
CHAPTER - VI

LEAVE RULES & PROVISIONS

KINDS OF LEAVE:

OSR Provision:

Regulation 31

Subject to the grant of leave being determined by the exigencies of service, and officer shall be eligible for the following kinds of leave:

1. Casual Leave
2. Privilege Leave
3. Sick Leave & Special Sick Leave
4. Maternity Leave
5. Sabbatical Leave
6. Extra ordinary leave on loss of pay
7. Special casual leave and special leave
- 8 – 21. Other type of leave and various provisions

1. Casual Leave

OSR Provision: Regulation 32

- a) An officer shall be eligible for casual leave on full emoluments for 12 working days in a year provided that not more than 4 days Casual Leave may be availed of at any one time.
- b) 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 any subsequent year may be suffixed or prefixed to sick leave in the following 3 years.

Casual Leave – clarifications:

- a) Casual leave is intended to meet special or unforeseen circumstances.
- b) Ordinarily the previous permission of the competent authority shall be obtained before taking such leave. When this is not possible, the said authority has to be informed as soon as practicable in writing or if in writing is not possible, by any other means, orally or through any person, of the employee's absence from work, reason thereof and of the probable duration of such absence.
- c) Casual Leave may be taken on grounds of sickness without production of a medical certificate provided the total period of sickness does not exceed 4 days.
- d) Public holidays and Sundays may be prefixed or suffixed to Casual Leave without any ceiling.
- e) If casual leave is extended beyond 4 days, it shall be treated as privilege leave, sick leave or extraordinary leave as the case may be for the entire period at the discretion of the competent authority.
- f) Casual leave shall not be granted in combination with any other kind of leave.

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- g) For an officer, who has joined bank's services at any time during the calendar year, the casual leave entitlement would be at one day per month for the first calendar year. Fraction of a month will also be treated as full month to calculated entitlement of the leave.
 - h) Casual leave shall be non-cumulative.

Special Sick Leave (Un-availed Casual Leave):

- a) Un-availed Casual leave shall not lapse and shall be converted into special sick leave, in the next following years and can be carried forward for next three years.
- b) Unutilized Casual Leave in any calendar year may be suffixed or prefixed to the sick leave or privilege leave in the following year / on submission of medical certificate. Public holidays and weekly off falling within the period of sanctioned Casual Leave will not be treated as part of casual leave. Medical certificate not required in case of one-day special casual leave.
- c) The availment of un-availed Casual Leave, for more than one day, in the following years is permitted only on submission of Medical Certificate.

Casual Leave on Retirement:

- a) On the bank's reference to IBA in the matter, it has been clarified that an employee is eligible for full 12 days Casual Leave irrespective of month of retirement during the last year of **Superannuation**. (HO/HRD/A 6491 dated 25.08.2010).
- b) Earlier the above provisions were silent about the eligibility of an employee who ceases to be in the service of the bank on account of his retirement / resignation / termination etc. about the rate at which the Casual Leave will be earned by him during the last year of his service.

2. Privilege Leave:

OSR Provision: Regulation 33

- a) 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, an officer will not be eligible for privilege leave before completion of 11 months of service on duty.
- b) An officer on privilege leave shall be entitled to full emoluments for the period of leave.
- c) The period of privilege leave to which an officer entitled at any time shall be the period which he has earned, less the period of leave availed of.
- d) Privilege leave may be accumulated up to not more than 240 days, except where leave has been applied for and it has been refused. In such a case, an officer will be allowed to accumulate leave in excess of 240 days.
- e) An officer desiring to avail of Privilege Leave shall ordinarily give not less than one month's notice of his intention to avail of such leave.

Privilege Leave – Clarifications:

- a) An officer will not be entitled to take privilege leave on more than 3 occasions in a calendar year, but there will be no limitation as to the minimum number of days for which leave may be taken on these occasions. In determining the number of such occasions the following occasions shall not be included:-

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- i. When an officer has proceeded on privilege leave and is recalled to duty by the bank.
 - ii. When an officer has been granted privilege leave on grounds of sickness.
 - iii. In special circumstances, an application may be made for the grant of privilege leave on more than three occasions in a calendar year and it will then be in the absolute discretion of the competent authority whether to grant such leave or not.
- b) For calculation of privilege leave, the total number of days of all kinds of leave except Casual Leave, un-availed Casual Leave/availed of during the year and the PL surrendered at the time of encashment have to be deducted from the total period of service during that calendar year and the remaining period shall be divided by eleven which will give the number of days privilege leave earned by an officer.

As per Est. cir. Per/46/45/39/206 dated 24.05.1989, While calculating Privilege Leave entitlement of an employee @ 1 leave for every 11 days, the fraction of a day earned leave if any shall be taken as a full day every year. Privilege leave encashed, if any, shall not be taken into account for this calculation.

Illustration:

- If an officer has availed 10 days PL, 20 days sick leave and 5 days leave without pay in a year, he will be entitled to PL of 30 days as under:

Total period of service in a year	: 365 days
Less: 10 days PL + 20 days sick leave + 5 days leave without pay	: 35 days

	330/11 = 30 days to be credited.

- Total period of service in a year : 365 days
 - Less :** 15 days PL + 03 days Sick Leave + 90 days maternity leave: 108 days
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| | 257/11 = 24 days to be credited. |

- c) Once in every four years, when an officer avails of leave travel concession, he may be permitted to surrender and encash his privilege leave not exceeding one month at a time.
- d) An officer may avail of privilege leave more than 3 times at a time on grounds of sickness on production of a medical certificate.
- e) If accumulation of leave beyond 240 days is allowed to an officer, he will be required to exhaust unavailed leave within 6 months failing which it would lapse automatically.
- f) The branch manager shall be competent authority for sanction of Privilege Leave up to three occasions in a year. If an employee desires to avail of PL for the 4th occasion in a year under exceptional circumstances, his application shall be forwarded to the Regional Office for prior sanction explaining the special circumstances seeking leave.

The Regional Head will consider each case on merit keeping in view its exceptions and not as a matter of routine. (Est. cir. Per/47/7/90/506 dt. 27.01.1990).

Advance Privilege Leave:

As per HO cir. 06.10.2008, PL up to a maximum of 15 consecutive days may be permitted to an officer only during the first year of his service, when no PL is due, in the following circumstances:

- d) Death of father / mother / brother / daughter / son / husband or wife.
- e) Hospitalisation of self.
- f) Self-Marriage.

Such Advance Privilege Leave will be adjusted out of the PL immediately after it becomes due, as per rules.

Competent Authority: The Regional Head will be the Competent Authority for sanction of Advance Privilege Leave as above to the officers posted in the Region.

3. Sick Leave:

OSR Provision: Regulation 34

- a) 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. Completed year of service shall mean one year of continuous service including period spent on duty and any kind of leave availed of. 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. □É
- b) In respect of the period of sick leave an officer shall be entitled to receive one half of the full emoluments. Provided that if he desires, the bank may permit him to draw full emoluments in respect of any portion of the sick leave granted to him twice the amount of such period on full emoluments being debited against sick leave account.
- c) On resuming the duty after availing sick leave the employee has to produce/submit a medical cum fitness certificate issued by a registered medical practitioner saying that he is fit to resume his duties.

Sick leave - Clarification:

- 1. An officer may be granted sick leave during the first year of his service on pro-rata basis at the discretion of the competent authority.
- 2. The branch manager shall be competent authority for sanction of Sick Leave upto three occasions in a year. If an employee desires to avail Sick Leave for the 4th occasion in a year under exceptional circumstances, his application shall be forwarded to the Regional Office for prior sanction explaining the special circumstances for seeking leave. The Regional Head will consider each case on merit keeping in view its exceptions and not as a matter of routine. (Est. cir. Per/47/7/90/506 dt. 27.01.1990).
- 3. For Sick Leave Regional Head will consider the request on production of a medical certificate issued by the registered Medical Practitioner not below the level of M.B.B.S. In the case of an employee taking frequent leave and where the Regional Head is not

satisfied about the genuineness of leave, the employee will be asked to appear before a Doctor/Civil Surgeon (to be specified by the Bank) and to procure medical certificate from him. (Est. cir. Per/47/7/90/506 dt. 27.01.1990).

Additional Sick Leave:

OSR Provision: Regulation 35

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 additional sick leave may be allowed in accordance with 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 sub-regulation (2) of Regulation 34 above.

4. Maternity Leave:

OSR Provisions: Regulation 36

- a) On and from 1st day of April 2000 leave up to a period 6 months at a time may be granted by way of maternity leave including in respect of post natal period or at time of miscarriage or abortion or for medical termination of pregnancy:
- b) Provided that not more than 12 months of such leave shall be available during the entire period of service of the officer.
- c) 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 the child reaches the age of one year, subject to a maximum period of 2 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.

Maternity Leave - Clarifications:

- a) If there be 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.
- b) An officer on maternity leave shall be entitled to full emoluments for the period of leave.
- c) Competent authority may grant leave of any kind admissible to the officer in combination with or in continuation of maternity leave if her request for its grant is supported by a medical certificate acceptable to the bank.
- d) A female officer employee shall be eligible for maternity leave even in the first year of service.
- e) In view of the above officer who was on maternity leave any time on or after 1.4.2000 and to whom on the expiry of the maternity leave (of 3 months) originally sanctioned, further leave of appropriate kind was granted on application, may now be permitted to have such extended leave (sanctioned as PL/SL/EOL as the case may be) treated as Maternity Leave. This is subject to the condition that the total maternity leave originally sanctioned and the extended leaves do not exceed 6 months. Any period in excess 6 months will be treated as leave of appropriate kind.
- f) A female officer employee shall be eligible for Maternity Leave even in the first year of service and even during the probation period also.

IBA Guidelines: Regulation 36:

In the case of miscarriage or abortion or medical termination of pregnancy, maternity leave may be granted as a rule upto 6 weeks on the basis of medical certificate / advise of a competent practitioner i.e. a qualified gynecologist. In special / exceptional cases involving medical complications associated with miscarriage or abortion or medical termination of pregnancy, maternity leave may be granted beyond 6 weeks if advised by a competent medical practitioner (qualified gynecologist) but upto 6 months only on any one occasion, within the overall limit of 12 months during the entire period of service.

5. Extraordinary Leave:

OSR Provision: Regulation 37

An officer shall be eligible for Extraordinary Leave on loss of pay and Allowances 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 extraordinary leave on loss of pay to an officer upto a total period of 720 days.

Clarifications:

- 8 Extraordinary leave is allowed only when no other kind of leave is due to him/her.
- 9 Such leave shall not be availed of except for sufficient reasons on more than 90 days at a time.
- 10 Such leave may be granted in combination with or in continuation of any kind of leave except casual leave admissible to him.
- 11 The period spent as leave on loss of pay shall not count for increments. In view of the fact that the increments in the case of officers is released on the first day of the calendar month in which the date of increment falls due, such anniversary date will be postponed and notional date is determined. The effect of postponement would be given when the notional date of increment shifts to the next calendar month. The increment date in each year will be computed by taking into account the leave on loss of pay during the year. In effect, the postponement, unless condoned, will have cumulative effect throughout the career of the officer.
- 12 Provided that in the cases where the competent authority is satisfied that the leave was taken on account of illness or for any other cause beyond the officer's control, it may direct that the period of extraordinary leave may count for increments.

6 Sabbatical Leave :

(HO Cir. Est. HO/HRD/70/17/2012-13/221)

Sabbatical Leave:

We have to inform that the Board of Directors of the Bank have approved a Scheme for grant of Sabbatical Leave to women employees of the Bank to meet their special problem during their career, in accordance with the Government of India guidelines received vide their letter dated 28.02.2012. The broad terms and conditions for grant of Sabbatical Leave are as follows:

- a) Sabbatical Leave of up to two years shall be admissible to women employees of the Bank during their entire career;

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- b) Sabbatical Leave shall be without Pay, Salary, Allowance and any consequential monetary and non-monetary benefits;
 - c) The employee applying for leave should have put in a minimum of five years of service. Sabbatical Leave before completion of five years of service shall be sanctioned only in exceptional circumstances.
 - d) The leave shall be taken for a period of at least three months at a time and the leave shall not be taken more than once in a year.
 - e) No increments will 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.
 - f) Employees on Sabbatical Leave shall not be eligible to participate in any promotion exercise during the Sabbatical Leave period, even if otherwise eligible.
 - g) Eligible and willing employees can request for Sabbatical Leave for any purpose like Medical grounds, care of family members or children, higher studies, visit spouse etc;
 - h) The employee shall not take up any employment/ vocation/ business/ profession/ elsewhere during the Sabbatical Leave.

Lapse of Leave:

OSR Provision: Regulation 38

Save as provided below, all leave to the credit of an officer shall lapse on Resignation, retirement, death, discharge, dismissal or termination;

Provided that where an officer retires from the Bank's service, he shall be eligible to be paid sum equivalent to the emoluments of any period, not exceeding 240 days, of PL that he had accumulated.

Provided further that where an officer dies while in service, there shall be payable to his legal representatives, a sum equivalent to the emolument for the period, not exceeding 240 days of PL to his credit as on the date of his death.

Provided also that where an officer leaves or discontinues his services by resignation on or after 1st April 2001, after giving due notice under sub-regulation (2) of Regulation 20, he may be paid a sum equivalent to the emoluments in respect of PL to the extent of half of such leave to his credit on the date of cessation of service, subject to a maximum of 120 days.

Recall For Duty: Regulation 39

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.

Clarification:

In such an event, the journey period (both inward and outward) shall be taken as period spent on duty. If he is availing of LTC during that period it will be allowed to carried over.

However, the bank will as far as possible offer him leave, so as to enable him to avail of LTC during the same span of LTC Block. In addition to travelling 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 travelling expenses for members of his family will not be reimbursed. Advance against LTC if any, shall be adjusted by the officer immediately on his reporting for duty.

Furnishing the Leave Address to the Bank: Regulation 40

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

7 Special Leave:

- a) **Sportsman:** (HO Establishment Circular No 816 dated 29/01/1975, Per/44/7/31 dated 17/01/1987, PER/46/13/89/77 dated 01/03/1989 and PER/47/1/90/494 dated 15/01/1990.)
- b) In order to enable the sportsmen employees recruited under the scheme for recruitment of outstanding sportsmen as well as other employees of the bank to participate in various district/state/national leave tournaments/matches, the bank has been extending special leave to all employees who fulfils the eligibility norms as to the level of participation.
- c) Employees who are selected for participating in Interstate, National and International meets and representing the state, zone and the country are eligible for ON DUTY release for the duration of the tournament as well as for the journey period if any.
- d) Further, if any pre-participation coaching camp is held in connection with the above mentioned events and the employee is required to attend the same, this period shall also be treated as ON DUTY.
- e) Employees participating in the events conducted at District, Inter-district/Zone and state level are eligible for special leave subject to a maximum of 30 days per annum (non-cumulative) for the duration of the tournaments as well as for the journey period if any. Special leave is not available for participation in cricket tournament otherwise than as a member of bank's team.
- f) When employees participate in sports events organized under the auspices of Bank's Sports I (I's) or by our bank, ON DUTY participation for the duration of the tournament, as also for the journey period, if any is permissible irrespective of the level of the participation.
- g) Sportsmen employees selected for undergoing conditioning camps/coaching camps after their selection to participate in the events of National/International importance may be released ON DUTY as per the request from the association/federation concerned.
- h) Special leave within the overall limit of 30 days is also available in the following cases: -
 - Participating in Sporting events of National/International importance
 - Coaching/Administration of teams participating in sporting events of National/International importance.

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- For participation in pre-selection trials connected with the sports events of national/international importance.
 - For attending coaching or training camps held in connection with the sports events of national/international importance. However, such coaching camps should be organized by National Institute of Sports, Patiala or National Sports Federation/Sports Boards recognized by All India Council of Sports.
 - Where services of employees of the bank are requested for by the State/Zone/National Association or Federation as coaches, umpires, referees, officials etc., they will be eligible for special leave not exceeding 30 days per annum.
 - Special leave subject to a maximum of 30 days per annum is also extended for indoor games/competitions like Chess, Carom, and Table Tennis provided such events are held at national/international level. Duty leave is not permissible for participation in such events.
 - Special leave not exceeding 30 days on an occasion and not more than three occasions in the entire service of an employee, with a gap of at least two years between two expeditions, may be granted by the bank for participating in Mountaineering/Trekking expeditions provided the expedition is approved by the Indian Mountaineering Foundation. The employee should produce a certificate of having participated in the approved expedition.

NOTE:

- a) All those employees who want to avail the benefits must obtain prior permission specifying the tournament/match, in which they are participating, duration of the tournament/match, the dates and venue of the tournament/match etc.
- b) Soon after the tournament/match is completed the concerned employees must submit an application for special leave/treating his absence as on duty depending upon the level of participation, along with a copy of the participation certificate duly mentioning the participation and the number of days the tournament/match was held.
- c) The overall limit on number of days of special leave for participation in sports events is 30 days per annum (non-cumulative). Number of days of special leave availed will not be reckoned for computing privilege leave/sick leave as in the case of privilege leave. Special leave cannot be combined with I.
- d) The quantum of special leave for a period not exceeding 30 days in a calendar year allowed to employees as listed above will also cover their attending pre-selection trials/camps in connection with sporting events of National/International importance.

Competent Authority:

The Competent authority for sanctioning the leave shall be Chief Manager (Personnel) at Head Office. The cases of eligible employees who apply for special leave should be forwarded through Regional Office to Head Office for prior permission. The leave shall be granted subject to subsequent production of participation certificate.

8 Leave to Field Inspectors:

If any Inspector is on tour for at least 20 days continuously, One day Special Leave is allowed for every 10 days outstation duty. (HO clarification letter dated 12.09.2002 to RI Bhopal)

Competent Authority to sanction leave to RI Staff:

As per HO letter dated 20.10.2005 to all RI Heads Regional Inspectorate Heads are permitted to use their power for sanction of all types of leave in favour of officer staff working under their jurisdiction within the laid down system of bank/OSR 1982.

9 Special Leave - Injury Sustained in the Course of Duty:

In case of injuries sustained by an officer in the course of his duty he shall be fully reimbursed the medical cost and treatment and / or hospitalization expenses over and above his normal entitlement he shall also be granted special leave for the treatment, for the period of his absence.

10 Special leave - Donating blood:

Whenever an officer desire to donate blood on a working day, he is entitled to be granted special I for that day, provided the blood is donated by him to a recognized Blood Bank or any blood collection drive sponsored by the Bank. Such leave shall be granted on the day on which the officer donates the blood.

11 Special leave - Association Leaders:

- a) All Office Bearers of Apex organisation shall be eligible for Special Leave facility. Those who are elected to both the Central Committee and any one of the State Committees of the Association will only be entitled to claim the highest quantum of Special Leave under any one of these categories. (IBA communication PD/Circular /76/718/249 dated 07.06.2001).
- b) Presidents & General Secretaries of State Committees of Association i.e. All India Oriental Bank Officers' Association are entitled upto 7 days leave in a calendar year for attending organizational matters.
(As per Head Office Per letter dated 23.02.1994 to the Association)

The absence of officers who are called for duty as Home Guards by the Home Guards Authorities may be treated as "Special Leave" if a request to the effect is made to the Management by such authorities.

Special leave may be granted to reservists from the Armed Forces for undergoing biennial training conducted by the appropriate authorities.

12 Disabled ex-servicemen may be granted special leave maximum upto 15 days in a calendar year including transit time both ways for the following purpose:-

- a) To appear before the Medical Re-survey Boards for assessing their disability/person.
i. OR
- b) To go to artificial limb center/s for replacement of artificial limb/s
i. OR
- c) For treatment.

13 Differently abled Employees (Persons with Disability) should be granted Special Causal Leave for participating in the Conference / workshops / seminars / trainings related to disability and Development related programmes. This is as per the instruction dated 21/05/2008 from Under Secretary to Government of India, Department of Financial Services, Ministry of Finance.

14 Defence Representatives / Defence Witnesses – Special Leave, TA/DA.

- a) The Defence Representative / Defence Witnesses whether workman or officers may be paid TA / DA as per entitlement. However, reimbursement of lodging & boarding expenses in lieu of halting Allowance should not be extended as in that capacity they are not discharging any official duty for the Bank.

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- b) The Officer or Authority holding the enquiry shall furnish a certificate to every person appearing before him for the purpose of giving evidence which should be attached in original alongwith TA Bills.
- c) Where a bank official is called to departmental inquiry to give evidence as to the facts, which come to his knowledge in the discharge of his duties, the minimum time required to remain present before the authority holding the inquiry, shall be treated on duty. However, if the bank official is on leave, the entire time spent by him shall be treated as a part of leave and he shall not be deemed to have been recalled on duty.
- d) Every bank employee / officer, who is called to give evidence in a departmental inquiry either by the bank or by the employee against whom the inquiry is being held will be entitled to payment of TA/DA. However, reimbursement of lodging & boarding expenses in lieu of Halting Allowance should not be paid to the witnesses/representatives called on behalf of charge-sheeted officer.
- e) An ex-bank official called by an authority holding the departmental inquiry to give evidence as to the facts which may have come to his knowledge during this employment with the Bank, will be paid TA/DA as per his entitlement in erstwhile cadre.
- f) The grant of TA / DA and Special leave to an officer who acts as Defence Representative will also be subject to the condition that he comes from an outstation branch within the same state. No such TA/DA shall be paid when the enquiry is adjourned at the instance of the delinquent or his representative.
- g) However, the TA/DA, Special Leave to other officials attending the enquiry shall be subject to their entitlement.

15. Absence on account of Curfew / Earthquake:

Where an employee was not able to attend the office on account of imposition of curfew either at the place of residence or at the place of work, the absence should be treated as on Special Casual Leave. However, it will not cover absence on account of Bundhs etc.

Curfew / earthquake - clarifications:

- a) **Where a branch/office is kept closed for full day**
If a branch/office remains closed on account of curfew imposed during the entire working hours, the employees should be given Special Casual Leave for the day.
- b) **Where a branch/office is kept closed for part of the day**
- c) If curfew is imposed only for part of the day and, therefore, the branch/office is kept closed for the 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 opened, should be adjusted against their appropriate leave account.
- d) **Where the branch/office remains open**
- e) 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 the way to the office, his absence could be treated as Special Casual Leave.

Special Casual Leave in such cases would be permissible only if it is physically impossible for the employees to report for duty. No special casual leave 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 given by the government authorities to move through the curfew bound areas for to and from journeys to the branch/office, on production of identity cards etc.

Closure on account of Earthquake: The Bank branches / offices which remained closed on account of the earthquake may be treated as on duty for the period of closure of bank branch / office.

16. Joining Time on Transfer:

OSR Provisions: Regulation 49

An officer shall be eligible for joining time on one occasion and not exceeding seven days exclusive of the number of days spent on travel, to enable him:

To join a new post to which he is appointed while on duty in his old posting, **or**

To join a new post on return from leave

During the joining time an officer shall be eligible to draw the emoluments as applicable to the place of transfer.

In calculating the joining time admissible to an officer, the day on which he is relieved from his old post shall be excluded, but public holidays following the day of his relieving shall not be included in computing the joining time.

No joining time shall be admissible to an officer when the transfer does not involve a posting to a different place.

No joining time will be admissible to an officer when his posting is of a temporary nature, irrespective of the fact that the posting is to a place or station other than the one at which he is permanently posted.

Joining Time - Clarification:

- a) Joining period cannot be availed in combination with any other leave.
- b) Joining time is expected to be availed by the officers immediately on being relieved at the previous place of work. However, having regard to the merits of the cases, the competent authority may permit an officer to avail joining time within a period of six months from the date of reporting for duty at the new station so as to enable the officer to shift his family/belongings to the new place of posting within that time. Such permission will be granted subject to the stipulations that the officers.
- c) Declares at the time of joining duty at the new station that he has not shifted his family/belongings, and
- d) Makes a request to avail the joining time at a later date but within six months from the date of his reporting for duty at the new station.

However, in the case of officer employees who are granted mid academic year transfer allowance, they will be permitted to shift their family within two months of completion of academic year of their children.

17. Lapse of Leave in Case of Retirement, Death, & Resignation:

- a) All leave to the credit of an officer shall lapse on retirement, death, resignation, dismissal or termination for any reason whatsoever. 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.
- b) 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.
- c) Provided also that where as officer resigns from service on or after 1st April, 2001 after giving due notice as in Sub-Regulation (2) of Regulation 20 he may be paid a sum equivalent to the emoluments in respect of privilege leave to the extent of half of such leave to his credit on the date of cessation of service subject to a maximum 120 days.

18. Competent Authority:

Competent Authorities for Sanctioning of Different Kinds of Leave:

S. No	Subject	Administrative Offices	Competent Authority	Jurisdiction
1	Leave of any kind/ recall from leave (except special leave)	Branches Regional Office	Branch Manger Regional Head	All Officers posted in the branch. All Officers posted in the Regional Offices & Br. Manager
2	Leave of any kind/recall from leave (except special leave)	Head Office	Chief Manager AGM/DGM CGM/ED/ MD/CMD	Upto Scale III posted at HO Scale IV & V Scale VI Scale VII
3	Special Leave	Head Office	Chief Manager AGM/DGM CGM/ED/ MD/CMD	Scale I to III Scale IV & V Scale VI Scale VII
4	Leave to field- Inspectors	Inspectorate	Concerned Inspectorate Heads	All officers posted in Inspectorate other than Head of the Inspectorates.
4	Extra-ordinary leave (to the extent of 360 days) *Beyond 360 days up to 720 days	Regional Office BO/RO/HO	HO Board of Directors	All officers in the Bank All Officers
4	LTC	RO & HO	Regional Head Chief Manager AGM/DGM/ CGM/ED/ MD/CMD	All officers posted in the region Scale I to III posted at HO Scale IV & V Scale VI, Scale VII
5	Encashment of Leave at the time of availing LTC/ Retirement (As per Policy)	Regional Office Head Office	Regional Head AGM at HO	All Officers posted in the Region All Officer posted at H.O.

Sabbatical Leave: Competent Authority for sanction:

S. No	Competent Authority	Jurisdiction
1.	CMD / MD	All Officers in Scale –VII
2.	ED	All Officers in Scale –VI , V &IV .
3.	Chief General Manager (HRD)	All Officers in Scale-I, II and III .
4.	Deputy General Manager (HRD)	All Workmen posted at the Head Office
5.	Regional Head	All workmen posted in the Region.

NOTE :

- a) A higher authority may exercise the powers of lower authority. For self, the next higher officer will be competent authority.
- b) The Competent Authority under OSR shall stand changed and the powers shall stand revised to the extent indicated above. Wherever the powers have already been vested with the Chairman & Managing Director, the same may also be exercised by the Executive Director.

19. Small Family Norms:

With a view to promote small family norms among the bank officers a lump-sum reward of Rs.500/- as incentive to those officers who undergo sterilization besides 7 days special leave to those male officers whose undergo sterilization operation or spouse undergo puerperal tubectomy operation and 14 days special casual leave to those female officers who undergo puerperal tubectomy operation is allowed subject to following conditions.

- a) The officers must be within the reproductive age group. In the case of a male officer, this would mean that he should not be more than 50 years and his spouse 20 to 45 years of age. In the case of female officer 45 years and her spouse not more than of 50 years of age.
- b) The officer should have two or three living children.
- c) The sterilization operation must be conducted and the certificate must be showed by a competent authority of the hospital or under the Central Government Health Scheme. Where this is not possible, the certificate issued by a State Government Hospital or under Central Government shall be sufficient.
- d) The sterilization operation can be undergone either by the officer or his/her spouse or both but the above conditions are to be fulfilled.

The incentive is also payable where the couple had twins after the birth of first two children although the total number of children in this case comes to four. Officers can send their representation with full details as above to the Regional Head for onward submission to Head Office for necessary sanction.

Note:-

- a) A female officer who undergoes either puerperal or non-puerperal operation is entitled for 14 days of special casual leave from the date of operation.
- b) A male officer whose presence is required at home when his wife undergoes either puerperal or non-puerperal tubectomy operation is allowed 7 days' special casual leave.

20. Leave - General Rules / Clarifications:

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- a) 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 pro-rata privilege leave and sick leave will be allowed to him.
 - b) An officer who desires to obtain leave of absence, other than casual leave, shall apply in writing of the competent authority. Generally, such application for leave shall be made not less than one month before the date from which the leave is to commence except in urgent cases or unforeseen circumstances including illness when it is not possible to do so. The competent authority shall communicate the decision as soon as practicable and in case of an urgent nature immediately. When the leave is sanctioned the date of commencement of the leave and the date on which the officer will have to resume duty shall generally be intimated to the officer.
 - c) If an officer after proceeding on leave desires an extension thereof he shall make an application in writing to the competent authority. Such application should state full postal and telegraphic address of the officer and should be made sufficiently in advance to enable the competent authority to consider the application and send a timely reply to him. A reply either of grant or refusal of extension shall be sent to the officer at the address given by him.
 - d) Leave of any kind cannot be claimed as matter of right. 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.
 - e) An officer on leave will not be entitled to return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the authority which granted him leave.
 - f) An officer on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last posted (at the time of granting the leave).
 - g) 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.
 - h) No leave shall be granted to an officer under suspension.
 - i) On promotion from clerical cadre, an officer will be permitted to carry over accumulated leave balance as on the date of promotion.
 - j) An officer proceeding on leave shall hand over the charge of his post at the close of last working day preceding the day on which he proceeds on leave. His leave shall be considered to commence from the next succeeding working day and end on the last working day preceding that upon which he reports for duty.
 - k) An employee who overstays his leave (except under circumstances beyond his control for which he must tender explanation) shall not be paid his pay and allowances for the period he overstays and shall further render himself liable to such disciplinary action as the management may think fit to consider.

21. Public Holidays:

In addition to the above leave Public Holidays are being declared by State Governments every year under Negotiable Instruments Act, 1881, (XXVI of 1881) read with the Notification of the Government of India, Ministry of Home Affairs No. 39/1/68/ 03.05.1968.

Further, in pursuance of the explanation made in the DO letter of Ministry of Finance, Department of Economic Affairs (Banking Division), Govt. of India dated 17.04.2001, 25.09.2001, 15.01.2002, 03.05.2002, 04.10.2002, it is mentioned that banks shall not be remain closed continuously for more than two consecutive days.

22. POLICY FOR TEN DAYS MANDATORY LEAVE

(Est. Circular No. HO/HRD/71/36/2013-14/619 30.09.2013)

As a preventive vigilance measure, it has been decided to implement the ten days mandatory leave policy for staff in the Bank, as under:

1. Officers / Non-subordinate staff at branches / offices will be required to take an annual leave of 10 consecutive work days duration.
2. It will be mandatory to avail leave once every calendar year.
3. Staff at the branches/offices will avail leave one by one by rotation and the same shall be planned in such a manner that normal working is not affected. For example, in case there are 5 / 6 staff in the branch, they should plan such mandatory leave in a way that not more than one officer staff is on leave at any point of time. The Branch Incumbent shall coordinate and monitor the same. The leave can be availed in any part of the year and not necessarily towards the end of the year. Staff will give the options in the beginning of the year and the same will be considered by the concerned Branch Incumbent / Regional Head. Regional Heads shall maintain proper roster for leave to the Branch Incumbents.
4. Application for leave shall have to be submitted 30 days in advance.
5. Leave request shall ordinarily not be declined, unless otherwise there is emergent situation in branch/office.
6. During the leave period any business interaction with staff shall be minimal.
7. The Policy will come into **effect from 01.01.2014**.

However, in case of administrative exigencies, Bank will have the discretion to cancel / decline request of an employee for such leave but the Competent Authority will have to record specific reasons for that. The alternate dates when the leave can be availed may be informed to the employee concerned.

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**Every successful man must have
behind him somewhere Tremendous Integrity,
Tremendous Sincerity, and that is the single cause
of his success in life. He may not have been perfectly
unselfish; yet he was tending towards it. The degree of
unselfishness marks the degree of success everywhere.**