



eCircular

Department: P&HRD

Sl.No.: 868/2023 - 24

Circular No.: CDO/P&HRD-PM/41/2023 - 24

Date: Fri 15 Dec 2023

STRICTLY FOR INTERNAL CIRCULATION ONLY

The Chief General Manager,
State Bank of India,
Local Head Office,
All Circles/**CCG/CAG/SARG etc.**

Madam / Dear Sir,

REGISTERING / LINKING OF STAFF MOBILE NUMBER IN MORE THAN ONE CIF

Based on the study by the Risk Management Department regarding risk associated with the registration of staff mobile numbers in the CIFs under which the salary account is opened and the CIFs other than their own CIF, and maintenance of different mobile numbers in HRMS and Salary Account by the Staff, the Competent Authority has decided to issue the under-noted instructions regarding staff mobile numbers:

- a) The Mobile Number of the Staff may be linked /registered in the CIFs of their family members in addition to the Salary account CIFs subject to maximum number of CIFs allowed for registration of Mobile Number as per instructions issued by the Bank from time to time. Registration of staff mobile number will be permitted in the CIFs of only those dependent family members, whose particulars have been registered in HRMS.
- b) Mobile Number registered in Salary Account CIF and HRMS should be Same with immediate effect.
- c) To ensure compliance of the instructions, during the periodic scrutiny of staff accounts, the concerned Controlling Authorities to ensure that Bank's extent instructions regarding compliance maintenance of staff mobile numbers in CIFs is being followed meticulously.
- d) Instructions and operating guidelines issued from time to time regarding maintenance of personal and non-personal CIFs by different departments like BOD, KYC, FRT, FPMD and ORMD must be followed invariably.

2. Please arrange to bring the contents of the Circular to the notice of all concerned.

Yours faithfully,

(Om Prakash Mishra)

**Dy. Managing Director (HR) &
Corporate Development Officer**