

Circular Letter No.- 55 /2024-25

Date: 09-10-2024

**All Branches/Offices  
Jharkhand Rajya Gramin Bank**

**PRECAUTIONARY MEASURES IN VIEW OF CONTINUOUS CLOSURE OF BRANCHES  
FROM 11-10-2024 to 13-10-2024.**

In view of continuous closure of branches from 11-10-2024 to 13-10-2024, all offices are advised to do following precautionary measures before leaving office on 10-10-2024: -

- a. All branches have to inform local Police Station about branch closure from 11-10-2024 to 13-10-2024 and request them for patrolling during night.
- b. Ensure that CCTV & Alarm system is working properly.
- c. Make sure to display proper notices at prominent outside places of branches stating that bank will be closed from 11-10-2024 to 13-10-2024 due to holiday.
- d. It is advised that before leaving office make proper shutdown of all electric/electronic system except CCTV & Alarm System, Report Computer system/Server system and networking equipment i;e Router, Switches e.t.c.

Please ensure meticulous compliance of instructions.

(S K Pani)  
General Manager