

**KARUR VYSYA BANK
EMPLOYEES' UNION**

(Affiliated to AIBEA)



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Circular No. 38 / 15 / 2025

May 29, 2025

Dear Comrades,

Reg: Systems and Procedures of the Bank – need for adherence.

Members are aware that being an employee of a Bank which deals with the public money, we should be more cautious and strictly adhere to the laid down systems and procedures of the Bank. Of late some of our Members are receiving Memos & Charge Sheets from our Management for not adhering to the systems and procedures of the Bank, indulging in activities beyond their scope of work etc.

We give here below some of the instances for the information of our Members.

1. Unauthorized GL Adjustments

Violation: Unsubstantiated general ledger entries

Implications: Financial reporting inaccuracies

2. Non-Business OD/CC Transactions

Violation: Misuse of customer accounts for personal gains.

Risk: Asset-liability mismanagement.

3. Adjustments Without Instruments/Vouchers

Issue: Breach of audit trails, risking financial integrity.

4. Password Sharing

Breach: Security protocol violation

Policy: Individual accountability enforced

5. Cash Shortage/Excess

Operational negligence or theft risks.

6. Staff Account ECS/Cheque Returns

Implication: Financial indiscipline.

7. Huge Transactions in Staff Salary Accounts

Potential money laundering or personal business use.

8. Window Dressing Adjustment Entries

Misrepresents financial health; regulatory penalties.

9. FIT Wrong Transfer Entries

Customer harm; reputational damage.

10. Crediting Customer Accounts Without Physical Cash

Fraudulent/favour-based transactions.

11. Cash Payments without Account Debits against Pay Cash

Embezzlement risks; audit failures.

12. Cheque Books/Jewel Loan Cards in Staff Drawers

Mismanagement; possible misuse.

13. Transactions in Expired Customer Accounts

Legal/regulatory breaches (e.g., PMLA).

14. Unauthorized Absences

Disrupts workflow; violates attendance policies.

15. Outside Borrowings

Conflict of interest; indebtedness risks; undisclosed liabilities

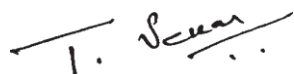
16. Online Games during Working Hours (e.g., Rummy, Winzo, and Dream11)

Violation: Workplace Norms and Productivity loss.

We request our Members to understand the implication of non-adhering to the systems and procedures of our Bank in respect of the above issues. Please strictly follow the systems and procedures of the bank. If Members come across any instance wherein they were advised by their higher authorities to deviate or violate the circular instructions of the Bank, the same shall be brought to the notice of our Union and we shall take up the matter with the concerned authorities for redressal and thereby safe guard the interest of both the Members as well as the Bank.

With greetings,

Yours comradely,



T . SEKAR
GENERAL SECRETARY