



The Eastern Railway Employees' Co-Operative Bank Limited

Ref. No.

ERECB/CIR/12/03/2025

Dated :

12/03/2025

CIRCULAR

Adhering to the Notification issued by Ministry of Finance, Govt. of India (Department of Financial Service / New Delhi dt. 20.08.2015) mentioning in exercising of the powers conferred by Sec. 25 of the Negotiable Instruments Act, 1881 (26 of 1881), the second and fourth Saturday of every month would be treated as Public Holiday for Banks in India, whether or not such Banks are included in the Second Schedule to the Reserve Bank of India Act, 1934 (2 of 1934), the Management of the Bank has decided to declare the Second and Fourth Saturday of every month as Public Holiday for this Bank too.

However, the Bank will be remain open on all other Saturdays, i.e. 1st Saturday, 3rd Saturday & 5th Saturday (if there is) and for this the Banking-transactions timings will be enhanced as follows: -

From Monday to Friday – 10:00 A.M. to 4:00 P.M.
&
For Saturday (1st, 3rd & 5th) – 10:00 AM to 4:00 P.M.

(Lunch time of 30 minutes, from 2 P.M. to 2:30 P.M. for all working days)

The revised timings will be in force w.e.f. the month of April, 2025, itself.

This Circular is issued with the concurrence of the Competent Authority of the Bank.

For The E.R.E.C. B. Ltd.


Manager (Admin)
Manager (Admin)
The E. Rly. Emp. Co-op. Bank Ltd.
Kolkata-700 001

Copy to:

- All Branch Heads – with a request to display in the Notice Board of the Branch and arrange for wide circulation for kind information to the esteemed Delegates, Members, Depositors and to the concerned Railway Authorities so that everyone can avail the facility of the enhanced banking hours as well as for kind information regarding introduction of Holiday on 2nd and 4th Saturday of every month.
- All the respected Members of the B.O.D- for their kind information and to do the needful at their end.
- All Departmental Heads / In-charges of the Bank.

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Regd. Office : 17, Netaji Subhas Road, Kolkata - 700 001

Admn. Office : 10, Strand Road, Kolkata - 700 001; Tel. : Secretary (D) 2243 0455; Admin. : 2248 9328

Fax No.: 2243 8395



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- I.T- Deptt. – to place the issue before the CBS Vendor for their information and to do the needful at their end and to arrange to display the Circular in the website of the Bank. For more convenience of the Depositors / Members, the SMS mentioning the information, can be sent to their registered mobile no.
- Secretary, ERECBEU- for his kind information
- All the Delegates of The E.R.E.C.B. Ltd. through Branch Head
- C.E.O.
- Master File
- The General Manager/Eastern Railway/Kolkata
- The General Manager/Metro Railway/Kolkata
- The General Manager/E.C.Railway/Hajipur
- The Principal Chief Personnel Officer/ Eastern Railway/Kolkata
- The Principal Chief Personnel Officer/ Metro Railway/Kolkata
- The Principal Chief Personnel Officer/ E.C.Railway/Hajipur
- The Divl.Railway Manager/Eastern Railway/HWH, MLDT, ASN
- The Divl. Railway Manager/E.C.Railway/DHN, DNR, DDU
- The Chief Works Manager/Eastern Railway/LLH, JMP
- The Chief Works Manager/E.C.Railway/PD, DDU
- The Principal Director of Audit/Eastern Railway/Kolkata
- The Principal Financial Advisor, Eastern Railway/Kolkata
- The Principal Financial Advisor, E.C.Railway/Hajipur
- The FA & CAO(Con)/Eastern Railway/Kolkata
- The FA & CAO(Con)/E.C.Railway/Hajipur
- FA& Chief Accounts Officer (Admn)/E. Rly./17, N.S.Road, Kolkata
- FA& Chief Accounts Officer (B&B)/E. Rly./17, N.S.Road, Kolkata
- FA& Chief Accounts Officer (Admn), E.C. Rly./Hajipur
- FA& Chief Accounts Officer (Workshop & Traffic Accounts). E.Rly./Kolkata
- FA& Dy.Chief Accounts Officer (Traffic Accounts), E.C.Rly./Hajipur
- The Senior System Manager/EDP Centre, New KG /E.Rly.
- The Sr.SM/EDP/E.C.Rly
- The Chief Commercial Manager, E.Rly./Kolkata
- The Chief Commercial Manager, E.C.Rly./Hajipur
- The Sr.DPO/DPO-E.Rly./HWH, ASN, MLDT

For their kind
information

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- The Sr.DPO/DPO-E.C.Rly./DHN,DNR,DDU
- The Sr.DFM/E.Rly/HWH, ASN, MLDT
- The Sr.DFM/E.C.Rly./DHN, DNR,DDU
- The WAO./Dy.AO/E.Rly./LLH, JMP
- The Sr.DEN/E.Rly./HWH, ASN, MLDT
- The Sr.DEN/EC Rly./DHN, DNR, DDU
- The Sr.Manager/Ptg.& Sty.) /Kolkata
- The Sr.Materials Manager/HWH
- The ASC/RPF-JMP/MLDT/HWH/DNR/DDU/DHN & ASN
- The WPO/E.Rly./LLH, JMP
- The WPO/EC Rly./PD, DDU
- The Chief Cashier, E.Rly./Kolkata
- The Chief Cashier, EC Rly./Hajipur
- The Principal Financial Advisor, CLW, CRJ
- The Sr.MMD/MMD/E Rly. & E C Rly.-HWH/KKK/
Halisahar/JMP/ASN/DHN/DNR/DDU

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