

MASTER CIRCULAR TO ALL BRANCHES / OFFICES

Issued by : HRM Deptt., Baroda Corporate Centre, Mumbai

Dear Sir,

Re : **MASTER CIRCULAR ON LEAVE, SPECIAL LEAVE, LEAVE FOR GOING ABROAD AND UNAUTHORISED ABSENCE.**

This Master Circular is in the series of Master Circulars being issued in the area of Human Resources Management.

The same deals with LEAVE, SPECIAL LEAVE, LEAVE FOR GOING ABROAD AND UNAUTHORISED ABSENCE. The details covered in the Master Circular are as under :

Annexure-1	Types of leave available to Officers and various guidelines related thereto.
Annexure-2	Types of leave available to Award Staff and various guidelines related thereto.
Annexure-3	Guidelines applicable for both officers and Award Staff regarding unauthorized absence
Annexure-4	Guidelines related to Special Leave for both Officers and Award Staff.
Annexure-5	General guidelines on attendance, punctuality and maintenance of Discipline.
Annexure-6	Guidelines for sanction of leave and permission to go abroad including issuance of NOC for obtaining / renewal of passports / visas.
Annexure-7	Guidelines issued by IBA for regularization of absence of employees from duty on account of Curfew, Natural calamities, Bundh, Agitation, breakdown of Public Transport System.

This Master Circular is a consolidation of all guidelines/ instructions issued till date on the subject which are operational as on date.

Kindly go through the contents carefully and ensure adherence of the relevant rules / guidelines.

Please bring this circular to the notice of all staff members working in your branch/ office.

In case you require any further clarifications, you may get in touch with us over email at hrm.bcc@bankofbaroda.com (HRM Deptt. at BCC) or at osrir.ho@bankofbaroda.com (HRM Deptt. at HO).

Yours faithfully,

-Sd/-

(Gurudas Chakrabarty)
General Manager (HRM)

Encl : a.a.

LEAVE- OFFICERS

General guidelines governing leave to Officers: -

1. All kinds of leave will be reckoned in a calendar year, i.e. January to December, every year and credit will be afforded on the first day of January every year. However, where an officer joins service or is due to retire in the middle of a calendar year the proportionate credit in respect of prorata privilege leave and sick leave will be allowed to him.
2. Leave of any kind cannot be claimed as of right. The same has to be sanctioned by the Competent Authority. It is not obligatory on the part of the leave sanctioning authority to sanction leave. When the exigencies of the service so require, discretion to refuse/defer or revoke leave of any kind is reserved by the Authority empowered to grant it.
3. The competent authority may require an officer who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty.
4. On promotion from clerical cadre, an officer will be permitted to carry over accumulated leave balance as on the date of promotion.
5. It is not the practice to sanction Privilege and/ or Sick leave to the officer who has submitted his resignation letter/ request for voluntary retirement, during the notice period. Leave if any, availed, except casual leave, during notice period, will have the effect of extending the notice period.

The sanction of leave to the staff members and consequent reallocation of the work should be planned in such a manner so that the work at any desk is not affected, uninterrupted customer service is provided and there is no discontinuity in the workflow.

The leave sanctioning authorities must be judicious in sanctioning leave of any kind to the staff members. While the sanction of leave to any officer / employee is not a matter of right and the sanction of which is definitely the prerogative of the sanctioning authority looking at the requirements and exigencies of business, the requirements and family commitments of the concerned officer / employee should not be lost sight of. The sanctioning authorities must carefully examine the reasons stated in the leave application for sanction of leave and then make a positive discrimination between the work requirements vis-à-vis the officers' personal requirements.

An officer is eligible for the following kinds of leave:

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| <p>(a) Casual leave</p> <p>(c) Sick leave</p> <p>(e) Maternity leave</p> <p>(f) Extra-ordinary leave on loss of pay</p> <p>(g) Special casual leave and special leave</p> | <p>(b) Privilege leave</p> <p>(d) Special Sick leave</p> |
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1.0 Casual Leave:

- 1.1 An officer shall be eligible for Casual Leave on full emoluments for 12 working days in a year provided that not more than four days casual leave may be availed of at any time.
- 1.2 Casual leave not availed of in any year may be suffixed or prefixed to sick leave in the following year:

Provided that casual leave not availed of in the year 1997 or in any subsequent year may be suffixed or prefixed to sick leave in the following -3- years.

Clarifications:

- ✓ When the directly recruited officer reports for duty at any time after 1st January in a calendar year, his casual leave entitlement should be calculated at the rate of 1 day's casual leave for each month from the month of his joining for the first calendar year. Fraction of a month should be treated as full month for the purpose of calculating entitlement of his casual leave.
- ✓ Officers will not be permitted to avail half day's casual leave.

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- ✓ Un-utilised casual leave of an officer in a calendar year may be prefixed or suffixed to sick leave or can be availed as sick leave in the next three calendar years.
- ✓ Casual leave not availed of in any calendar year will be carried over to the next calendar year only, subject to the condition that if such carried over casual leave, if not availed in next -3- years, shall lapse.
- ✓ Unavailed casual leave, when prefixed or suffixed to sick leave shall be on full emoluments. Public holidays and weekly off falling within the period of such casual leave will be treated as part of leave.
- ✓ The provision regarding limitation of accumulation of sick leave will be exclusive of unavailed casual leave converted into sick leave.
- ✓ Casual leave may be taken not more than 4 working days at a time and public holidays and Sundays may be prefixed or suffixed to such leave.
- ✓ Casual leave shall not be combined with any other kind of leave.
- ✓ Normally the previous permission of the sanctioning authority shall be obtained before taking casual leave. When this is not possible, the said authority shall be informed as soon as practicable in writing or if in writing is not possible, orally or through any other person, of the officer's absence from work, reason there of and of the probable duration of such absence. In any event a written application shall be submitted to such authority latest on the day the officer resumes duty. In no case an officer will take casual leave on frivolous grounds. If the casual leave is extended beyond 4 working days it shall be treated as privilege leave for the entire period. Casual leave will not be granted in combination with any other kind of leave. The casual leave shall be non-cumulative except as provided in para 1.2 above.
- ✓ From 4.7.2001, an officer who wants to avail of unavailed casual leave not exceeding a day, on grounds of sickness, may be permitted to do so without production of medical certificate.

2.0 Privilege Leave:

- 2.1 An officer shall be eligible for privilege leave computed at one day for every 11 days of service on duty provided that at the commencement of service, no privilege leave may be availed of, before completion of 11 months of service on duty.
- 2.2 An officer on privilege leave shall be entitled to full emoluments for the period of leave.
- 2.3 The period of privilege leave to which an officer is entitled at any time shall be the period which he had earned, less the period of the leave availed of.
- 2.4 On and from 1.1.1990, privilege leave may be accumulated up to not more than 240 days except where leave has been applied for and it has been refused.

As regards leave availment by officers whose PL accumulation is going beyond 240 days, all officers will surely know when his/her leave accumulation will go beyond 240 days and he/she will definitely have at least a year's time to avail leave before the next credit of leave in his/her leave account. All such officers should plan their leave availment well before the next credit of leave in such a way that their accumulation does not exceed the mandatory 240 days at any time or else, the leave balance going beyond 240 days will stand lapsed.

However, in case there are certain pressing office or work exigencies due to which leave could not be sanctioned to the Officer earlier on two / three occasions in the year, the accumulation of leave may be extended beyond 240 days, albeit, only for a temporary period of 2-3 months but within which time, the officer must surely avail of his leave and bring his PL balance below 240 days. However, when an officer retires from Bank's service, he shall be eligible for leave encashment only upto a maximum of 240 days.

- 2.5 An officer desiring to avail of privilege leave shall ordinarily give not less than 1 month's notice of his intention to avail of such leave.

Clarifications:

- An officer desiring to avail of privilege leave shall ordinarily give not less than one month's notice in writing to the Sanctioning Authority, except in urgent cases or unforeseen circumstances when it is not possible to do so of his intention to avail leave. If the leave asked for is sanctioned an order in writing will be issued showing the date of commencement of leave and the date on which the officer concerned will have to resume duty.
- The officer concerned shall be advised regarding sanction of leave or otherwise within 15 days of the receipt of his application, provided the application for leave is made one month prior to the commencement of leave. In all other cases such advice regarding sanction of leave or otherwise shall be given in writing by the sanctioning authority to the officer well in advance.
- An officer desiring to extend his privilege leave shall make an application in writing to the Sanctioning Authority for extension of privilege leave sufficiently in time before the expiry of leave period sanctioned except in special or unforeseen circumstances. The necessary orders on such applications regarding sanction of such extension or otherwise shall be passed by the Sanctioning Authority and the same will be communicated to the officer on leave at the address communicated by him. If no order regarding sanction or otherwise of such extension of leave is received by the officer till the expiry of the period of such extension of leave applied for, it will be presumed that the extension of leave asked for is sanctioned.
- When privilege leave is taken on grounds of health, the Competent Authority may require an officer to produce medical certificate of fitness before resumption of duty even though such privilege leave may not have been granted on the grounds of medical certificate. Such certificate of medical fitness shall be called for by the Bank only when in the opinion of the Bank such an officer is not medically fit to resume duty or the resumption of duty by such an officer is likely to imperil the health or interest of other staff of the Bank. The Bank shall have the right to refer such a case to its medical officer for advice.
- Unless an officer is permitted to do so by the Sanctioning Authority, an officer on privilege leave may not return to duty before the expiry of the leave granted to him.
- **Calculation of Privilege Leave:**
 - Privilege leave shall be computed at the rate of one day for every 11 days of Service on duty (joining time availed by an officer on transfer should not be treated as leave for this purpose).
- While calculating service on duty all types of leave availed except casual leave will be excluded.
- Normally privilege leave will not be sanctioned for more than three occasions in a calendar year.
- The officer, who proceeds on privilege leave, if he requests, shall be advanced the salary falling due during the period of his privilege leave.
- Privilege leave will be credited to the leave account of an officer at the end of each calendar year at the rate of -1- day for every 11 days of service on duty. However, when an officer (after completion of 11 months service) desires to avail of the leave in the middle of the calendar year and the privilege leave to his credit as on the 1st January of that year is not sufficient to meet his requirement he shall be accorded credit of privilege leave at the rate of 1 day for every 11 days service on duty up to the date preceding the date from which he is allowed to avail of the privilege leave.
- In case of retirement/death of an officer, the privilege leave due should be calculated for the broken period up to the date of retirement/death for the purpose of encashment.
- Privilege leave encashed should not be deducted from the period of service on duty for the purpose of calculation of privilege leave.

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- Where an officer retires from the Bank's service, he shall be paid a sum equivalent to the emoluments of any period of privilege leave that he had accumulated. Adjustment/personal allowance will be included in emoluments for the purpose of encashment of accumulated privilege leave at the time of retirement in terms of Regulation 38 of the Officers' Service Regulations. However, the reimbursement of conveyance/entertainment expenses would not be included in the emoluments for such purpose.
- The above benefit is also extended to officers who opt for Voluntary Retirement either under Regulation 19(I) of Bank of Baroda Officers' Service Regulations, 1979 or under Regulation 29 of Bank of Baroda (Employees') Pension Regulations, 1995. However, this benefit is not available to officers whose services are terminated or who are Compulsorily Retired as punishment as per Regulation 4 of Bank of Baroda Officers Employees (Discipline & Appeal) Regulations, 1976.
- Switchover from Privilege Leave to Sick Leave is not provided for in service rules. However, the Competent Authorities may, at his discretion and on merits, consider switch-over to sick leave if he is satisfied that the employee took ill during the sanctioned privilege leave. The Competent Authority, for reasons recorded in writing may permit such switchover.
- Such switch-over shall be permitted only on supporting medical cum Fitness Certificate acceptable to the Bank without prejudice to the Bank getting the employee/medical certificate examined/verified by a medical practitioner as decided by the Bank.
- The Branch Authorities have no power to consider such switchover. For employees at branches/Regional offices, the respective Regional Authority shall be the Competent Authority.
- The Zonal Head shall be the Competent Authority for employees at Zonal Offices and other administrative offices within the geographical jurisdiction of the zone.
- The functional head not below the rank of TEG/S-VI shall be the Competent Authority for employees at Central Office/Head Office.

3.0 Sick Leave:

- 3.1 On and from 1.1.1989, an officer shall be eligible for 30 days of sick leave for each completed year of service subject to a maximum of 18 months during the entire service. Such leave can be accumulated up to 540 days during the entire service and may be availed of only on production of medical certificate by a medical practitioner acceptable to the bank or at the bank's discretion nominated by it at its cost.
- 3.2 In respect of the period of sick leave, an officer shall be eligible to receive one half of the full emoluments.

If an officer so desires, the Bank may permit him to draw full emoluments in respect of any portion of the sick leave granted to him, however twice the amount of such period on full emoluments will be debited against his sick leave account.

An officer may avail sick leave whether on full pay or half pay, which he may have to his credit and have earned up to appointed date under the terms and conditions of service obtaining in the Bank prior to the appointed date, notwithstanding that such accumulated sick leave may exceed the ceiling of 540 days fixed in para 3.1 above.

- 3.3 The Bank may require any officer desiring to resume duty on the expiry of sick leave, to produce medical certificate saying that he is fit for duty.

Clarifications:

- ❖ It is not necessary that an officer should take sick leave on 'full pay' first and sick leave on 'half pay' thereafter.
- ❖ The commutation of sick leave on 'full pay' should be permitted at the request of the officer concerned subject to the following stipulations: -
 - In the case of sick leave on half pay earned prior to 1st July 1979, the officer concerned should have completed five years of service at the time of availing the commutation of sick leave on 'half pay'.
 - In the case of sick leave on half pay earned after 1st July 1979, the commutation of sick leave on 'full pay' be permitted at any time after 1st July, 1979.
 - When the sick leave on 'half pay' is allowed to be commuted to sick leave on 'full pay', twice the amount of such period should be debited in the sick leave account of the officer concerned.
 - The definition of "Completed years of service" for the purpose of calculations of sick leave on 'half pay' would mean the period spent on duty as well as on leave including extraordinary leave.
- ❖ An officer may be granted sick leave during the first year of his service on pro-rata basis at the discretion of the leave sanctioning authority.

Additional Sick Leave:

On and from 1.1.1989, where an officer has put in a service of 24 years, he shall be eligible to additional sick leave at the rate of one month for each year of service in excess of 24 years subject to a maximum of three months of additional sick leave.

Provided that in case of additional sick leave availed on or after 29th June, 1999 commutation of additional sick leave may be allowed in accordance with para 3.2 above.

Clarification:

Additional sick leave is also to be extended to officers whose sick leave balance was protected as on the appointed date i.e. 1.7.1979.

Maternity Leave:

1. On and from 1st day of April, 2000, leave up to a period of -6- months at a time may be granted by way of Maternity Leave including in respect of post-natal period or at the time of miscarriage or abortion or medical termination of pregnancy.

Provided that not more than 12 months of such leave shall be available during the entire period of service.

An officer on maternity leave shall be entitled for full emoluments for a period of maternity leave.

2. On and from 1st day of April, 2000, Leave may also be granted once during service to a childless female employee for legally adopting a child which is below one year of age till it reaches the age of one year, subject to a maximum period of two months on the following terms and conditions: -

- (i) Leave will be granted for adoption of only one child.

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- (ii) The adoption of a child should be through a proper legal process and the employee should produce the adoption deed to the Bank for sanctioning such leave.

If there is any case of female officer employee who has legally adopted a child as above and has availed of leave for the purpose on or after 1/4/2000, such leave may be set off against leave admissible under this provision.

Clarifications:

- ❑ A female officer employee shall be eligible for maternity leave even in the first year of service.
- ❑ Competent Authority may grant leave of any kind admissible to the officer in combination with or in continuation of maternity leave if the request for its grant is supported by a Medical Certificate acceptable to the Bank.
- ❑ Medical leave on account of miscarriage or abortion shall not exceed six weeks at a time. However where the Doctor specifically recommends for leave beyond -6- weeks, the same be considered subject to the upper limit of -12- weeks.

Extra-ordinary Leave:

An officer shall be eligible for extra-ordinary leave on loss of pay for not more than 360 days during the entire period of service. Such leave may not be availed of except for sufficient reasons on more than 90 days at a time.

Provided that in very special circumstances, the Board may grant extra-ordinary leave on loss of pay to an officer up to a total period of 720 days.

Clarifications:

- Extra-ordinary leave may be granted in combination with or in continuation of any kind of leave except casual leave.
- In order to streamline consideration and sanction of "Extra-ordinary Leave, and to have greater control and monitoring and to prevent misuse of the provision, the following guidelines are issued for STRICT COMPLIANCE.
- Competent Authority for consideration and sanction subject to Limits prescribed above.

Category of the employee	Competent Authority
Officers in JMG/SI, MMG/S II and MMG/SIII of branches	Respective Regional Head
SMG/S IV at branches/ RO/ ZO	Zonal Head
SMG/S V, TEG/S VI at branches/ RO/ ZO	General Manager (HRM)
TEG/S VII	Executive Director
Award Staff and officers up to MMG/S III at administrative offices, Viz. CO, HO, RO/ZO and RRBs, subsidiaries, Associate Banks	Respective functional head.
Officers in SMG/S IV, SMG/S V and TEG/S VI of administrative offices other than at CO, HO, RO/ZO and RRBs, subsidiaries, Associate Banks	General Manager (HRM)
TEG/S VI of administrative offices, Viz. CO, HO, RO/ZO and RRBs, subsidiaries, Associate Banks	Executive Director

POSTPONEMENT OF ANNUAL INCREMENT:

The due date of annual increment of an Officer, who is granted extraordinary leave, will be postponed by the number of days of such leave.

However, where the Competent authority is satisfied that such absence was on account of illness or for any other reason beyond the officer's control, like dreadful diseases or serious accidents involving major surgery/hospitalization, and is of the opinion that the period of extra-ordinary leave may count for increment, he may condone the period of extra-ordinary leave for the purpose of non-postponement of the due date of annual increment.

The Competent Authority for condoning the effect of extra-ordinary leave on loss of pay on annual increment in cases of serious ailments suffered by officers for sanction up to a maximum period of 90 days are as under :

Category	Period	Competent Authority
Officers upto and including MMG/S-III	90 days	Dy. General Manager/ General Manager in-charge of HRM portfolio.
Officers in SMG/S-IV & SMG/S-V	-do-	General Manager in-charge of HRM portfolio
Officers in TEG/S-VI and TEG/S-VII	-do-	Executive Director / Chairman & Managing Director

Requests received from staff members should be forwarded to DGM / GM incharge of HRM portfolio through proper channel ie. through HRM Dept., Head Office, Baroda with the recommendations of the Regional/Zonal Authorities provided:

- (i) Leave record of the employee is good.
- (ii) The employee should have intimated his absence with reasons within 15 days of commencement of such absence
- (iii) The employee should have submitted medical certificate of the Bank's doctor/civil surgeon.
- (iv) Such condonation of leave on loss of pay would be limited to a maximum period of -90- days and only once in the entire service of the employee.

Extraordinary leave is also on loss of pay but it is a kind of leave provided under the Bipartite Settlement/rules when no leave is ordinarily due to an employee. Extraordinary leave IS NOT AUTOMATIC but requires sanction by the competent authority on merits. Extraordinary leave also has the effect of postponing due date of increments.

In order to streamline consideration and sanction of 'Extraordinary leave', and to have greater control and monitoring and to prevent misuse of the provision, the guidelines appearing in the Annexure for "Unauthorised absence" are stipulated for STRICT COMPLIANCE.

Such condonation of leave on loss of pay will be limited to a maximum period of -90- days and only once in the entire service of the employee.

Special Casual Leave and Special Leave:

An officer may be granted special casual leave and any special leave as may be decided by the Board in accordance with the guidelines of the Government.

LAPSE OF LEAVE:

All leave to the credit of an officer shall lapse on resignation, retirement, death, discharge, dismissal or termination;

Where an officer retires from the bank's service, he shall be eligible to be paid a sum equivalent to the emoluments of any period, not exceeding 240 days, of privilege leave that he had accumulated;

Where an officer dies while in service, there shall be payable to his legal representatives, a sum equivalent to the emoluments for the period, not exceeding 240 days of privilege leave to his credit as on the date of his death.

The above benefit is also extended to Officers who opt for Voluntary Retirement under Bank of Baroda (Officers') Service Regulations, 1979 and the Bank of Baroda (Employees') Pension Regulations, 1995.

The above benefit is also available to Officers who retire under circumstances mentioned in Regulation 19 of the Officers' Service Regulations.

The above benefit is NOT available to Officers whose services are terminated or who is Compulsorily Retired as a punishment as per Regulation 4 of Bank of Baroda Officers Employees' (Discipline and Appeal) Regulations.

Encashment of Privilege Leave on superannuation/death/voluntary retirement is to be treated as retirement benefit only as the same is payable on retirement. Consequently an officer employee in whose case the provision of Regulation 20(3)(iii) of OSR, are attracted is not entitled for the payment of the sum equivalent to the emoluments of the Privilege Leave that he had accumulated. The payment of this amount will depend on the outcome of the proceedings continued against him.

An officer, who resigns from Bank's service on or after 1.4.2001, after complying with the Rules/ Regulations governing resignation, shall be eligible for encashment of Privilege Leave to his/her credit as on the date of his/her resignation, to the extent of 50% i.e. half of such leave to his/her credit, subject to a maximum of -120- days.

RECALL FOR DUTY:

An officer on leave may be recalled to duty by the Competent Authority whenever the Bank deems fit to do so, but if the officer is at that time out of station, he shall be eligible to be paid the actual expenses incurred by him and the members of his family for coming back to the station and if the officer and the members of his family go back to the same station from which he was called for the return journey also.

Clarifications:

- An officer on leave may be recalled to duty by the Competent Authority whenever the Bank deems fit to do so. But, if the officer is at that time out of station, he shall be eligible for the actual expenses incurred by him and the members of his family for coming back to the station and if the officer and the members of his family go back to the same station from which he was called, for the return journey also. In such an event, the journey period (both inward and outward) shall be taken as period spent on duty.

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- If he is availing of Leave Travel Concession during that period it will be allowed to be carried over. However, the Bank will as far as possible offer him leave, so as to enable him to avail of Leave Travel Concession during the same span of LTC block. In addition to traveling expenses in such cases, the officer concerned will be eligible to halting allowance as may be applicable to him for the inward journey to his place of posting. The family members should generally accompany the officer when he is recalled to duty otherwise traveling expenses for members of his family will not be reimbursed. The officer immediately on his reporting for duty if any shall adjust advance against LTC.
- The Competent Authority to recall an officer who is on LTC shall be atleast one rank above the leave sanctioning authority.

FURNISHING THE LEAVE ADDRESS TO THE BANK:

An officer, who has been sanctioned leave and leaves his place of duty shall furnish to the Bank, the address at which he can be contacted while out of station.

COMPENSATORY LEAVE TO OFFICERS FOR WORKING ON WEEKLY OFF DAYS/HOLIDAYS

From 19.6.1993, officers may be granted 'Compensatory Leave' who have to forgo weekly off/ holidays due to unavoidable work exigencies and are required to attend office without any compensation.

Sanction of the Compensatory Leave shall be given by an executive i.e. Scale IV and above only. (For officers in small, medium, large branches- The Regional/ Asst. Gen. Manager, For officers in very large and exceptionally large branches- Branch Manager concerned in the rank of Chief Manager/ Asst. Gen. Manager and for officers in Administrative Offices- Authority concerned not below the rank of Chief Manager.

Sanction of Compensatory leave can be granted only after it is duly recommended by the reporting authority giving specific reasons for which the officer concerned was required to work on weekly off/ holiday.

Compensatory leave granted will have to be availed within a period of six months failing which it shall be deemed to have lapsed.

Grant of compensatory leave will be limited to officers in Scale I, II & III only.

It must be ensured that minimum period of work to be put on weekly off/ holidays due to unavoidable work exigencies would be minimum 4 hours.

LEAVE- AWARD STAFF

General Rules governing leave to Award Staff:

1. Leave of all kinds cannot be claimed as a right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to authority granting it, and an Employee already on leave may be recalled by that authority when it considers this necessary in the interest of the service.
2. An Employee who desire to proceed on leave (other than casual leave/sick leave) should make an application in writing to the concerned authority not less than one month in advance before the date from which the leave is to commence except in urgent or unforeseen circumstances including illness.
3. If the leave requested for is sanctioned, an order showing the date of commencement of the leave and the date on which the Employee will have to resume duty, should be issued to the Employee.
4. If an Employee after proceeding on leave desires an extension thereof, he should make an application in writing to the concerned authorities stating therein the reasons for such extension. Such application should state the full postal and telegraphic address of the Employee and should be made in sufficient time to enable the Bank to consider the application and send him a reply before the expiry of the leave originally granted.
5. If leave is refused or postponed, the reasons for such refusal/postponement should be mentioned in the order of the concerned authority to be conveyed to the concerned Employee. Normally, one or more of the following reason(s) could be there for refusal or postponement of leave:
 - Exigencies of Bank's work;
 - Shortage of staff;
 - Large number of Employees already being on leave;
 - Work requiring immediate attention;
 - Half yearly/yearly closing;
 - Want of sufficient notice.
6. Leave shall not be deemed to have been sanctioned unless an order to that effect is passed and communicated to the Employee in writing.
7. When the exigencies of work so require, the concerned authority may refuse or revoke leave of any kind. An Employee already on leave may be recalled in the exigencies of Bank's work.
8. When an Employee is called back from leave, the Bank shall pay:
 - His travelling expenses to and from the place where he was spending his holidays;
 - Travelling expenses of his family (wife and children) provided they had accompanied him to such place or had gone to such place within a period of one week of his going there, as also if they had accompanied him while returning from such place or had returned within a period of one week of his return from such place.

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9. An Employee should obtain prior permission for prefixing and/or suffixing Bank holidays, other than Sundays to any leave.
10. An Employee who overstays his leave (except under circumstances beyond his control for which he must tender explanation) shall not be paid his pay & allowances for the period he overstays and shall further render him/her self liable to such disciplinary action as the management may think fit to consider.
11. The Bank will require an Employee who has availed himself of leave for reasons of health, to produce a medical certificate of fitness before he resumes duty even though such leave was not actually granted on a medical certificate.
12. An Employee will not be entitled to resume duties before the expiry of the period of leave sanctioned to him, unless permitted to do so by the Competent Authority.
13. An employee shall, before proceeding on leave, intimate to the competent authority his address while on leave and shall keep the authority informed of any change in the address previously furnished.
14. Leave may not be granted to an Employee under suspension or against whom disciplinary proceedings are pending.
15. Privilege leave and maternity leave are granted on substantive pay. 'Substantive Pay' means the aggregate of basic pay, Dearness Allowance, House rent allowance, Special pay and other Allowances, CCA, if any, (but excluding special pay drawn on temporary basis and officiating allowance, if any) which an Employee would have drawn had he been on duty.
16. Sick leave is on half substantive pay. As regards procedure to avail of sick leave on full substantive pay, see provision under heading 'Sick Leave'.
17. "Calendar Year" means the period from 1st January to 31st December of every year.

CASUAL LEAVE:

In a calendar year an Employee is entitled to casual leave up to a maximum of 12 days subject to the following:

- (1) Casual leave cannot be availed for more than four days (excluding Sundays and Holidays) at a time.
- (2) If the casual leave period is combined with Holidays/Sunday, the total number of days including such Holidays/Sunday should not exceed six days. If such period comes to seven days or more, then the entire period is to be treated as privilege leave (subject to sufficient credit in the Employee's PL account)
- (3) Casual leave cannot be granted in combination with any other leave.
- (4) During the first calendar year of service a workmen will be entitled to casual leave on pro-rata basis at the rate of one day casual leave for each completed month or part thereof.

ILLUSTRATION:

'B' joined the service of the Bank on 1.7.1980 He will be entitled to casual leave of six days during the calendar year ending 31.12.1980 (i.e. at the rate of one day for each completed month) 'C' joined the service of the Bank on 26.7.1980 He will also be entitled to casual leave of six days during the calendar year ending 31.12.1980 (i.e. at the rate of one day for five completed months and one day for part of the one month.)

5. Casual leave is non-cumulative. Unavailed casual leave cannot be carried forward to the next calendar year as casual leave. However, such unavailed casual leave will be converted into sick leave, which would be over and above the maximum period of sick leave but its availment would be subject to the provisions of sick leave. Such a leave not exceeding a day if availed on the grounds of sickness, shall be allowed without production of medical certificate.
6. Normally, a workman should obtain prior permission for availing casual leave. However, when it is not possible to obtain such prior permission, he should inform the concerned authority in writing as soon as possible and if intimation in writing is not possible, he should inform orally by other mode of communication or through any person, about the reasons and probable duration of absence. On resuming duty, the workman should submit a written application for sanction of casual leave.
7. Casual leave is granted to meet special or unforeseen circumstances. If a workman takes leave on false grounds or if the Bank is not satisfied with the reasons assigned by the workman for taking such leave, the period of absence may be treated as unauthorized absence, on loss of pay, after giving the workman an opportunity to explain his position.
8. Holidays (except Sundays and holidays falling on Saturdays) shall not be prefixed/ suffixed to casual leave without prior permission of the concerned authority.
9. Intervening holidays and weekly off are not to be treated as part of casual leave.
10. A workman may take casual leave on grounds of sickness without production of medical certificate for not more than four days at a time.
11. A workman during the period of casual leave is entitled to pay and allowance as if he was on duty.

PRIVILEGE LEAVE:

1. A workman will earn privilege leave of one day for every eleven days of active service provided that for crediting privilege leave from the calendar year 2001 fraction of a day of earned leave, if any, shall be taken as full day. 'Active Service' for this purpose means, the period of service excluding all types of leave, other than casual leave, availed during the period for which privilege leave is to be calculated.
2. A workman may avail of privilege leave so earned only after completion of 11 months of service. Thus, the workman cannot take one day privilege leave after completion of every 11 days of active service. This is for the limited purpose of calculation of leave entitlement.

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ILLUSTRATION:

Balance of privilege leave to the credit of 'B' was 24 days as on 31.8.1998 i.e. the date of last accrual of his privilege leave. The next accrual of privilege leave therefore will be on 31st July 1999. 'B' availed of the following different kinds of leave other than casual leave:

Sick leave	:	20 days
Privilege leave	:	10 days

The number of days of active service put in by 'B' in the aforesaid period of 11 months will be arrived at as under:

Total number of days in the period of

11 months from (1.9.98 to 31.7.99)	:	334 days
Less:		
No. of days of sick leave availed of	:	20 days
Less:		
No. of days of privilege "leave"	:	10 days
Therefore,	:	-----
No. of days of active service	:	304 days

The privilege leave entitlement of 'B' will be calculated by dividing 304 days by 11. Thus the privilege leave entitlement of 'B' will be 28 days ($304/11 = 27$ days + 1 day rounded off in respect of remaining 7 days)

On 31.7.99 the position of the privilege leave account of 'B' will be as under:

Balance of privilege leave as on 31.08.98	:	24
days		
Less:		
Privilege leave availed during the last 11 months	:	10
days		
Add: Privilege leave accrued on 31.07.99	:	28
days		
Balance of privilege leave as on 31.7.99	:	42
days		

The next accrual of privilege leave to 'B' will be on 30.6.2000 During the period of 11 months from 1.8.79 to 30.6.80 'B' availed of following different kinds of leave:

Privilege leave	:	42 days
Leave on loss of pay	:	10 days

The number of days of active service will be arrived at as under:

Total number of days in the period		
of 11 months (from 1.8.79 to 30.6.80)	:	335 days
Less: No. of days of privilege leave availed	:	42 days
Less. No. of days of leave on loss of pay availed	:	10 days

Therefore, number of days of active service for the purpose of calculation of privilege leave will be : 283 days

The privilege leave entitlement of 'B' will now be calculated by dividing 283 days by 11. Privilege leave accrual of B therefore, works out to 25 days ($283/11 = 25$). The fraction of a day of earned leave is required to be taken as full day ((clause 25 of Bipartite Settlement dated 27/03/2000) Hence, for balance of 8 days of active service, -1-more P/L will be added.

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On 30.6.80 the position of privilege leave account of B will be as under:

Balance of Privilege leave as on 31.7.79	: 42 days
Less	
Privilege leave availed of during the period of 11 months	: 42 days
Balance	: -Nil-
Add:	
Privilege leave accrued on 30.6.80	: 26 days
Therefore, balance of privilege leave as on 30.6.80 will be	: 26 days

CLARIFICATIONS :

- The special leave granted to the Employees for the period of Treatment/Hospitalisation for injuries sustained in the course of duty, cannot be treated as on duty and should be excluded while calculating privilege leave.
- The privilege leave encashed by an Employee will not have any effect on the due date of accrual of privilege leave.
- For calculation of privilege leave, special casual leave (and not special leave) granted to an Employee during the calendar year for purposes recognised by the Government need not be deducted from the total period of service during that calendar year.

ACCUMULATION OF PRIVILEGE LEAVE:

With effect from 1.1.90 privilege leave can be accumulated upto a maximum of 240 days.

If leave applied for by an Employee has been refused, such Employee will be entitled to accumulate leave in excess of the maximum of 240 days prescribed, until such time the Bank is in a position to grant his leave.

ILLUSTRATION:

'B' has 230 days of privilege leave to his credit as on 12th September 1989. i.e. when his leave account was last credited. Since he has not taken any kind of leave except casual leave, therefore, by 12th August, 1990 he will have earned further privilege leave of 33 days. On 1st July 1990, he applies for privilege leave of 23 days from 1.8.1990 to 23.8.1990. On account of administrative exigencies, the leave applied for by him is refused. On 13th August 1990 his leave account therefore will be credited with 33 days, taking total number of privilege leave due to him to 263 days. Thus, he is allowed to accumulate leave beyond 240 days.

NUMBER OF OCCASIONS FOR PRIVILEGE LEAVE IN A CALENDAR YEAR:

A workman will not be entitled to take privilege leave on more than **three occasions** in a calendar year. There is no limitation as to the minimum number of days for which privilege leave can be taken on any one of these occasions. A workman, therefore, may take privilege leave even for one day. However such leave of one day will be taken into account as one occasion of availing privilege leave.

EXCEPTIONS:

- (1) This provision is not applicable to the workmen who are members of the executive committee of a registered trade union of Bank Employees.
- (2) Where a workman, while on privilege leave is recalled by the management for duty on account of exigencies of the administration, such leave will not be taken into account for determining the number of occasions of availing of privilege leave.
- (3) Similarly, where a workman has been granted privilege leave on grounds of sickness on production of medical certificate, such leave will not be taken into account for determining the number of occasions of availing of privilege leave during the year, provided the period of such privilege leave availed of is in excess of four days as provided in para 12.33 below.
- (4) In exceptional circumstances the management may, at its own discretion, grant privilege leave for more than three occasions in a calendar year.
- (5) Proper care should be taken by the Zonal/Regional/Branch Authority to see that privilege leave is not sanctioned to award staff on more than 3 occasions in a calendar year without specific permission of Zonal/ Regional authority.

PRIVILEGE LEAVE ON MEDICAL GROUNDS:

A workman can take privilege leave on grounds of sickness on production of medical certificate for a period of more than 4 days at a time.

CASUAL ABSENCE TO BE TREATED AS PRIVILEGE LEAVE:

After exhaustion of casual leave, total maximum absence up to three days (either on one occasion or two occasions) be treated as privilege leave in appropriate cases, if the employee concern so requests.

For instance, if any employee remains absent on three occasions for one day each, he may be if he so requests, given two days privilege leave on the basis of absence on maximum two occasions.

In no case such casual absence should be treated as privilege leave if it exceeds a period of three days.

ENCASHMENT OF PRIVILEGE LEAVE:

A workman will be entitled to encash accumulated privilege leave to his credit at the time of retirement subject to a maximum of 240 days.

Clarifications:

- (1) W.E.F. 1/4/2001, a Workman, who resigns from the Bank's service, after complying with Rules/ Regulations governing resignation, shall be eligible for encashment of Privilege Leave to his/her credit as on the date of his/her resignation, to the extent of 50% i.e. half of such leave at his/her credit, subject to maximum of -120- days.
- (2) Part-time workmen are eligible for leave encashment as per salary drawn by them. Permanent part-time employees drawing scale wages may be allowed encashment of accumulated privilege leave up to a maximum of -240- days on pro-rata basis of the scale wages drawn by them at the time of superannuation.

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- (3) If a workman dies while in service, the Bank will pay his heirs salary for the privilege leave accrued to him at the time of his death, up to maximum of 240 days w.e.f. 1.1.90.
- (4) Encashment of one day's P/L for contribution to PM's relief fund is allowed.
- (5) In case of retirement/death of an Employee the privilege leave should be calculated for the broken period up to the date of retirement/death.
- (6) When LFC is availed in blocks of 2 years, leave encashment may be availed, not exceeding 15 days on either occasion or not exceeding 30 days in any block of 4 years.

When LFC is availed under 4 years block encashment of PL may also be availed up to a maximum of 30 days.
- (7) The privilege leave encashed by an Employee will not in any way affect the due date of accrual of privilege leave.
- (8) Encashment of privilege leave will be on substantive pay.
- (9) Encashment of P/L will not attract provident fund contribution

PRIVILEGE LEAVE AGAINST FUTURE ACCRUAL IN 'SUITABLE AND DESERVING CASES':

Privilege leave may be sanctioned to confirmed Employees against future accrual in bonafide cases and on compelling reasons provided the following conditions are fulfilled:

- The Employee concerned should have exhausted his privilege leave;
- The absence of the Employee concerned should be due to reasons of (a) self-marriage and/or (b) serious sickness or death of spouse, children or parents.
- The absence of the Employee concerned in such cases should not exceed ten days on one occasion.
- The Employee concerned should be earning privilege leave within next six months of his absence.
- The leave record of the Employee concerned should be satisfactory.
- The report on the work and conduct of the Employee concerned should be satisfactory.
- The facility of privilege leave against future accrual may be granted to confirmed Employees, even before completion of eleven months of service provided other terms and conditions are fulfilled.

The Regional Authority is the competent authority to sanction privilege leave against future accrual.

SICK LEAVE

An Employee shall be granted sick leave at the rate of one month for each year of service subject to a maximum of 18 months during his entire service, provided that where an Employee has put in a service of 24 years, he shall be eligible to additional sick leave at the rate of one month for each year of service in excess of 24 years, subject to three months of additional sick leave.

Note:

Sick leave will be granted on pro-rata basis during the first year of service.

EXPLANATION:

Where the request of an Employee for sick leave was not granted between the period 1.7.1983 and the date of IV BPS merely on the ground that no sick leave was due to him under the previous Settlements, the same shall be granted by the Bank at the request of the Employee in terms of the IV BPS, if it is otherwise in order.

Sick leave shall be on half-substantive pay, provided that an Employee if he so requests, shall be permitted to avail sick leave on full substantive pay up to a maximum of nine months during the entire period of service, such leave on full substantive pay being entered as twice the amount of leave taken, in his sick leave account. Additional sick leave admissible for service in excess of 24 years shall, also be permitted on request on full substantive pay, such leave on full substantive pay being entered as twice the amount of leave taken, in his sick leave account.

Casual leave not availed of by an Employee in a calendar year shall be converted into sick leave on full substantive pay and such sick leave in lieu of unavailed casual leave shall be over and above the maximum period provided above.

All sick leave shall be granted on production of a medical certificate acceptable to the Bank.

PRODUCTION OF MEDICAL CERTIFICATE:

Sick leave will be sanctioned on production of medical certificate. If the medical certificate produced by the Employee is not acceptable to the Bank for some reason, the Bank may direct the Employee to appear for medical check up by a medical practitioner of the Bank's choice and to produce medical certificate issued by him. An Employee may be sanctioned sick leave if the medical certificate is given by a practitioner of medicine other than allopathic provided he is a registered medical practitioner (but this should be to the satisfaction of the Bank)

This is to clarify that for calculation of the increased entitlement of sick leave for workmen who have put in more than 12 years of service as on 1st July, 1983, service rendered after 1st July, 1983 would be reckoned. Therefore, a workman who has put in more than 12 years of service as on 1st July, 1983' thereafter, his account would be credited by one month of sick leave on half pay for every completed year of service after 1st July 83. Thus such a workman will get the full entitlement of 18 months of sick leave on half pay on 1.7.89. In the case of workmen, total balance of sick leave at any point of time would be reduced by the number of days of sick leave availed by the workmen.

The management has a right either to accept the medical certificate produced by the employee or to reject it. While rejecting the medical certificate produced by the employee, it is necessary to ask the employee concerned to go to a doctor or medical officer of the Bank's choice so that he can be medically examined and obtain medical opinion as to whether the medical certificate produced by him/her is genuine or no. Suggested draft of letter to be issued to the employee is given at **Annexure 2-A & 2-C.**

While referring such cases to the doctor of the Bank's choice, it is necessary for the Branch Manager to give a brief description as to why the case has been referred. A suggested draft for such letter to the doctor of the Bank's choice is given at **Annexure 2-B.** This would enable the doctor to examine the Employee concerned properly and give his opinion about medical certificate produced by him as well as for leave requested by him.

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In case the Bank's doctor opines that the illness for which leave is asked for is in order then he may be sanctioned sick leave as per his entitlement (subject to his sick leave balance). If the Bank's doctor opines that the leave asked for the illness as stated by the Employee is not in order then the Bank has a right to reject such sick leave application.

When an Employee returns from the sick leave and produces a medical certificate for his absence on grounds of sickness he will have to produce certificate about his fitness to join duty. In case of doubt about the fitness of such Employee, he can also be referred to Bank's doctor to examine whether he is medically fit to join duty or not. This can be done irrespective of the fact whether the medical certificate produced by him mentions about his fitness or not. A suggested draft for such letter to be sent to the Bank's doctor is given at **Annexure 2-D**.

Whenever such cases are referred to the Bank's doctor either to get him medically examined for sickness certificate or for getting him examined as to whether he is fit to resume duty, the Branch should pay such charges and it should not be recovered from the Employee concerned.

MATERNITY LEAVE:

A female Employee will be entitled to maternity leave, on full substantive pay, for a period of not exceeding 6 months on any one occasion, up to a maximum of 12 months during the entire period of service.

Within the overall period of 12 months, leave may also be granted in case of miscarriage/ abortion/ MTP.

Leave may also be granted once during service to a childless female employee for legally adopting a child who is below one year of age for a maximum period of two months or till the child reaches the age of one year, whichever is earlier subject to the following terms and conditions:

- (i) Leave will be granted for adoption of only one child.
- (ii) The adoption of a child should be through a proper legal process and the employee should produce the adoption-deed to the Bank for sanctioning such leave.
- (iii) The temporary and part-time employees are not eligible for grant of leave for adoption of a child.

There is no restriction regarding number of occasions on which maternity leave may be availed of within the overall limit of 12 months during the entire service period.

MATERNITY LEAVE DURING PROBATION PERIOD:

Maternity leave may be granted during the period of probation. However, in such a case the probation period of the concerned female Employee shall be extended to the extent of maternity leave availed.

MATERNITY LEAVE IN COMBINATION WITH OTHER KINDS OF LEAVE:

The Competent authority may grant leave of any other kind admissible to the Employee in combination with or in continuation of maternity leave, provide that such other leave is required on medical grounds and in support thereof the Employee produces a medical certificate.

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An Employee is not entitled to special casual leave after maternity leave if the sterilization operation was done during the maternity leave.

EXTRAORDINARY LEAVE:

The management may grant extra ordinary leave to an Employee when no ordinary leave is due to him. Extra-ordinary leave is not automatic but requires sanction of the Competent Authority on merits. Except under exceptional circumstances, the duration of extra ordinary leave shall not exceed 3 months on any one occasion and 12 months during the entire period of service. Branches should refer such cases to the regional authorities.

For the period of extraordinary leave, pay and allowance will not be admissible.

Competent Authority to sanction Extraordinary leave on loss of pay:

For Award Staff members, the Regional Head is the Competent Authority to sanction extraordinary leave on loss of pay.

EXTRAORDINARY LEAVE IN COMBINATION WITH OTHER KINDS OF LEAVE:

The competent authority may grant extraordinary leave to an Employee in combination with or in continuation of leave of any other kind except casual leave to which he is entitled. The Regional Head is the Competent Authority for this purpose.

POSTPONEMENT OF ANNUAL INCREMENT:

The due date of annual increment of an Employee, who is granted extraordinary leave, will be postponed by number of days of such leave.

However, where the Competent authority is satisfied that such absence was on account of illness or for any other reason beyond the Employee's control, like dreadful diseases or serious accidents involving major surgery/hospitalization, and is of the opinion that the period of extra-ordinary leave may count for increment, he may condone the period of extra-ordinary leave for the purpose of non-postponement of the due date of annual increment.

The General Manager/ Dy. General Manager in-charge of the HRM portfolio is the Competent Authority for condoning the effect of extra-ordinary leave on loss of pay on annual increment in cases of serious ailments suffered by employees for sanction up to a maximum period of 90 days.

Request received from staff members should be forwarded to GM / DGM incharge of HRM portfolio through proper channel ie. through HRM Dept., Head Office, Baroda with the recommendations of the Regional/Zonal Authorities provided:

- (v) Leave record of the employee is good.
- (vi) The employee should have intimated his absence with reasons within 15 days of commencement of such absence
- (vii) The employee should have submitted medical certificate of the Bank's doctor/civil surgeon.
- (viii) Such condonation of leave on loss of pay would be limited to a maximum period of -90- days and only once in the entire service of the employee.

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In the case of an Employee who is an office-bearer of registered trade union of Bank Employees, due date of his annual increment may be postponed only to the extent of the number of days of extraordinary leave in excess of two months in any incremental year.

Extraordinary leave is also on loss of pay but it is a kind of leave provided under the Bipartite Settlement/rules when no leave is ordinarily due to an employee. Extraordinary leave IS NOT AUTOMATIC but requires sanction by the competent authority on merits. Extraordinary leave also has the effect of postponing due date of increments.

Such condonation of leave on loss of pay will be limited to a maximum period of -90- days and only once in the entire service of the employee.

In order to streamline consideration and sanction of 'Extraordinary leave', and to have greater control and monitoring and to prevent misuse of the provision, the guidelines appearing in the Annexure for "Unauthorised absence" are stipulated for STRICT COMPLIANCE.

BRANCHES NOT AUTHORISED TO CONVERT PRIVILEGE LEAVE INTO SICK LEAVE.

- (i) Switch-over from Privilege leave to sick leave is not provided for in service rules. Instances are there where an employee on return to duty, applies for change of privilege leave into sick leave, many a time without supporting medical-cum-fitness certificate from a registered medical practitioner.
- (ii) However, the competent authority may, at his discretion and on merits, consider switchover to sick leave if he is satisfied that the employee took ill during the sanctioned privilege leave. The competent Authority, for reasons recorded in writing may permit such switchover.
- (iii) Such switch-over shall be permitted only on supporting medical cum fitness certificate acceptable to the Bank without prejudice to the Bank getting the employee/medical certificate examined/verified by a medical practitioner as decided by the Bank.
- (iv) The Branch Authorities shall have no power to consider such switchover. For employees at branches/Regional offices, the respective Regional Authority shall be the Competent Authority.
- (v) The Zonal Head shall be the Competent Authority for employees at Zonal office and other administrative offices within the geographical jurisdiction of the zone.
- (vi) The Functional head not below the rank of TE G/S-VI shall be the Competent Authority for employees at Central Office/Head Office.

This shall be an aspect for HR Audit also.

ADDRESS REGISTER OF STAFF MEMBERS:

In terms of the Bank's circular NO.HO.BR: 77/609 dated 27.12.85 the Branches have been advised to maintain a separate register of updated residential addresses of all staff members of the Branch. This register should be updated every six months in the beginning of every half calendar year i.e. in first week of January and July and the

Employee should be asked to give their address and the same can be got acknowledged from the Employee himself so that they cannot raise a plea that the address given by him/s was incorrect

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Over and above maintaining address register, the management must obtain their address as to where they can be located during leave period. The proforma for leave application should be adequately modified to incorporate this in his leave applications, so that the Employee has written the address/whereby he can be contacted during leave period.

MAINTENANCE OF LEAVE RECORD/REGISTER:

Branches are required to maintain leave record/register properly. The sanction of leave should be immediately noted/ entered in the record/register. Leave record should be updated periodically so that at any given time leave position of any staff member can be ascertained

The Branch Manager must make the following arrangement:

- (i) To put a responsible officer (preferably staff-in-charge) to look after maintenance of leave records. Leave register etc. and ensure that proper leave balance of each staff member is up dated on day-to-day basis.
- (ii) Each entry in the 'leave register' should be initialed by the officer who is entrusted with the task of maintenance of leave record.
- (iii) The applications of all types of leave should be scrutinised properly and ensured that the applications contain proper address of the staff member concerned during their leave period.
- (iv) The 'leave sanctioning authority' in small and medium size Branches should be with the Branch Managers and only in large/very large Branches this authority be given to one of the Accountants. This arrangement would ensure that there is a proper control over absenteeism, leave etc.
- (v) It should be ensued that if the leave (of any type) of the staff members is not sanctioned by the 'leave sanctioning authority' no salaries to be paid to the staff member. This rule should be applied in all cases without any exception.
- (vi) The 'leave sanctioning authority' should ensure that no privilege leave is sanctioned beyond -3- times in a calendar year. Cases where privilege leave is asked for more than -3- times in a calendar year be rejected and treated as on loss of pay (even though the staff members may have sufficient balance of privilege leave).
- (vii) In the cases of extreme compassionate or other compelling reasons where the privilege leave is being asked for more than -3- times in a calendar year, such case be referred to the regional authority for sanction of privilege leave beyond 3 times. Unless such sanction is received from Regional Authority no leave/salary should be released.
- (viii) The Branch Manager should periodically see the leave records of all staff in order to see that the officer who has been assigned this task is doing his job properly or not.

Whatever has been mentioned in this note is equally applicable for staff working at administrative offices too.

PAYMENT OF LEAVE SALARY:

Unless the leave (of any type) is sanctioned by the 'leave sanctioning authority', no salary for the period of the absence should be paid to such staff members.

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The practice of continuous payment of salary irrespective of leave sanctioned or not should be stopped in order to effectively check unauthorised absence.

The management has a right not to pay salary for the period the leave is not sanctioned.

Whenever any staff member remains absent without any intimation, he should be marked "Unauthorised Absent" in the Attendance Register. A letter should be sent to him at his last known address informing him that he is being treated as unauthorisedly absent and he should report for duty immediately. A suggested draft of such letter is given at **Annexure 3-A**.

Even after sending such letter if the Employee continues to remain absent, modified letters (as given at **Annexure - 3-B**) should be sent to him.

In the meanwhile, if the Employee sends any reply that he is not coming to the Branch because of sickness and/or some other reasons and/or sends medical certificate and the leave sanctioning authority is not satisfied with such reason and/or certificate, the Employee may be directed to undergo medical examination by the Bank's doctor or a doctor authorized by the Bank. .

If the employee sends any reason other than sickness and if leave sanctioning authority is not satisfied with such reason the Branch Manager should send him a letter asking him to report for duty immediately and also advise that he is being treated on 'Unauthorised absence' and he is also liable for further disciplinary action.

In case, the letters sent at his last known address are returned undelivered then such envelopes (without opening the same) should be kept on the record so as to keep a record that the bank had sent him communication but the same was returned for one reason or the other.

In spite of return of such letters the Branch should send him another similar letter after the interval of one week.

All such letters should be sent by Regd. A. D as well as under certificate of posting and also by ordinary post and the records of dispatching of such letters should be preserved carefully.

In all cases where the Employee continues to remain absent unauthorisedly, the cases should be referred to Regional office with full details with a request to initiate disciplinary proceedings.

REFERENCE TO HIGHER AUTHORITY:

It must be noted with care that all cases of following nature have to be referred to the Regional Manager for their approval:

- (i) For granting privilege leave to staff members (of all cadres) beyond -3- times in a calendar year.
- (ii) For extension of LTC block to staff members (of all cadre)
- (iii) For accumulation of privilege leave beyond prescribed limit.
- (iv) Granting leave on loss of pay.
- (v) Cases of chronic absenteeism, long and/or frequent unauthorised absenteeism.
- (vi) Unauthorised absence of any award staff member.
- (vii) Permission to allow resumption of duty to staff members, who are unauthorisedly absent for more than -7- days.
- (viii) Any other cases requiring guidance/clarification.
- (ix) Cases of sanction of privilege leave against future accrual

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- (x) Non-postponement of due date of annual increment on account of Extraordinary leave on loss of pay - Competent Authority: General Manager/ Dy. General Manager in-charge of HRM portfolio.

QUARANTINE LEAVE:

In case an Employee is absent from duty on account of quarantine, the Bank may, at the request of the Employee treat such absence up to a maximum of three months as privilege leave or sick leave, if otherwise permissible.

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ANNEXURE -2-A

DRAFT OF THE LETTER TO BE ISSUED TO THE STAFF MEMBER WHO HAS SENT MEDICAL CERTIFICATE ADVISING HIM TO GET HIMSELF MEDICALLY EXAMINED BEFORE BANK'S DOCTOR.

Shri _____
EC no. _____
Bank Of Baroda

Date:

Dear Sir,

Re: Your request for sick leave.

We invite a reference to your application-dated _____ requesting therein for grant of sick leave.

In this connection, you are advised to appear before our Bank's Doctor for being medically examined by him.

Name of the doctor :
Address :
Date :
Timings :

Yours faithfully,

(Branch Manager)

c.c. Regional Manager, _____ alongwith our letter No. _____ date _____ addressed to him.

c.c. Dr._____. This is in continuation to our letter dated_____ to medically examine Shri _____ and send your report in confidence along with your bill directly to us.

(Branch Manager)

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ANNEXURE 2-B

DRAFT OF LETTER TO BANK'S DOCTOR GIVING BACKGROUND OF THE ABSENCE OF STAFF MEMBER WHO REMAINS ABSENT ON MEDICAL GROUNDS.

Dr. _____

Dear Sir,

Re.: Medical examination of Mr. _____
E.C.No. _____ Designation _____
_____ attached to our Br. office

Mr. _____ has been absenting from duties w.e.f. _____ He has now submitted a medical certificate from Dr. _____ certifying that he is suffering from _____ and has been advised bed rest from _____ to _____. A copy of the certificate is enclosed for your reference.

We have advised Mr. _____ to call on you at your clinic on _____ at _____ a.m./p.m.

We request you to medically examine him and advise us whether the reasons/ period of absence stated in his medical certificate are genuine or not.

Also inform us by when the staff member will be fit to resume duties.

Please send us your report in confidence after medically examining the above-named employee.

Yours faithfully,

(Branch Manager)

c.c.1. Regional Manager, _____ for information.

c.c.2. Personal file of Mr. _____ for record.

Encl : a.a.

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ANNEXURE -2-C

SUGGESTED DRAFT OF THE STAFF MEMBER WHO WAS ISSUED LETTER FOR GETTING HIMSELF MEDICALLY EXAMINED FOR CONSIDERING HIS SICK LEAVE APPLICATION BUT HAS NOT REPORTED TO THE DOCTOR EVEN AFTER 4-5 DAYS

REGD.A.D/UPC/ORDINARY POST

Date_____

Shri _____
EC no. _____
(Residential address)

Dear Sir,

Re.: Your request for grant of sick leave.

We invite a reference to your letter dated _____ and our letter No. _____ dated _____ advising you to appear before our Bank's doctor at the following address for your medical examination.

Name of the doctor :
Address :
Date :
Timings :

We regret that in spite of the aforesaid clear instructions, you have not appeared before our Bank's doctor for your medical examination.

We once again advise you to appear before our Bank's doctor immediately on receipt of this letter at the above address, failing which the Bank has no option but to initiate appropriate action against you. Please also note that in the meanwhile you are being treated on unauthorised absence w.e.f. _____, with all consequential effects.

Yours faithfully,

(Branch Manager)

c.c. 1. Regional Manager, _____ Region, for information and record.

c.c. 2. Personal file of Smt./Shri _____ for record.

Note:

In case the Employee has not submitted any medical certificate and he is being asked to report for medical examination. Then this draft will be suitably changed.

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ANNEXURE 2-D

SUGGESTED DRAFT OF THE LETTER TO BE ISSUED TO THE BANK'S DOCTOR ADVISING HIM TO EXAMINE THE EMPLOYEE AND GIVE HIS OPINION.

Dr. _____

Date:

CONFIDENTIAL

Dear Sir,

**Re.: Medical examination of Shri _____
EC.No. _____ of our _____
Branch.**

We write to advise that Shri _____, attached to our _____ Branch was absent from office w.e.f. _____ to _____. Shri _____ has reported today for duties.

He has produced a medical certificate issued by Dr. _____ showing that he was suffering from illness from _____ to _____.

A copy of original medical certificate issued by the above doctor is enclosed herewith for your perusal and ready reference.

We request you to medically examine Shri _____ and advise us whether the reasons for his absence mentioned in the enclosed medical certificate are genuine or not and what is your medical opinion about the reasons of his absence. Please also advise us whether the employee concerned is medically fit to resume duties.

Kindly send your report in confidence directly to the undersigned.

Yours faithfully,

(Branch Manager)

Encl: a.a.

Date :

Place :

c.c. 1. Regional Manager, _____Region, for information and record.

c.c.2. Personal file of Shri _____, for record.

<p style="text-align: center;">UNAUTHORISED ABSENCE: Officers-Award staff</p>

1. Leave is NOT a matter of right of any employee. Unless sanctioned by the Competent Authority, no leave is permissible to any employee. No leave is to be sanctioned unless the employee submits necessary application and leave is available to the employees' credit.
2. Whenever any staff member remains absent without any intimation, he should be marked "Unauthorised Absent" in the Attendance Register. A letter should be sent to him at his last known address informing him that he is being treated as unauthorisedly absent and he should report for duty immediately. A suggested draft of such letter is given at **Annexure 3-A**.
3. Even after sending such letter if the Employee continues to remain absent, modified letters (as given at **Annexure - 3-B**) should be sent to him.
4. In the meanwhile, if the Employee sends any reply that he is not coming to the Branch because of sickness and/or some other reasons and/or sends medical certificate and the leave sanctioning authority is not satisfied with such reason and/or certificate, the Employee may be directed to undergo medical examination by the Bank's doctor or a doctor authorized by the Bank.
5. If the employee sends any reason other than sickness and if leave sanctioning authority is not satisfied with such reason the Branch Manager should send him a letter asking him to report for duty immediately and also advise that he is being treated on 'Unauthorised absence' and he is also liable for further disciplinary action.
6. In case, the letters sent at his last known address are returned undelivered then such envelopes (without opening the same) should be kept on the record so as to keep a record that the bank had sent him communication but the same was returned for one reason or the other.
7. In spite of return of such letters the Branch should send him another similar letter after the interval of one week.
8. All such letters should be sent by Regd. A. D as well as under certificate of posting and also by ordinary post and the records of dispatching of such letters should be preserved carefully.
9. In all cases where the Employee continues to remain absent unauthorisedly, the cases should be referred to Regional office with full details with a request to initiate disciplinary proceedings.
10. No employee on unauthorised absence shall be permitted to resume duty unless he/she submits in writing to his reporting authority (Branch Head/ Regional Head/ Zonal Head as the case may be) the reasons/causes of his/her unauthorised absence, and permission thereof is granted in writing by the reporting authority. For the purpose, the reporting authority may seek the permission of the Competent Authority if needed. For employees at Central Office, Head Office and other administrative offices, the respective functional head at these offices shall be the Competent Authority.
11. The employee may be permitted to resume duty by the Competent Authority. Competent Authority may also order appropriation of period of unauthorised absence against leave available in employee's credit at the request of employee. However, permission to resume duty does not automatically constitute sanction and appropriation against leave available. The Competent Authority at his discretion for reasons to be recorded in writing may order appropriation against leave or may refuse. In case of refusal by the Competent Authority to appropriate period of unauthorised absence against leave available, the employee shall be treated on Loss of Pay. Also, where no

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leave is due, the period of unauthorised absence will be treated as on loss of pay and deduction of salary effected from the immediate ensuing salary payable, and consequent postponing his/her next date of increment by equal number of days on loss of pay.

12. Permission to resume duty shall not construe condonation of unauthorised absence. The concerned employee permitted to resume duty shall also be liable for disciplinary action.
13. If the reporting authority grants permission to resume duty, necessary leave application should be submitted by the employee immediately before resumption of duty, and supported by medical cum fitness certificate acceptable to the Bank if the absence was on account of self-illness. In case of need, Bank shall have the right to refer the employee to any doctor of bank's choice.
14. If the employee is habitual in proceeding on unauthorised absence from duty on more than two occasions not exceeding 14 days in the aggregate in a calendar year, the right to permit an employee to resume duty shall rest with next higher Competent Authority as the case may be.

COMPETENT AUTHORITY FOR GRANTING PERMISSION TO JOIN DUTIES AFTER UNAUTHORISED ABSENCE

- (A) Subject to above provisions, for unauthorised absence up to 7 days:

The respective Branch/ Regional/ Zonal/ Functional Head shall be the Competent Authority to examine and for granting of permission to an employee of the branch/office to resume duty if the period of unauthorised absence is 7 days and less.

- (B) For unauthorised absence of more than 7 days:

Category of the employee	Competent Authority
Award Staff at branches/Regional Offices	Regional Authority
Officers in JMG/SI, MMG/S II and MMG/SIII of branches and RO	Respective Regional Head
SMG/S IV at branches/ RO/ ZO	Zonal Head
SMG/S V, TEG/S VI at branches/ RO/ ZO	General Manager (HRM)
TEG/S VII	Executive Director
Award Staff and officers up to MMG/S III at administrative offices, Viz. CO, HO, RO/ZO and RRBs, subsidiaries, Associate Banks	Respective functional head.
Officers in SMG/S IV, SMG/S V and TEG/S VI of administrative offices other than at CO, HO, RO/ZO and RRBs, subsidiaries, Associate Banks	General Manager (HRM)
TEG/S VI of administrative offices, Viz. CO, HO, RO/ZO and RRBs, subsidiaries, Associate Banks	Executive Director

Wherever the unauthorized absence is up to -7- days, there should not be any delay in taking a decision for resumption of duties or otherwise as the Branch Head is the Competent Authority.

However, in case of unauthorized absence is for more than -7- days, the following time frame should be adhered to:

- (a) The Branch should forward the application to the Regional Office on the date of its receipt along with background, recommendations, etc.
- (b) Decision about allowing/ not allowing a staff member to resume duty should normally be communicated within -3- days from date of receipt of application; and
- (c) In case the staff member is not allowed to resume duty, the reasons thereof for not permitting him to resume duty should invariably be communicated in writing to him.

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- As Regional Offices are administering branches located at different places, Branch should forward the application seeking permission to join the duties on the date of its receipt alongwith background, recommendations etc.
- Decision about allowing/ not allowing a staff member to resume duty should normally be communicated within -3- days from the date of receipt of application
- In case the staff member is not allowed to resume duty, the reasons thereof for not permitting him to do so should invariably be communicated in writing to him.

DECISION TO INITIATE DISCIPLINARY PROCEEDINGS OR NOT:

All instances of unauthorised absence shall be referred to the concerned Disciplinary Authority. The authority to whom a case of unauthorised absence has been referred for grant of permission to resume duty or who is having the original jurisdiction to deal with the case, shall, examine the matter, and shall institute or refer/recommend matter for disciplinary action as warranted. If in the discretion of the Disciplinary Authority, no disciplinary action is warranted, reasons for the same shall be recorded in writing by the disciplinary authority.

If the Competent Authority/ Disciplinary Authority settles for an administrative action (say, advisory memo) against the employee concerned, the decision shall be conveyed to employee under acknowledgement and placed on record. While deciding for or against disciplinary action, the disciplinary authority shall take into consideration the past service record of the employee as to his attendance record and other mitigating/extenuating factors.

BRANCHES/OFFICES SHOULD MAINTAIN A SEPARATE REGISTER, DETAILING THE PERIOD OF UNAUTHORISED ABSENCE, YEAR-WISE, DATE OF RESUMPTION OF DUTY AND PERMISSION OF THE COMPETENT AUTHORITY, DETAILS OF DISCIPLINARY PROCEEDINGS AND DECISION THEREOF, ETC.

BRANCHES SHOULD ALSO REPORT EVERY INSTANCE OF UNAUTHORISED ABSENCE TO THE RESPECTIVE REGIONAL AUTHORITY WITH DETAILS OF EMPLOYEE'S PAST RECORD OF UNAUTHORISED ABSENCE, IF ANY.

ANNEXURE 3-A

SUGGESTED DRAFT OF THE LETTER TO BE ISSUED TO THE STAFF MEMBER WHO IS REMAINING UNAUTHORISEDLY ABSENT.

REGD.A.D/UPC/ORDINARY POST

Date_____

Shri_____

EC no._____

(Residential address – Present & Permanent)

Dear Sir,

Re.: Your unauthorised absence.

You have been remaining unauthorisedly absent from the duties w.e.f. _____ and therefore disentitled yourself for the salary from the said date.

You are hereby advised to report for duty immediately and explain the reasons for your unauthorised absence. This is without prejudice to Bank's right to initiate disciplinary proceedings against you as per rules.

Yours faithfully,

(Branch Manager)

c.c. 1. Regional Manager, _____Region, for information and record.

c.c. 2. Personal file of Smt./Shri _____ for record.

ANNEXURE – 3-B

DRAFT OF THE LETTER TO BE ISSUED TO THE STAFF MEMBER WHO CONTINUES TO REMAIN UNAUTHORISEDLY ABSENT.

REGD.A.D/UPC/ORDINARY POST

Date_____

Shri _____
EC no. _____
(Residential address – Present & Permanent)

Dear Sir,

Re : Unauthorised absence.

We invite a reference to our letter No. _____ dated _____ informing you that you are remaining unauthorisedly absent from duty w.e.f. _____ and also advising you to report back for duty immediately.

In spite of our aforesaid letter/s, you have not reported back for duties.

Please note that your absence w.e.f. _____ is treated as Unauthorised absence on loss of pay.

You are once again advised to report back for duties immediately. You are, also advised to submit your explanation for remaining unauthorisedly absent within -3- days of receipt of this letter.

In case you do not report back for duties and/or do not submit your explanation to the satisfaction of the Bank, the Bank will have no option but to initiate appropriate action against you.

Yours faithfully,

(Branch Manager)

c.c. 1. Regional Manager, _____Region, for information and record.

c.c. 2. Personal file of Smt./Shri _____ for record.

SPECIAL LEAVE- OFFICERS/AWARDSTAFF

LEAVE FOR TRADE UNION WORK

In terms of Bipartite Settlement and the Bank's Settlement dated 23/12/66 entered into by the Bank with All India Bank Of Baroda Employees' federation, the special leave will be allowed to certain Employees for attending meetings and conferences of the trade unions of the Bank Employees as provided below.

(i)	Office bearers of all India Bank Employees Association (AIBEA), National Confederation of Bank Employees (NCBE), National Organisation of Bank Workers (NOBW), Indian National Bank Employees Federation (INBEF) and Bank Employees Federation of India (BEFI)	up to 21 (twenty-one) days in a calendar year.
(ii)	Central committee members of NCBE/ AIBEA/ NOBW/ INBEF/ BEFI.	up to 17 (seventeen) days in a calendar year.
(iii)	Office bearers of Executive Committee of State or Regional organisations affiliated to NCBE/ AIBEA/ NOBW/INBEF/BEFI.	up to 7 (seven) days in a calendar year.

Provided that an Employee who falls under more than one of the above categories will be entitled to claim only the highest quantum of special leave under any of the categories under which he falls.

Note:

The special leave as above is also available to the Office bearers, Central Committee members of the All India Bank of Baroda Employees' Federation and Office bearers of the Executive Committee of the State or Regional Organisations affiliated to All India Bank of Baroda Employees' Federation.

Office bearers, Central Committee members of NCBE/AIBEA/NOBW/INBEF/ BEFI or office bearers of Executive Committee of State or Regional organisations affiliated to NCBE/AIBEA/NOBW/INBEF/BEFI can be sanctioned special leave only on the basis of list received from Corporate/Head Office and on receipt of written communication from Regional Office.

ILLUSTRATION:

If an Employee is a member of the central committee of a trade union of Bank Employees and also an office bearer of the executive committee of the state/regional organisation affiliated to all India organisation of the same union he would be entitled to 17 days special leave being a member of the central committee of the trade union of Bank Employees and would not get additional special leave of seven days for being an office-bearer of the state/regional organisation.

The members/office bearers of the trade union are not entitled to any special leave to attend any other trade union activities over and above their eligible leave in terms of para 12.1 above.

An officer who is an office bearer of a workmen's union shall not be entitled to special leave under these provisions.

An Employee on special leave shall be entitled to pay & allowances as if he / she was on duty.

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CLARIFICATIONS:

Duty leave or special leave should not be granted to representatives of unions for assisting Labour Enforcement Officer for verification of membership done by the Labour Commissioner.

Branches/Offices, which receive the applications from their workmen for grant of special leave, should refer the matter to Regional Authority for necessary sanction.

TIME-OFF TO WORKMEN REPRESENTATIVES ATTENDING PROCEEDINGS BEFORE CONCILIATION AUTHORITIES.

I. For attending proceedings before Conciliation authorities :

Workman representatives attending proceedings before Conciliation authorities are given time-off as under :

- Only one workman representative is granted permission to represent the case of only an employee of our Bank at the preliminary discussions / conciliation proceedings before the conciliation authorities.
- Such permission is restricted to the time required to attend proceedings before the Conciliation officer at the same station / place and is not available for attending proceedings at outstation places.
- Such workman representative is required to seek prior permission of their respective reporting authorities.
- No travelling expenses are admissible to the representative for the purpose of attending the conciliation before the Conciliation officer.
- The foregoing is not available to officers who are office-bearers of Unions.

II. For attending Labour Courts / Tribunals :

As regards leave for attending labour courts or tribunals, the Sastry Award has stated that it is unnecessary to give any directions as ordinarily the Court or Tribunal would be in a position to give appropriate directions. In view of this direction of Sastry Award, attendance in the Labour Courts or Tribunals may be permitted depending on the Court directions. In the absence of any specific directions, no such facility may be provided.

CLARIFICATIONS :

The guidelines for extending time-off facility to workmen representative at the same station for attending conciliation proceedings are based on the advice received from IBA. IBA has clarified as under :

Government of India, Ministry of Finance has directed that no office-bearer or any employee can be permitted to engage in any activity during office hours to the detriment of his normal office work and that unauthorized absence on the part of employees, whether they are office-bearers of unions or otherwise, should not be allowed except to the extent permissible for legitimate trade union activities as provided for in Awards / Bipartite Settlements and only in accordance with the norms laid down in this behalf.

IBA does not envisage any Special Leave / duty leave facility beyond what is provided in the Bipartite Settlement. Therefore, the absence of office-bearers of any Union for the purpose of representing an employee of the Bank before any Conciliation Officer, Labour Court or Tribunal would be a legitimate Trade Union activity provided the action is with prior permission of the Bank and that the absence is treated as Special Leave within the meaning of para 13.39 of the Bipartite Settlement dated 19.10.1966.

In the light of the above, the facility provided to Office-bearers of any Trade Union / Association for being present before the Conciliation officer shall also fall within the ambit of para 13.39 of the 1st Bipartite Settlement dated 19.10.1966. Any Office-bearer / employee seeking permission to attend conciliation proceedings may be permitted provided it is with the prior permission of the Bank and such absence is treated as Special Leave within the meaning of para 13.39 of the 1st Bipartite Settlement dated 19.10.1966 or any other applicable leave.

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SPECIAL LEAVE FOR PARTICIPATION IN NATIONAL/ INTERNATIONAL SPORTS TOURNAMENTS:

An employee of the Bank who:

Represents the Bank/Bank's team in any official tournaments, in any field of sports should be treated as on special leave (without debiting to his leave account) for such period he is required to be away from duty for the purpose of participating in tournaments of appropriate level as mentioned above.

OR

Represents the State in Senior Nationals or represents the country in Olympics, Asiad, Commonwealth Games or any other Open International Tournament/Event or in any series/match against another country with Government's approval would be eligible for sanction of special leave for the period of actual days on which he participates in the event as also the time spent in travelling to and from such tournaments/meets by the most direct route. Further if any coaching camp is held in connection with the abovementioned events and a bank employee is required to attend the same, the special leave may be granted for this period also. In such cases, special leave may not be restricted to -30- days in a calendar year.

An employee of the Bank who participates in the Bank's team in any official tournament as Referee, Umpire, Judges, Coaches and Managers may be considered for the purpose of special leave as a player in the team.

Special Leave facility to the employees participating in the sports events of National/International importance may be sanctioned/extended only to those employees who have sought prior permission from the Bank for participation in such events.

Granting of special leave as above is subject to the guidelines being issued by the Indian Banks Association in this regard from time to time.

Clarifications:

The facility of special casual leave for indoor games competition like Chess, Carom, Table Tennis, etc should only be given for participation in sporting events of National/International importance and need not be extended for local tournaments.

Where the Bank decides to allow participation of employees in Inter Regional/Zonal/Bank Tournaments, there need not be any restriction in regard to the number of days for which special leave is to be given.

SPECIAL LEAVE TO SPORTSMEN EMPLOYEES & OFFICIALS FOR JUNIOR NATIONAL & ALL INDIA "A" GRADE TOURNAMENTS:

The Governing Council of the Banks' Sports Board in its meeting held on 07.08.1997 has decided as under:

- (1) Sportsmen employees participating at the Jr. National be granted special leave on the same lines as admissible to sportsmen participating at the Sr. National Level Tournaments.
- (2) Sports officials from banks as defined by Banks' Sports Board, i.e. Referees, Umpires, Judges, Coaches & Managers whose services are requisitioned by the respective Federations for officiating at the Jr. National or for any "A" Grade All India Tournament may be granted special leave at the discretion of the Bank subject to a maximum of 30 days in a calendar year.

SPECIAL LEAVE FOR MOUNTAINEERING/TREKKING EXPEDITION:

An employee may be granted special leave not exceeding 30 days in a calendar year, subject to the following conditions:

- (1) That the expedition has the approval of the Indian Mountaineering Foundation/ organised by Youth Hostels Association of India and a certificate should be produced of having participated in the approved expedition.
- (2) The Special Leave facilities for mountaineering/ Trekking expeditions shall not exceed -30- days on one occasion and not more than three occasions in the employee's entire career with a gap of atleast two years between two expeditions. In exceptional circumstances the gap of two years could be relaxed at the Bank's discretion.

The period of absence in excess of 30 days would be treated as regular leave of the kind admissible under the leave rules of the Bipartite Settlement. For this purpose, employee may be permitted, as a special case to combine special leave with the regular leave.

SPECIAL LEAVE FOR PARTICIPATION IN CULTURAL ACTIVITIES:

An employee who represents the Bank/Bank's team in an official competition/ programme in dramatics/ plays, music, dance etc., or participates in the cultural activity at the State/ National level, may be granted special leave (without debiting to his leave account) for such period as he is required to participate in the cultural activity, subject to a maximum of -15-days in a year.

An employee who is chosen as judge in any such competition may be granted special leave not exceeding half of the total absence caused by such participation with a maximum of -7-days in a year.

The Director/Manager if the Bank's cultural team may be considered for the purpose of granting special leave as a member of the team.

No special leave will be sanctioned for practice or for participation in locally organised cultural activities.

SPECIAL CASUAL LEAVE FOR BLOOD DONATION:

An employee, who donates blood, may be given special casual leave for one day on production of a certificate from the medical officer of the hospital where he has donated blood.

The special casual leave is to be granted on the very day on which the employee donates the blood.

SPECIAL LEAVE TO BANK EMPLOYEES JOINING CIVIL DEFENCE/ HOME GUARDS ETC.

- (a) If during an emergency, a staff member, who is enrolled as a member of the Civil Defence Service or Home Guards, is required to perform any duties and functions during office hours, the period of absence shall be treated as on duty, if a request to that effect is received from the concerned Civil Defence/Home Guards Authorities.
- (b) The staff members may also be permitted to receive in addition to their pay, such allowance as may be prescribed for them Under the Civil Defence Service Rules, 1962.

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- (c) The above facilities are not admissible to staff members desiring to join Civil Defence Organisation/ Home Guards on a whole time basis.

SPECIAL LEAVE IN CASE OF ACCIDENT/ INJURY WHILE ON DUTY/ PLAYING FOR THE BANK, ETC

In cases of injuries sustained by a workman in the course of his duty, he shall be treated on special leave for period of his absence required for the treatment.

The conditions for sanction of special leave to sportsmen are as under:

- (1) When an employee is injured/hurt or meets with an accident while on duty whether in the Bank or elsewhere including while on deputation and training, he may be granted special leave, without debiting the same to his leave account for the period he is required to remain absent from his duty due to injury sustained by him provided such injury was not occasioned by employee's own negligence or action:
- (2) When an employee meets with an accident/sustains injury while playing for the Bank in any official tournament or representing in a team at the State or National level in any tournament, he also be granted special leave, without debiting the same to his leave account, for the period he is required to remain absent from his duty due to injury sustained by him.
- (3) The employee who sustains injury in the above circumstances may also be reimbursed the actual medical expenses incurred by him for the treatment of the injury after getting the medical bills verified from the Bank's Doctor and provided the Management is satisfied about the genuineness of the claim.
- (4) When the absence of an employee due to the above circumstances exceeds three days, a medical certificate should support the same.

Competent Authority:

- (1) The Zonal Authorities are authorised to decide, in their discretion, cases, which fulfill the above norms as under:
 - (b) to sanction special leave up to maximum of 15 days in a year; and
 - (b) to reimburse medical expenses up to Rs. 1000/-.
- (2) The General Manager (HRM) is the Competent Authority for sanction of special leave beyond 15 days in a year and/or reimbursement of medical expenses beyond Rs.1000/-

To reimburse actual medical expenses incurred up to Rs. 1000/- p.a. (in each case) excluding conveyance charges and after getting the medical bills verified from the Bank's doctor, the Zonal Authority should be satisfied about the genuineness of the claim.

The medical expenses reimbursed under the above circumstances would be outside the medical aid (under Bipartite Settlement) and ex-gratia medical aid reimbursed to the staff members.

GRANT OF STUDY LEAVE FOR GOING ABROAD:

An employee may be sanctioned study leave, subject to following conditions:

- (1) The subject of study of the applicant employee should be such as would be useful to the concerned employee in the discharge of his duties in the Bank on his return, such as banking or business management/administration.
- (2) The employee should have put in five years of service.
- (3) The work and the conduct of the employee during the period of service should be good.
- (4) The leave should be on loss of pay and should not normally exceed more than 2 year.
- (5) The applicant should produce satisfactory evidence regarding admissions to a foreign university before leaving and follow it up with periodical evidence of the courses he is pursuing, producing the requisite certificate from the college concerned.
- (6) The applicant will have to execute a bond for Rs.3,00,000/- in favour of the Bank. It may also be stated here that the bond will have to be executed on stamp paper of the appropriate value, the cost of which will have to be borne by the concerned employee. Normally, the bond will be for a period of -3- years.

The Regional Authorities must ensure that the applicant satisfies the aforesaid conditions before referring his case to the Staff Administration Department/Personnel Division/Head Office for advice. Along with the application, the Regional Authorities must also furnish the full service particulars of the employee concerned in Proforma of application.

SPECIAL CASUAL LEAVE FOR SMALL FAMILY NORMS:

Employees of the Bank shall be entitled to the following facilities for family planning:

- (a) Male employees, who undergo sterilisation (Vasectomy operation), shall be entitled to special casual leave for a period not exceeding six days.
- (b) Female employees, who undergo non-puerperal tubectomy operation, shall be entitled to special casual leave for a period not exceeding fourteen days.
- (c) Female employees, who have IUD insertions, shall be entitled to one day's special casual leave.
- (d) Male employees, whose wives undergo non-puerperal or puerperal tubectomy operation, shall be entitled to special casual leave for a period not exceeding seven days, subject to production of a medical certificate from the doctor who performed the said operation, to the effect that the presence of the employee is essential for the period of leave to look after his wife in connection with post-operation care.
- (e) An employee developing post sterilisation complication shall be entitled to special leave to the extent of the period for which he or she is hospitalised for such post-operation complication, subject to production of necessary certificate from the concerned hospital authorities/authorised medical attendant. If need be the Bank's doctor may be asked to examine such employee and issue the required certificate.

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- (f) Special Casual leave is to be granted only in respect of those operations which are preformed for promoting small family norms under the Government Scheme and subject to submission of satisfactory medical certificate.
- (g) An employee is not entitled to Special Casual Leave after Maternity leave, if the Sterilisation/ re-canalisation was done during the maternity leave.

The Government has since clarified that the special casual leave connected with sterilisation; re-canalisation under family welfare programme may be suffixed as well as prefixed to regular leave or casual leave. However, special casual leave should not be allowed to be prefixed both to casual leave and regular leave. Special Casual leave may either be prefixed to regular leave or to casual leave and not both. Sundays and other holidays shall be taken into account if they fall in between such period.

SPECIAL CASUAL LEAVE FOR DISABLED EX-SERVICEMEN EMPLOYEES:

The Bank has been granting special casual leave not exceeding 15 days in a calendar year to the Disabled Ex-Servicemen for enabling them to appear before Medical Re-Survey Board for assessing their disability pension or to go to artificial centre for replacement of artificial limb(s) or for treatment. The maximum period of 15 days would include transit time (both ways) and the same may be sanctioned on the basis of certificate of Artificial Limb centre or hospital or Medical Re-survey Board as the case may be.

This facility of special leave can be considered to those disabled ex-servicemen who are provided with artificial limbs as a result of injury sustained in military operation and not otherwise.

SPECIAL LEAVE (HALTING ALLOWANCE ETC.) TO DEFENCE REPRESENTATIVE FOR DEPARTMENTAL ENQUIRY:

If the representative defending the employee is an employee of the same Bank at an outstation branch within the same state, he shall be relieved on special leave (on full pay and allowances) to represent the employee and be paid one to and fro fare. The class of fare to which he will be entitled would be the same as while travelling on duty. In case of any adjournment at the instance of the bank/enquiry officer, he may be asked to resume duty and if so, will be paid fare for the consequential journey. He shall also be paid full halting allowance for the period he stays at the place of the enquiry for defending the employee as also for the days of the journey which are undertaken at the Bank's cost.

EXPLANATION:

'State' for the purpose, shall mean the area, which constituted a political state.

SPECIAL LEAVE/TA/DA TO EMPLOYEES SUMMONED TO ATTEND COURTS OR DEPARTMENTAL ENQUIRIES NOT AGAINST EMPLOYEES OF THE BANK:

As regards granting special leave and travelling and diem allowance to employees who are summoned to attend courts or departmental enquiries outside the Bank for giving evidence. The same may be granted to such employees provided:

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- (1) The employee has been officially served with a summons issued by a Civil or Criminal Court or the outside Inquiring Authority.
 - (2) The state or the Bank is directly a party to the proceeding and the employee is summoned to give evidence in his official capacity.
 - (3) If the summons is issued in outside departmental enquiries, the authority issuing the summons is a properly constituted one.
 - (4) The employee produces a certificate to the effect that in compliance of the said summons, he had, in fact, attended the Court/Enquiry.
 - (5) The employee produces evidence or informs the Bank in writing to the effect that he has not received any payment whatsoever from the Court/Inquiring Authority for his having attended the said Court/Enquiry to give evidence.
 - (6) In the event of the employee having received any such payment from the Court/Inquiring Authority he should either:
 - (a) Claim TA/DA from the Bank and credit to the Bank the payment received from the Court/Inquiring Authority.
- OR
- (b) Retain the payment received from the Court/Inquiring Authority and forgo his claim for TA/DA from the Bank.
- (7) Cases not falling within the aforesaid guidelines should be referred to Industrial Relation Department at Central Office Bombay for necessary advice.

Cont....9/-

GUIDELINES ON CLOSURE OF CENTRAL GOVERNMENT OFFICES INCLUDING ESTABLISHMENT OF THE CENTRAL GOVERNMENT IN CONNECTION WITH GENERAL ELECTION/ BYE-ELECTION TO PARLIAMENT/ STATE ASSEMBLIES AND OTHER ELECTION TO LOCAL BODIES - SANCTION OF SPECIAL CASUAL LEAVE, ETC.

The guidelines contained in Government of India, Ministry of Finance O.M. No.12/4/86-JCA dated 8th March 1987 in the matter are as under:

<p>I. General Election to Lok Sabha/ State Assemblies:</p>	<p>I. Facilities/ Privileges to Central Government employees: (a) Holiday/ closure of offices: - In connection with General Elections to Lok Sabha or a State Assembly, a local holiday is usually declared by the State Government on the date(s) of polling, if held on day(s) other than Sunday or other closed holiday. When such a holiday is declared, the Central Government offices located in such places should also be closed on the polling day(s) in accordance with the practice adopted by the State Government. (b) Grant of Special Casual Leave :- Every eligible voter is entitled to be registered in the electoral roll of a constituency in which he ordinarily resides. In some cases, it may so happen that the Central Government employees residing, and enrolled as a voter, in a particular place/ constituency, say Delhi (where the election is to be held), may be employed in any office located at some other place, say, Faridabad/ Ghaziabad, etc. In such cases, the individual Central Government employees may be granted special casual leave, if his office does not happen to be closed on that particular day to enable him to exercise his franchise.</p>
<p>II. Bye-Elections: (i) Lok Sabha:</p>	<p>II (a) Holidays/ Closure of Offices:- State Government normally declares a local holiday in the particular area/ constituency on the polling day(s) where the election is to be held (b) Grant of Special Casual Leave:- Permissible on the same ground as in the case of general elections.[of I(b) above]</p>
<p>Bye-Elections: (ii) State Assemblies:</p>	<p>(a) Holiday/ closure of offices:- In bye-election to State Assemblies, central Government offices should not be closed. It would be sufficient if only those Central Government employees who may be placed on election duty are permitted to absent themselves from office on the polling day(s). All other employees should be given facility to exercise their franchise either by way of coming late to office or by being allowed to leave office early or a short absence on that day, subject to the exigencies of the service. (b) Grant of Special Casual Leave:- Permissible on the grounds/ circumstances as in the case of general elections [of I(b) above]</p>
<p>III. Panchayat/ Corporation/ Municipalities or other Local Bodies:-</p>	<p>III. The Central Government Offices should not be closed. The Government employees who are bonafide voters and desire to exercise their franchise should however, be offered reasonable facility, subject to the normal exigencies of service, either by way of coming late to office or by being allowed to leave office early or a short absence on that day.</p>

NOTE: The above guidelines of O.M. dated 8th March 1987 are applicable in respect of Central Government industrial establishments.

GENERAL CLARIFICATION:

Employees are not eligible for any special leave for reconstruction/repairing their houses in flood-affected areas. They may however be granted eligible leave to their credit for such purpose.

ATTENDANCE, PUNCTUALITY AND DISCIPLINE AT BRANCHES/OFFICES

Our Bank being a service organization, the delivery of products and services across the counter is of paramount importance for better customer service. This is necessary for keeping a high image of our Bank. To remain viable in the era of competition and to sustain the Bank's goals, there is a pressing need to maintain discipline so as to be able to provide efficient and prompt customer service. Each staff member must introspect and take upon themselves the task of improving work culture to meet the emerging demands of the Customers.

During the course of HR audit, a general laxity in enforcement of attendance, punctuality and discipline at the branches/offices has been observed. In spite of clear and specific guidelines in the matter, irregularities and aberrations exist. In order to maintain competitive edge to retain existing customers and to attract high value customers, we have to maintain high standards of punctuality and discipline at branches / offices.

We have been advising repeatedly that attendance, punctuality and discipline at branches/offices is a pre-requisite for good customer service and achieving business goals. The punctuality in attendance of staff members and general discipline at branches/offices is the utmost requirement.

The focus has now shifted to the "Man at the Counter" where the Customers get the feel of the services rendered by the Bank. Obviously, it will not augur well with the image of the Bank if the Customer face vacant counters during the working hours. Hence, this aspect is basic to providing efficient and continuous counter service.

Service rules applicable to staff members clearly stipulate that they should report at the branch/office well in time, put-in full day's work and maintain discipline. There is no ambiguity in service rules. What is needed is the will to implement the service rules and build up a work culture conducive to business interest of the Bank.

Action Points:

At the cost of repetition, we reiterate the Bank's guidelines/rules on attendance, punctuality and discipline as under;

Discipline at work place is not negotiable. It should be a continuous effort of the Branch Head and other reporting/controlling authorities to nurture and propagate a culture of discipline at branches/offices. Please firmly believe that discipline at work place is a non-negotiable cultural issue and propagate the same.

❖ **Attendance & Punctuality:**

1. It should be noted that Attendance Register is a document required to be maintained under law and it has wider legal implications if not properly maintained. Instances are not uncommon when THE Attendance register is manipulated/tampered to camouflage commission of crime/acts of misconduct by staff members. Therefore, the Branch Head, Joint Managers and the Staff Officers have specific responsibility to ensure that the Attendance Register and Movement Register is not tampered with. They would also be responsible for maintaining the same.
2. The staff members should not be allowed to report late or leave office early. They should mark the exact time of their reporting and leaving office. In case any staff member is found marking incorrect timing in the Muster roll, appropriate noting be made in the Muster roll besides advising him in writing to mark correct timing.

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3. **There is no rule for permitting grace time or concessions to any staff member in attendance and punctuality.** No relaxation whatsoever should be permitted in regard to reporting time and leaving time.
4. All the staff members should be available during office hours and discharge their allotted duties. In case any staff member is required to leave the branch/office, for short period, the time of his exit and time of re-entry should be properly recorded in the Movement Register. Movement out of branch/office for personal purposes should be discouraged.
5. Reporting late or leaving early should not be allowed. Any staff member reporting late should be marked "Absent" in Attendance Register. The exact time of reporting and leaving the office should be marked in the Attendance Register. Further, any staff member not available at the branch during office hours should be recorded in the Attendance Register appropriately and salary for the day should be deducted on the basis of "No Work, No Pay" besides suitable disciplinary action for such conduct.
6. Necessary steps may be taken to allay any reservations that may be faced in this regard from any quarters. Educate and counsel all concerned about the importance of maintaining attendance, punctuality and Discipline.

❖ **Leave Records:**

Leave records have a direct bearing on maintenance of attendance, punctuality and discipline. Therefore, the Branch Head should ensure the following:

1. It should be clearly understood that sanction of leave is not a matter of right of the staff members in terms of the Bipartite Settlements/officers' Service Regulations. The right to sanction or reject leave is a managerial function and is exercised keeping in view administrative exigencies of the Bank. Therefore, absence of staff members should not be treated indiscriminately as leave by post-facto sanction.
2. The branches/offices should strictly follow the provisions of the Bipartite Settlements and officers' Service Regulations with regard to grant of leave. The provisions relating to purpose for which leave can be sanctioned, period of leave, number of occasions for availing leave, etc as stipulated in BPS/BOBOSR should be strictly followed without any deviation.
3. Leave should be regulated in such a manner so that it does not affect Bank's work.
4. Absence of staff members without prior sanction of leave should be treated as unauthorised absence on loss of pay. Therefore, the staff members desirous of availing leave should apply well in advance in prescribed proforma and seek its sanction. In case of sick leave, the staff members should intimate his sickness and request for sanction of sick leave with supporting Medical Certificate acceptable to the Bank.
5. Leave record should be properly maintained and updated.
6. Detailed guidelines have been issued vide Circular NO CO:BR:94.133 dated 30.5.2002 (Same is incorporated in this Master Circular) to effectively deal with cases of "Extra-ordinary leave in loss of Pay" and "Unauthorised absence on Loss of Pay" Such absence/leave should be properly recorded in the Leave Register. Salary should not be paid for the period of "Extra-ordinary leave in loss of Pay" and "Unauthorised absence on Loss of Pay" and the annual increment should be deferred by equal number of days. The same should also be reported to the Regional Head immediately.

❖ **Discipline :**

1. All the staff members are required to build a culture of discipline and high standard of customer service.
2. The staff members are required to maintain discipline at work place and desist from committing, aiding or abetting acts of indiscipline.
3. The acts of indiscipline which directly affect customer service, viz unauthorised absence, non-availability of staff members at work place during office hours, misbehaviour with the customers, refusal to carry out lawful and reasonable instructions of superiors, refusal to carry out allotted duties, etc. would attract disciplinary action as per rules.
4. Similarly, any acts of indiscipline/misconduct will attract disciplinary action as per rules. Enforcement of discipline is not negotiable.
5. Maintenance of discipline at branches/offices is a managerial function. Therefore, the acts of indiscipline should be reported to the Controlling/Disciplinary Authority for appropriate action as per rules. Even suppression/non-reporting of any act of indiscipline by staff members would call for suitable action against the controlling/reporting authority.

With the above we would like to put all staff members on notice that non-adherence of attendance and punctuality would be viewed seriously and action will be initiated against the staff members who do not follow prescribed norms.

**SANCTION OF LEAVE AND PERMISSION TO GO ABROAD
AND ISSUANCE OF NO OBJECTION CERTIFICATE FOR
OBTAINING/RENEWAL OF PASSPORT, VISA**

Ref. : Circular No. CO:BR:88/40 dated 16.02.1996.

To facilitate faster decision-making and also to strengthen the Zonal/Regional administrative set up for effective functioning, a proposal for delegation of administrative powers in respect of certain personnel/HRM issues, was submitted to Executive Management Committee.

The Executive Management Committee, in its meeting held on 4th January, 1996, has approved delegation of administrative powers as given below in Annexure 6-I. In view of the above, requests received from staff members for issuance of NOC/sanction of leave and permission to go abroad, may please be forwarded henceforth to the authorities specified in Annexure 6-I.

Detailed guidelines and revised formats for issuance of NOC/sanction of leave and permission to go abroad are given in Annexure-6-II.

As advised in Circular No. CO:BR:87/159 dated 19th July, 1995, staff members who are already having passport should submit details about their passport number, date and office of issue etc. alongwith xerox copy of the first two pages of the passport.

Delegation of Administrative Powers

Re: 1. Authorising issuance of NOC for obtaining Passport
2. Sanction of leave and Permission to go abroad - upto 90 days

Category of Staff	Competent Authority
For all employees at HO up to MMG/S III	DGM looking after Staff Admn. at HO
For SMG/S IV/V/VI posted at HO	GM (Ops. & Ser., incharge of HO Administration) or any other GM posted at HO with charge of HO Admn.
For all employees at CO upto MMG/S III	AGM (P) CO
For all Executives in SMG/s IV/V/VI at C.O. & Principal, Staff College, Ahmedabad	DGM / GM incharge of Personnel portfolio
Zonal Managers other than in Scale VII and Scale V Executives in AGM Headed Zones	GM Incharge of Operations Portfolio
Executives in Scale VII irrespective of their place of posting	E.D./ CH. & MD
For all employees upto MMG/S III in CID/ZIC	Executive Incharge of CID/ZIC
For executives in SMG/S IV & V in CID/ZIC	DGM (CID)/GM Incharge of Inspection portfolio
For all employees up to Scale IV in TCs / College	Principal, Staff College, Ahmedabad
For all employees upto MMG/S III at MMO	CM (P & A), MMO
For executives in SMG/S IV & V at MMO	DGM, MMO
For all employees in the Region upto MMG/S III	Regional Authority in Scale IV
For all employees upto Scale IV/V in AGM/DGM Headed Region	Regional Authority in Scales V/ VI
For employees at ZO upto MMG/S III and for Executives in zone in SMG/s IV/V/VI not covered above	Zonal Manager in TEG/S VI/VII
Employees on deputation to RRBs and Associate Banks	GM Incharge of RRB and Associate Banks.
Employees on deputation to subsidiaries	Managing Director/Chief Executive of Subsidiaries
Employees on deputation to other Banks/ Institutions	DGM/CGM (HRM & GA)

- Note:**
1. In the event an executive of competent rank if not available, in such cases, an Executive one level above the competent rank may exercise the powers.
 2. Request for leave beyond 90 days or extension thereof beyond 90 days in very exceptional circumstances such as medical treatment, sickness etc. should be referred to DGM/GM incharge of Personnel portfolio. In respect of zones headed by Executive in TEG/S VII, the Zonal Head is authorised to grant/extent leave beyond 90 days on medical grounds.

PROCEDURE FOR

1. Issuance of No Objection Certificate for obtaining/renewal of passport, visa;

2. Sanction of leave and permission to go abroad

1. Application for issuance of "No Objection Certificate" for obtaining/renewal of passport/visa, sanction of leave and permission to go abroad should be routed through the reporting authority, as per proforma provided in part 'A' or a part 'A-1' of this annexure, as the case may be, as per the normal procedure.
2. The reporting Authority should forward the application to the Competent authority after due certification of the contents therein at Part B or B-1 of this annexure, as the case may be.
3. The Competent authority should obtain vigilance clearance from Zonal Vigilance Dept. as well as Central Vigilance Dept., CO, Mumbai before granting NOC for passport/sanction of leave and permission to go abroad. In respect of employees who are on deputation to subsidiaries, RRBs etc., the procedure for vigilance clearance shall also be applicable.
4. On receipt of permission from the Competent authority, " NO Objection Certificate" for obtaining passport/sanction of leave and permission to go abroad, may be given to the staff members by the concerned authority as per proforma 'D' and 'D-1' after obtaining the following from the employee:
 - (i) For "No Objection Certificate" for passport :
 - (a) Undertaking to submit details of passport such as passport number, date and office of issue, etc. alongwith xerox copy of the passport
 - (b) undertaking to obtain specific sanction for leave and permission to go abroad from the bank before leaving the country
 - (c) undertaking to make provision to liquidate all outstanding loans with the Bank before leaving the country
 - (d) undertaking to execute necessary power of attorney and undertaking as well as guarantee on stamp paper etc., as prescribed by the Bank
 - (ii) For sanction of leave and permission to go abroad :
 - (a) Power of attorney on stamp paper
 - (b) Letter of undertaking on stamp paper
 - (c) Letter of guarantee on stamp paper
 - (d) Any other as desired by the bank
5. The branch/office should ensure that the staff member after he obtain the passport, submits details of passport together with xerox copy of passport for office record and the same is kept in his personal file.

Procedure for considering Requests received from employees for sanction of Leave and permission to go abroad.

1. Purpose

- i) Pleasure trip or social visit (on tourist visa)
- ii) To join spouse who is serving abroad either in our Bank or any other organisation for limited period.
- iii) To establish immigration rights or to renew green card
- iv) Medical Treatment of self/spouse (on Tourist or other specific visa)

2. Requirements to be met with before sanction of leave and permission to go abroad to be granted

- i) The application seeking permission to go abroad should be submitted by the employee atleast 2 months in advance.
- ii) The concerned employee should have sufficient privilege leave balance. Request for permission to go abroad against future accrual of leave or leave on loss of pay shall not be entertained, except for medical treatment.
- iii) The employee should hold a valid passport and visa for the proposed visit abroad. In case visa is not available at the time of making application, the employee shall be required to furnish the same before the leave is sanctioned.
- iv) Permission for going abroad would not be normally considered in respect of employees holding immigration visa. Such cases should be referred to General Manager/Dy. General Manager in charge of personnel portfolio. Such cases are required to be submitted to Head Office with all original papers.
- v) Vigilance clearance from Zonal Vigilance Deptt. as well as Central Vigilance Deptt. is essential.
- vi) The terminal benefits should be sufficient to cover the outstanding dues payable by the employee to the Bank, failing which the employee shall be required to deposit the deficit amount in his S.B.A/c which will be earmarked as security against the dues payable by the employee to the Bank.
- vii) The employee shall be required to execute necessary power of Attorney and Undertaking as will as Guarantee on stamp paper etc. as prescribed by the Bank.
- viii) The employee shall also be required to execute an irrevocable undertaking on stamp paper to the effect that he will not request for any extension of leave and will report for duty on the scheduled date, failing which the said letter of undertaking shall be treated as the letter of resignation by the Bank.
- ix) Passport and visa particulars are required to be submitted together with xerox copies of passport and visa to the branch/office.
- x) The employee is also required to submit copy of return ticket to the Branch / Office.

IBA Guidelines on absence from duty on account of curfew, natural calamities, bundh, agitation, breakdown of public transport system, etc.

(A) Absence of employees on account of curfew:

(i) Where a bank office is kept closed for the day

If a bank of office remains closed on account of a curfew order imposed during the entire working hours, the employees should be given special casual leave for the day.

(ii) Where a bank office is kept closed for part of the day

If a curfew is imposed only for part of the day and therefore the bank office is kept closed for part of the working hours, the employees who attend office during the hours the office is kept open should be treated as having attended the office for the full day. The absence of employees who do not attend office during the time it is open should be adjusted against their appropriate leave account.

(iii) Where the bank office remains open

Where an employee is unable to attend office on account of imposition of curfew at the place of residence or at the place which falls on way to the bank office, his absence could be treated as a special casual leave. Special casual leave in such cases would be permissible only if it is physically impossible for the employee to report for duty. No special casual level should be given if it is possible for him to reach the office by a circuitous route avoiding curfew-bound area or if special permission has been given by the Government authorities to move through the curfew bound areas for to and fro journeys to the bank/office, on production of identity cards. etc.

(B) Absence of bank employees due to natural calamities or civil commotion or any other cause beyond the control of the Bank

If the closure of the bank is necessitated for reasons of natural calamities such as fire, rains, deluge or civil disturbances such as riots or any other cause beyond the control of the Bank, only appropriate leave including casual leave, but not special leave, should be granted to bank employees in terms of Paragraph 511 of the Sastry Award

(C) Absence of employees due to Bundh, Morcha, Strike, Rail/Rasta Roko, etc. organised by various political/religious and other parties, unconnected with the banking industry

(i) In all cases where the Bundh, etc. is supported / co-sponsored or actively assisted by bank employees or their affiliated Union/Association, action should be taken against employees who absent themselves from duty by effecting "Wage Cut" on the basis of the principle "No Work No Pay" in addition to any action the management may like to take as per the Service Rules.

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- (ii) In all cases where the Bundh, etc. is not supported/co-sponsored or actively assisted by bank employees or their affiliated Union/Association, if an absenting employee gives a letter stating that he was not a member of any Union/Organisation which gave a call for the Bundh etc., and he did not participate in the Bundh etc., but was prevented from attending office due to non-availability/disruption of transport facilities, physical obstruction or other legitimate reasons, his appropriate leave account may be debited.

(D) Absence of employees during strike/agitation, etc

If there is a call for strike given by any union of bank employees and an employee remains absent on the strike day, he should be deemed to be on strike and his wages for the day should not be paid on the principle of "No Work No Pay" in addition to any action the management may like to take as per the Service Rules.

If on the day of the strike, a particular office of a bank remains locked, the absence of the employees who were not on strike should be regularized as special casual leave by an authority not lower than the Deputy General Manager subject to fulfillment of the following conditions :-

- (a) If the employee is a member of the union which has given a call for strike, he should advise the bank in writing before the strike day that although he is a member of the union which has given a call for strike, he has no intention to go on strike.
- (b) A letter by the employee, even if he is covered by (a) above stating that he was not on strike and he had come to attend the office in the usual manner but could not do so as all the doors were locked.
- (c) If it is established that even one or two employees were able to enter the office and the doors were opened any time before the close of business hours, leave should not be given to those who did not enter the office.

(E) Absence of employees for part of the day

Wherever employees without prior permission of the management go on agitation of any form during office hours, they will have to be treated as having committed breach of contract of service and the principle of "No Work No Pay" should uniformly apply subject to the decisions of the Court, if any. Even where an employee is in breach of his contract for part of the day, he will not earn wages for the full day subject to the condition that the bank does not acquiesce in the breach by taking work from such employee for the rest of the day. In such a case, care should be taken to give an intimation to the employees sufficiently in advance, through a notice, which may be displayed or circulated, that no further work is expected of them for the rest of the day. In a "No work No Pay" situation, the question of deduction of wages does not arise as the employees have not earned wages, as normal work in the normal manner in accordance with the contract of employment which is a condition precedent for earning wages has not been satisfied. Banks should also ensure that appropriate adjustments are made at the time of disbursing the salary for the month.