

LEAVE

Computation of entitlement to privilege as well as casual leave of the officers has been changed from calendar year to Financial Year w.e.f.01.04.2003 i.e., from 1st April to 31st March. However, there is no change in the existing computation procedure for the sick leave. (CDO/PM/16/CIR/80 dt.28.12.2002).

Leave and Attendance module in HRMS has to be mandatorily used for marking daily on-line attendance and application/approval of leave. All the branches/offices are hereby advised that no manual application/approval of leave should be allowed. Leave balance data has to be updated and tallied with the actual records(CDO/P&HRD-PM/8/2016-17 dated 27.04.2016)

5.1 CASUAL LEAVE:

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.
- An inspecting official on continuous mobile duty may avail casual leave without the ceiling of four days.
- Casual leave may be prefixed or suffixed to or combined with Sundays/Holidays. Such Sundays/Holidays shall not be treated as part of the casual leave.
- The incumbents of the following posts are deemed to be ineligible for casual leave: Branch Managers, Officers, including Managers of Divisions, entrusted with joint custody of currency chest, control documents, valuables and securities etc., Cash Officers.

In case of an officer who is ineligible for casual leave, the entire balance of casual leave should be credited to privilege leave account.

- The incumbents of the following posts are deemed to be eligible for casual leave: Dy. General Managers at Main Branches; Divisional Managers at Main Branches; Branch Managers of divisionalised branches having the post of Manager (Accounts); Divisional Managers not holding custody of security documents, valuables or locker keys etc.
- An officer may be granted casual leave for 12 days in the year of retirement.

5.2 UNAVAILED CASUAL LEAVE

Casual leave not availed of in any year may be suffixed or prefixed to sick leave in the following three years. In case an officer does not avail himself of the unavailed casual leave in the following years, it will automatically lapse. The unavailed casual leave of an award staff employee, which has been credited to sick leave account and thus accumulated thereby stands protected on his promotion to supervisory cadre. Accordingly, such sick leave will be shown as credit to the sick leave account of an employee on promotion and the sick leave so credited will be in addition to the sick leave to which the employee will be entitled to after his promotion in terms of his service rules.

5.3 PRIVILEGE LEAVE (w.e.f.01.06.2015) **(CDO/P&HRD-IR/24/2015-16 dt. 26.06.2015)**

An officer shall be eligible for privilege leave computed at one day for every eleven 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. Provided that maximum period of privilege leave admissible to an officer at any one time shall be four calendar months. Provided further that a member of the Bank's staff promoted as an officer shall have such privilege leave as may be due to him at the time of promotion credited to him as privilege leave earned under this Rule.

- Under Rule 33(4) of SBIOSR, Privilege leave may be accumulated upto not more than 270 days except where leave has been applied for and it has been refused. However, encashment of privilege Leave shall be restricted upto a maximum of 240 days.
- Further, in modification of Rrule 33(5) of SBIOSR, an officer desiring to avail of privilege leave shall ordinarily give not less than 15 days' notice of his/her intention to avail of such leave.
- Portion of privilege leave that is allowed to be carried over should necessarily be availed as early as possible, say within 3 months of the following year and in extreme emergent situations such carryover of leave may be extended upto a period of 6 months. Should this not be possible and the officer is due to retire, he will be permitted to encash a maximum of 240 days only.
- Officers who are retiring in the middle of the year will be allowed to encash a maximum of 240 days only.

5.4 ENCASHMENT OF PRIVILEGE LEAVE

One month's Privilege Leave can be encashed once in every block of four years at the time of availing of LTC/HTC or 15 days' encashment of leave in each block of 2 years while availing of LTC/HTC. For such encashment, Basic Pay, Dearness Allowance and House Rent Allowance (actual or notional), CCA and all other regular allowances are admissible.

For the purpose of computing leave encashment of an officer, who is staying in his own house and is being paid HRA on capital cost basis, the actual HRA paid to an officer should be taken into account for the purpose. The concept of notional HRA is applicable to the officers who have been provided with the residential accommodation by the Bank (Leased/Bank's flats)

5.5 SICK LEAVE

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 upto 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.

- In respect of the period of sick leave, an officer shall be eligible to receive one half of the full emoluments. Provided that if an officer so desires, the Bank may permit him to draw full emoluments in respect of any portion of sick leave granted to him,

twice the amount of such period on full emoluments being debited against his sick leave account.

- 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 3 months of additional sick leave. Bank has decided that additional sick leave of 3 months in terms of Rule 34 (4) of SBIOSR can also be sanctioned in accordance with the proviso to sub-rule 34 (2), i.e. for an absence of 45 days on sick grounds by debiting twice the number of days of absence.
- So long as privilege leave is due, an officer who proceeds on leave on medical grounds may exercise the option of availing himself of sick leave or privilege leave.

5.6 STUDY LEAVE

Study leave for a maximum period of 3 years, provided the officer has completed 5 years service in the Bank and has more than 5 years residual service left after return from study leave. The officer should have completed all mandatory assignments for his next promotion. Study leave will be granted only on one occasion for the above purpose during his/her entire service. The bond amount for study leave granted to officers in terms of instructions contained in Circular No. CDO/P&HRD-CM/40/2007-08 dt.23.10.2007 stands as under:

<u>Period of Study Leave</u>	<u>Bond Amount</u>
a) Upto 1 year	Rs.7.50 lacs
b) More than 1 year and upto 2 years	Rs.10.00 lacs
c) More than 2 years and upto 3 years	Rs.15.00 lacs

5.7 EXTRA ORDINARY LEAVE (EOL) ON LOSS OF PAY

An officer shall be eligible for extraordinary 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 for more than 90 days at a time. Provided that in very special circumstances, the competent authority may grant EOL on loss of pay upto a total period of 720 days. EOL on loss of pay may be granted to an official when no privilege leave is due to him and when having regard to his length of service, sick leave is not considered justified by the authority empowered to grant leave. Normally EOL may be sanctioned in the following circumstances:

- Officer's own sickness;
- Sickness of officer's wife or children;
- For appearing in examinations;
- For prosecuting higher studies, in case of those who are not eligible for study leave;
- Any other reason beyond the control of the officer.

<u>Period</u>	<u>Competent Authority</u>
180 days cumulative upto MMGS III	Working in branches: Respective Regional Manager Working in CPCs/Admin Offices: DGM (B&O)
360 days cumulative	GM concerned
720 days cumulative	CGM
Beyond 720 days	Group Executive/Dy.M.D.& CDO,CO, Mumbai, may condone absence.

The proposal for condonation of absence beyond 720 days (EOL) in respect of deceased cases, in order to regularise the absence should not be put up for consideration to Central Office. In such cases the absence of the officer should be noted as such in his service sheet and the terminal benefits settled after recovering dues and liabilities in the usual manner.

EOL may be granted in combination with or in continuation of any kind of leave. Such leave will not count for pension, increment, etc. Seniority of the officer will also be affected. Competent Authority may approve restoration of seniority and to count the period of Extra-ordinary leave for the purpose of increment. It will, however, not reckon for pension.

Restoration of seniority: Up to 180 days – CGM; Beyond 180 days - Dy. M.D. & CDO, CC, Mumbai.

EOL TO JOIN SPOUSE POSTED ABROAD

EOL to officers to join their spouses posted abroad may be extended to officers whose spouses are working in other public sector banks, RBI and GOI departments only and they may also be sanctioned extra ordinary leave on loss of pay for a maximum period of two years subject to the undernoted stipulations:

- The period of such leave will not be counted for the purpose of service, pension, seniority etc.
- The officer should have rendered minimum 5 years of confirmed service as on the date of application.
- The officer should have minimum 5 years of residual service as on the date of application.
- The officer will not be eligible for bank's flat/leased accommodation during the period of extra ordinary leave.
- The officer will not be eligible for reimbursement of medical aid, annual furniture maintenance and monthly reimbursement of news paper, conveyance expenses, cleansing material and servant allowance etc. during the period of leave.
- While considering such requests for sanction of EOL on loss of pay, it should be made clear to the concerned officer that they will have to come back to India, invariably after expiry of sanctioned extra ordinary leave.
- No request for resignation/voluntary retirement will be considered by the Bank until the officer rejoins his/her duty after the expiry of the sanctioned extra ordinary leave on loss of pay.
- However, in cases where the spouse is working in private sector banks and private companies etc. the officer will not be eligible for this facility.
- The authority structure for sanction of such extra ordinary leave on loss of pay will be the same as for sanction of EOL on loss of pay in terms of SBIOSR Rule 37 in Circular No. CDO/PM/CIR/73 dt. 14.02.1997 and CDO/IR/SPL/92 dt. 27.05.2008.
(CDO/P&HRD-PM/14/2011-12 dt.26.04.2011)

5.8 MATERNITY LEAVE(w.e.f.25.05.2015)

(CDO/P&HRD-IR/24/2015-16 dt. 26.06.2015)

On and from 1st day of April 2000 leave upto a period of 6 months at a time may be granted by way of maternity leave if the request is supported by sufficient medical certificate including in respect of postnatal period or at the time of miscarriage or abortion, medical termination of pregnancy, so however, that not more than 12 months of such leave shall be available during the entire period of service of the officer.

- Maternity leave may be combined with leave of any kind unless provided otherwise.
- In case of miscarriage/MTP/abortion maternity leave may be granted as a rule on the basis of medical certificate/advice of a competent medical practitioner, i.e. a qualified Gynaecologist.
- In special/exceptional cases involving medical complications associated with miscarriage/MTP/abortion, maternity leave may be granted beyond weeks if advised by a competent medical practitioner (qualified Gynaecologist) but upto 6 months only on any one occasion, within an overall limit of 12 months during the entire period of service.
- Within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 60 days.
- Leave may also be granted once during service to childless female employee for legally adopting a child who is below one year of age till the child reaches the age of one year, subject to a maximum period of six months on the following terms and conditions:
- Leave will be granted for adoption of only one child.
- 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.
- The leave shall also be available to biological mother in cases where the child is born through surrogacy.
- The leave shall be availed within overall entitlement of 12 months during the entire period of service.
- **FEMALE OFFICERS – MATERNITY LEAVE – EOL**

It has been decided that Extra Ordinary Leave on loss of pay in continuation to Maternity Leave may be granted to female officers under the following circumstances:

- i. Extraordinary leave on loss of pay may be granted to a female officer when no privilege leave is due to her and when, having regard to her length of service, sick leave is not considered justified by the authority empowered to grant leave. All cases for sanction of extraordinary leave should be critically screened by the controlling authorities before making recommendation to the competent authority.
- ii. Such leave may be sanctioned when applied for in continuation with the Maternity Leave and the reasons for such leave could be for post natal care/rearing of newly born child etc. or on health grounds of the female officer.
- iii. Such leave (i.e. Extraordinary Leave on loss of pay) may not be granted for more than 360 days during the entire period of service. However, such leave may not be availed of for more than 180 days at a time.
- iv. Subject to any other rule, such leave may be granted in combination with or in continuation of any kind of leave and the competent authority may commute retrospectively periods of absence without leave into extraordinary leave.

- v. Such leave will not count for pension, increment, etc and the seniority of the officer will be affected to the extent of such leave granted to her.
- vi. Since any period of extraordinary leave on loss of pay will have the effect of postponing the date of increment/seniority of the official concerned, as and when the extraordinary leave on loss of pay is granted to /availed of by the members of the supervising staff, a letter to this effect must be placed in the respective service file to enable the concerned controlling authority to take proper care thereof while releasing next annual increments.
- vii. The authority to grant such leave should be of the rank of General Manager.
- viii. Other instructions in this regard shall remain the same.

(CDO/P&HRD-PM/84/2010-11 dt. 08.03.2011)

5.9 SPECIAL CASUAL LEAVE

Corporate Centre has been advised by Government of India, Department of Financial Services, Ministry of Finance, New Delhi that differently abled employees working in Public Sector Banks are entitled for special casual leave for their participation in the conferences/workshops/seminars/training related to Disability and Development related programmes organised at National and State level agencies to be specified by Ministry of Social Justice and Empowerment. (CirDO/HR/100/2008-09 dt.19.09.2008)

5.10 SANCTION OF SPECIAL LEAVE TO SPORTSPERSONS

(CDO/P&HRD-PM/39/2013-14 dt. 25.10.2013)

In terms of extant provisions, the sportspersons, representing the state /country in National / International tournaments, are entitled for sanction of special leave. Further, non-active players/sportspersons, officiating as Coaches / Referees / Umpires / Selectors, in the Junior National / National / International level tournaments / matches are also entitled to special leave.

In this connection, there were issues as to whether special leave can be sanctioned for participating as a member of the Technical committee at the National / International level.

The issue has since been examined in terms of the provisions contained in the 'Sports Control Board (SCB) Compendium of Instructions' which primarily governs the sanction of special leave to sportsperson employees of our Bank. As per the extant provisions contained vide chapter – 8, Para 4 (iii) of the 'Sports Control Board Compendium of Instructions' and duly modified thereof in the SCB meetings held on 26.08.2010 and 09.10.2012 and communicated to the Circles vide letter no. CDO / PM / BM / 17 / SPL / 734 dated 16.09.2010 and CDO / PM / BM / 17 / SPL / 1290 dated 22.10.2012, the nonactive players / sportspersons who officiate as Coaches / Referees / Umpires / Selectors only in the Junior National / National / International level tournaments / matches are entitled to special leave as available to sportspersons.

Accordingly, the employees who officiate as Coaches / Referees / Umpires / Selectors only in the Junior National / National / International level tournaments / matches are entitled to special leave as available to sportspersons. As such, the sportsmen employees nominated to the technical committee at National / International level are not eligible for sanction of special leave for the said purpose.

MODIFICATION: (CDO/P&HRD-PM/75/2014-15, dt.31.01.2015)

It has been decided to extend the facility of special leave to the non-active sportspersons officiating as 'Manager of Team' and 'Judge' at sporting events/tournaments held at the State/National/International level only, as is presently available to other non-active sportspersons officiating as Coaches/Umpires/Referees/Selectors. This revised guidelines shall be effective from the prospective date.

5.11 SABBATICAL LEAVE: CDO/P&HRD-PM/54/2013 – 14 dt. 09.12.13)

Executive Committee of the Central Board in its meeting dated the 28th November, 2013 after due deliberation has approved introduction of the provisions for sanction of sabbatical leave to the women employees in our Bank on the following terms:

i) Women employees shall be eligible for sabbatical leave up to 2 years during their entire career for reasons such as medical ground, care of family members or children, higher studies, visit to spouse.

(ii) The employee applying for leave should have put in a minimum of 5 years of service. The authority structure for sanction of such leave will be as detailed in Annexure – I of circular. Sabbatical leave before completion of 5 years of service may be sanctioned only in exceptional circumstances by the competent authority as indicated in Annexure–I of circular .

(iii) The sabbatical leave shall be taken for at least 3 months at a time and the leave shall not be taken more than once in a year.

(iv) The sabbatical leave shall be without pay, salary, allowances, perquisites and any other consequential monetary and non-monetary benefits. No increment shall be earned during the sabbatical leave and the employee will rejoin at the same stage of pay as was existing at the time of her availing the sabbatical leave. The period of leave will not be counted for the service eligibility.

Accordingly, it will be on loss of seniority and will not be counted for pension, promotion and other benefits. Her place of posting may change at the time of rejoining.

v) The women employees on sabbatical leave may be considered for promotion, provided they fulfill the eligibility criteria for the next promotion.

(vi) The sabbatical leave period shall not be counted as pensionable service and for payment of gratuity / pension. For employees who are covered under State Bank of India Employees Defined Contribution Pension Scheme (SBIEDCPS), it will be the responsibility of the employee to contribute the minimum employee contribution for continuation of the PRAN. No contribution will be made by the Bank during the period of sabbatical leave.

(vii) The woman employee shall not take up any employment / vocation / business / profession elsewhere during the period of sabbatical leave.

(viii) The Bank shall have the right to cancel the sabbatical leave granted to a woman employee without assigning any reason and the said employee will have to rejoin the Bank immediately once the leave is cancelled.

(ix) The sanctioning authority while considering the sabbatical leave of the employee concerned may take into account the administrative and other exigencies before sanctioning the same.

x) The employee concerned will continue to pay instalments falling due during the period of sabbatical leave for any loan / advances granted to her by the Bank from own sources.

xi) The employee concerned will have to arrange for payment of income tax, etc. falling due during the period of sabbatical leave.

SABBATICAL LEAVE TO SINGLE MEN: Executive Committee of the Central Board in its meeting dated the 20th February, 2014 has approved extension of the provisions for sanction of sabbatical leave to the Single men employees (with children and / or aged parents) in our Bank on the following terms:

(i) “Single men” will mean male employees in the Bank who are un-married, widower or divorced.

(ii) A Single man employee of the Bank shall be eligible for sabbatical leave up to 2 years during his entire career.

(iii) The Single man employee applying for leave should have put in a minimum of 5 years of service. Sabbatical leave before completion of 5 years of service may be sanctioned only in exceptional circumstances by the competent authority as indicated in Annexure–I of circular.

(iv) Provision for sanction of Sabbatical Leave will be available to the Single man employee of the Bank for taking care of children and/or aged parents.

(v) The sabbatical leave shall be taken for at least 3 months at a time and the leave shall not be taken more than once in a year.

- (vi) The sabbatical leave shall be without pay, salary, allowances, perquisites and any other consequential monetary and non-monetary benefits. No increment shall be earned during the sabbatical leave and the Single man employee will rejoin at the same stage of pay as was existing at the time of his availing the sabbatical leave. The period of leave will not be counted for the service eligibility. Accordingly, it will be on loss of seniority and will not be counted for pension, promotion and other benefits. His place of posting, however, may change at the time of rejoining.
- (vii) The employee on sabbatical leave may be considered for promotion, provided he fulfills the eligibility criteria for the next promotion.
- (viii) The sabbatical leave period shall not be counted as pensionable service and for payment of gratuity / pension. For Single men employees who are covered under State Bank of India Employees Defined Contribution Pension Scheme (SBIEDCPS), it will be the responsibility of the employees to contribute the minimum employee contribution for continuation of the PRAN. No contribution will be made by the Bank during the period of sabbatical leave.
- (ix) The employee shall not take up any employment / vocation / business / profession elsewhere during the period of sabbatical leave.
- (x) The Bank shall have the right to cancel the sabbatical leave granted to such Single man employee without assigning any reason and the said employee will have to rejoin the Bank immediately once the leave is cancelled.
- (xi) The sanctioning authority while considering the sabbatical leave of the Single man employee concerned may take into account the administrative and other exigencies before sanctioning the same.
- xii) The employee concerned will continue to pay repayment instalments, falling due during the period of sabbatical leave for any loan / advances granted to him by the Bank from own sources.
- xiii) The employee concerned will have to arrange for payment of income tax, etc. falling due during the period of sabbatical leave. (CDO/P&HRD-PM/77/2013 – 14, dt. 03.03.2014).
- xiv)

CONTINUATION OF MISCELLANEOUS FACILITIES(CDO/P&HRD-PM/88/2014-15 dt. 16.03.2015)

Women/Single-men employees(with children and / or aged parents), staying in Bank's Quarters/Leased Accommodation, going on Sabbatical Leave may be allowed to retain such accommodation at Bank's cost. However, where sabbatical leave has been sanctioned under spouse joining facility the concerned employees will have to either vacate such accommodation or alternatively have to bear commercial rent for Bank's Quarter/Lease rental for Leased Accommodation.

The above benefit shall be extended to the employees, subject to her/his submission of an undertaking to the effect that in the event of resigning from Bank's service within one year from the date of re-joining his/her duties (after availing such leave), she/he shall pay full lease rentals/commercial rent, in case of Bank's leased accommodation/Bank's flat.

Women/Single men employees(with children and / or aged parents) who are in sabbatical leave may be extended the benefit of reimbursement of medical expenses in respect of self and/or family members as available while in service except in those cases where the leave is granted for joining spouse posted abroad.

Sabbatical leave will not be available for Contractual employees/Management Trainees, including Permanent Part Time Medical Officers. Sabbatical leave can be sanctioned even when the employee is having PL in his/her credit. Clause of "dependent is not mandatory in case of sabbatical leave. The leave can be extended/continued subject to prior approval of the

competent authority, before expiry of the current sanctioned period and this will be counted as one occasion (CDO/P&HRD-PM/72/2015-16, dated 03.12.2015).

In case of Trainee Officers, period of service in Clerical Cadre may be treated as service period for the purpose of eligibility of minimum of 5 years of service for Sabbatical Leave. There is no restriction on acceptance of employee request for cancellation of sabbatical leave sanctioned by the Bank even before expiry of the sanctioned leave duration/minimum period of three months. Sabbatical Leave once sanctioned, though can be cancelled, cannot be allowed to be converted into any other kind of leave, thereby requiring restoration of financial, seniority and promotional benefits (CDO/P&HRD-PM/69/2016-17, dated 16.09.2016).

SABBATICAL LEAVE TO DIFFERENTLY ABLED EMPLOYEES & EMPLOYEES WHO HAVE DIFFERENTLY ABLED DEPENDENTS:(CDO/P&HRD-PM/31/2015-16,dt.10.07.2015)

A differently abled employee and also an employee having differently abled dependents viz. children and/or spouse(even though they are not financially dependent) shall be eligible for Sabbatical leave upto 2 years during his/her entire career for the reason of self-care or taking care of children and / or spouse.

The ward 'differently abled' would mean and include the following:

- a) Blind or low vision
- b) Hearing impairment
- c)Locomotor disability or Cerebral Palsy,
- d) Leprosy cured
- e) Mental retardation,
- f) Mental illness
- g) Multiple disabilities.

For the purpose of 'differently abled' dependents, the employee would need to produce copy of the disability certificate, issued by the designated authority, in respect of his/her differently abled dependents to the Bank.

The employee applying for leave should have put in a minimum of 5 years of service. The authority structure for sanction of such leave will be as detailed in Annexure – I of circular. Sabbatical leave before completion of 5 years of service may be sanctioned only in exceptional circumstances by the competent authority as indicated in Annexure–I of circular.

SPECIAL SICK LEAVE: (CDO/P&HRD-IR/24/2015-16, dt.26.06.2015)

With effect from 01.06.2015, Special Sick leave upto 30 days may be granted to an officer /employee once during his/her entire period of service for donation of Kidney/Organ.

This leave may be combined with any other kind of leave except casual leave. Special Sick Leave should be availed at a stretch and cannot be broken. Holidays/Sundays are coming in between should be included while counting the number of days availed. The number of days of special sick leave availed will be reckoned for the purpose of computation of eligibility of number of days of privilege leave(CDO/P&HRD-IR/87/2016-16 dated 25.01.2016)

PATERNITY LEAVE(CDO/P&HRD-IR/24/2015-16, dt.26.06.2015)

With effect from 01.06.2015, male officer employees with less than two surviving children shall be eligible for 15 days paternity leave during his wife's confinement. This leave may be combined with any other kind of leave except casual leave. The leave shall be applied upto 15 days before or upto 6 months from the date of delivery of the child.

The leave may be granted to an employee even where the date of delivery of the child was prior to 01.06.2015, provided, however, that the leave is availed within 6 months from the date of delivery. Further, the leave shall be sanctioned 15 days before the delivery or upto 6 months after the delivery.(CDO/P&HRD-IR/43/2015-16, dt.19.08.15)

Paternity Leave should be availed at a stretch and cannot be broken. If not availed of within the period specified, such leave will lapse. Holidays/Sundays are coming in between should be included while counting the number of days availed (CDO/P&HRD-IR/87/2016-16 dated 25.01.2016).

HOLIDAYS: (CDO/P&HRD-IR/24/2015-16, dt.26.06.2015)

In terms of understanding dated 23rd February 2015, reached between IBA and Officers' Associations every Second and Fourth Saturday of the month will be a holiday and other Saturdays will be full working days.

INTRODUCTION OF "VACATION POLICY"
PROVISION OF COMPULSORY LEAVE OF TEN WORKING DAYS
(CDO/P&HRD-PM/32/2015-16, dt.13.07.2015)

In terms of the guidelines issued vide Circular No.DBR No.BP.BC.88/21.04.045/2015-16 dated 23.04.2015, Reserve Bank of India has mandated that employees posted in sensitive positions or areas of operations need be covered under a 'Mandatory Leave' policy wherein such employees are required to compulsorily avail leave for a few days in a single spell every year, during their posting in such areas.

Accordingly, Bank has approved introduction of 'Vacation Policy' by making a stipulation of mandatory consumption of leave for ten working days in one spell by the officers and award staff members of the Bank in every financial year for increasing the efficiency/productivity on one hand and for mitigating risk of fraud on the other hand. Detailed terms and conditions of the approved "Vacation Policy" shall be as under:

Confirmed officers will be required to be away from their regular work/office for ten continuous working days during a financial year, subject to sanction of leave by the competent authority, going by the exigencies. The instructions shall be applicable to all Branches/offices including the Administrative offices. However, such a stipulation may not be made mandatory for:

- a) Offices in Administrative offices including training establishments other than those who have access as well as transaction rights in CBS, handling sensitive desks/seats such as direct dealings with the vendors, suppliers, engaged in the process of awarding/executing tenders to the contractors, sanctioning/passing the bills submitted by the suppliers for payment etc. The Departmental Heads in the Administrative Offices will be the Competent Authority to decide and exclude such positions. However, all the officials holding the positions/posts termed as "Sensitive" from Vigilance point of view and circulated vide e-circular No.CDO/P&HRD-PM/36/2014-15 dated 05.09.14(List of sensitive positions placed as Annexure-I) will invariably be covered under "Vacation Policy.

The respective Controller/Branch Head will ensure that the concerned officer is disabled in the 'System' during the period of his/her leave.