



**OFFICE OF THE SENIOR SUPERINTENDENT OF POLICE (L&O)  
PUDUCHERRY**

No A 29/SSP(L&O)-RD/2012- 36

Dated: 23.02.12.

**MINUTES OF THE SECURITY REVIEW MEETING,  
HELD WITH THE BANK OFFICIALS ON 21.02.12**

A security review meeting was convened by the undersigned on 21.02.12 at 1700 hours at the Conference Hall, Office of SSP(L&O), Puducherry with the Bank officials. SPs – North, South, Rural and all CIs in Puducherry Region attended the meeting. The representatives from the Nationalized Banks, Private Banks and Co-operative Banks participated in the meeting.

At the outset, the undersigned welcomed the gathering and briefed the necessity for holding the meeting. The following points were discussed in the meeting:

- (a) It was insisted that good quality CC Cameras in and around Bank and ATM premises with adequate backup facility connected with uninterrupted power supply through invertors shall be installed in all the Banks and ATMs and shall be under surveillance 24 hrs. Display of Boards in the Bank/ATM premises shall be kept prominently with signage that 'Bank Premises is under Electronic Surveillance' or 'You are being watched' in order to create moral to the criminals.
- (b) Good quality burglar alarm shall be installed in the banks and ATMs and all staff shall be briefed about its usage. Periodical mock drills shall be conducted to test the functioning of the alarm as well as the response from the public and police.
- (c) Private security personnel shall invariably be engaged at all ATMs and they shall be trained properly.
- (d) Telephone numbers of the nearest Police Station, Control Room and other police officers shall be prominently displayed in the Bank and ATMs.
- (e) Boards displaying "dos and don'ts" by customers while handling cash shall be displayed in Banks and ATMs to create awareness to customers. A circular in this regard shall also be issued to customers.
- (f) While huge transactions of cash are done between banks or between branches adequate security arrangements shall be made and wherever required police escort shall be utilized on payment of prescribed charges.

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- (g) As far as possible loading of cash at ATMs shall be entrusted to professional outsourcing agencies who operate with proper security arrangements and loading of cash by bank staff without proper security shall not be entertained. Loading of cash at ATMs shall be done preferably during day hours.
- (h) In the light of the present security scenario a thorough security review shall be conducted at all the Banks/ATM premises immediately taking into consideration the physical strength of the building, main and rear doors, ventilators, exhaust fans, window airconditioners, surrounding buildings, adequate lightings around the building, strength of the cash chest, etc.
- (i) Some of the banks are found open during lunch hours and non-office hours with only few staff present in the premises. During such time the main doors shall be locked invariably.
- (j) The security personnel engaged by the banks shall preferably be ex-servicemen and shall be trained adequately. The banks shall verify that they check their arms periodically and renew their arms licenses then and there.
- (k) Need for sensitization of the staff, especially, Tellers and those handling cash.
- (l) Security verification shall be done in respect of all the personnel including those deployed on temporary basis.
- (m) A separate Visiting Register shall be maintained in all the ATMs. The SHOs on night rounds shall visit the ATM Centres and make entries in the above Visiting Register.
- (n) Parking of vehicles in an orderly manner shall be ensured in all the banks, outside their premises using their private security staff.

By communicated  
 call in SHOs for 29/12  
 29/12  
 SUPERINTENDENT OF POLICE (SOUTH)  
 PUDUCHERRY

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(Dr. V.J. CHANDRAN, IPS)  
 Senior Supdt. of Police (L&O)  
 Puducherry

To : All concerned.

**Copy submitted to :**

INSPECTOR OF POLICE  
 VILLIANUR CIRCLE  
 PUDUCHERRY

1. The Inspector General of Police, Puducherry.
2. The Dy. Inspector General of Police (AP&T), Puducherry for kind info.