaster Management Authority to prevent/contain the spread of the Virus.

SLBC has taken up the matter for providing Covid vaccination for all Bank employees of Kerala State on a priority basis with the Chief Secretary and the Health Department of Kerala. LDMs may approach District Medical Officer for arranging vaccination camps for Bank employees.

***BREAK THE CHAIN, GO DIGITAL***

  
**NAJIT KRISHNAN**  
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