



SyndicateBank

Head Office: Manipal - 576 119 (Karnataka)

Organisation & Methods Division

Circular No. 017-2004-BC-HRD

Date: 29-01-2004

PERMANENT UTILITY

SYNDICATEBANK SPECIAL LEAVE SCHEME – 2004.

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We are pleased to inform all our employees that the Board of Directors in its meeting held on 18.12.2003 has approved the revised Special Leave Scheme – 2004 for the benefit of those employees who are willing to proceed on special leave.

The salient features of the Special Leave Scheme are given herebelow:

A. The Scheme:

The Scheme is called “**Syndicate Bank Special Leave Scheme, 2004**”. The Scheme is in supersession of earlier Special Leave Scheme, 1999 and will be in operation from **01.02.2004 to 31.07.2004**.

B. Eligibility:

- 1 All confirmed employees of the Bank who have attained minimum age of 45 years and above and completed 20 years of service in the Bank are eligible to avail the special leave.
- 2 Specialist Officers and Officers on deputation in India and Overseas are not eligible to avail leave under this Scheme. Specialist Officers for this purpose are those who are directly recruited through an advertisement calling for applications for such posts and officers selected through a process of selection consisting of aptitude test and/or interview by the Bank and posted to IT and FX Dealing Departments.
- 3 Employees who have not completed the specified period under a Bond are also not eligible.

C. Purpose: To take up:

- Business/Vocation
- Higher Education in India/abroad
- Medical Treatment

➤ Personal Reasons

D. Period of Leave:

Special Leave will be sanctioned for a minimum of 2 years and maximum of 4 years at a time which may be extended if requested by the employee, at the discretion of the Bank

E. Competent Authority:

The Competent Authority for sanctioning the leave under the scheme is General Manager (Personnel). Applications should be made to the Competent Authority through proper channel. Bank retains the right to decline the request of the employee without assigning any reasons.

F. Terms and conditions:

- 1 During the leave period, the employees will be paid 25% of the Basic (including permanent Special Pay ranking for PF) and DA as on the date of proceeding on leave as subsistence pay. No perquisites are payable. However, the employees will be given the benefit of wage revision if effective retrospectively.
- 2 The last drawn salary will be protected while rejoining the service in the Bank.
- 3 The leave period will be reckoned as service for the limited purpose of computing superannuation benefits.
- 4 The period of leave will not be treated as service for the purpose of eligibility for promotion and consequential benefits.
- 5 No other kind of leave will be suffixed or prefixed to the Special Leave.
- 6 Privilege leave accrued and the balance of Sick leave as on the date of proceeding on leave will be protected. The employee will not earn any kind of leave during the leave period.
- 7 Existing loan liabilities will be rescheduled so that deduction towards principal amount will start from the date set for rejoining duty. However, interest portion will have to be paid by the employee during the leave period.
- 8 The employee will be sanctioned secured loans like Vehicle Loan within his eligibility. However, the total liability at any time during leave period shall not exceed 75% of the eligible terminal benefits. It is to be ensured that the employee is capable of paying the instalments of loans sanctioned during the leave period. He should furnish the source and capacity to pay the instalments.
- 9 The officer employees will be allowed to retain the quarters if surplus quarters are available at the centre for a maximum period of 3 months from the date of proceeding on leave.

- 10 Employees who pass CISA, oracle examinations and other professional and Diploma examinations of IIBF during the leave period will be paid incentives available as per the Bank's schemes. The incentives will be paid only after rejoining duty. They shall work for atleast 2 years after re-joining.
- 11 The employees are not eligible to participate in the promotion process during the leave period, even if they are otherwise eligible.
- 12 Education benefit Scheme will be extended during the leave period.
- 13 The employees during leave period will be permitted to sell Bank's new products like global credit cards, insurance policies, etc. and incentives will be paid to them for selling the products as decided by the Bank. The incentive structure will be worked out and circulated separately.
- 14 Festival Advance shall be closed in instalments already stipulated. Sundry Advance availed of, if any, shall be closed/adjusted before proceeding on leave.
- 15 Leave once sanctioned is irrevocable during the sanctioned period. However, Bank reserves the right to recall the employee during the leave period without assigning any reason by giving 3 months' notice.
- 16 In the unfortunate event of death of the employee during the leave period, terminal benefits will be paid to the legal heirs as per rules of the Bank after adjusting to the liabilities subject to the above rules. In the case of those who are members of Voluntary Contribution Scheme towards Death Relief, the Bank will continue to deduct the monthly contribution as per the mandate, so as to retain eligibility.

G. General:

1. The employee will have to give an undertaking to the effect that:
 - a) He/she shall keep the Bank informed of his/her latest address for communication on quarterly basis, so as to reach the General Manager (P) on or before 5th of every quarter.
 - b) He/she shall make himself/herself available to the Bank for any Departmental enquiry, investigation/court cases etc. in respect of disciplinary proceedings pending or serious irregularities, if any, which came to light subsequently. On his/her failure to do so, he/she would be liable for appropriate action as deemed fit by the Bank.
2. The employee shall submit application for rejoining, to the General Manager (P) before 30 days of the expiry of the leave period. On expiry of the leave, he/she shall report to duty at the Branch/Office last worked unless otherwise advised by the Bank.

3. The employee may opt for Voluntary Retirement/Resignation during or immediately after the leave period.
4. The Bank reserves the right to alter, modify or change the terms, conditions or any of the stipulations contained in this scheme at its sole discretion.
5. The scheme will be reviewed by the Bank as and when required.
6. The General Manager (HRM) will be the Competent Authority for any clarification as to the application or interpretation of any of the terms and conditions of the Scheme and his decision is final.

The application shall be submitted in quadruplicate as per the Annexure, to the head of Branch/ Office in which the employee is working. One copy of the application shall be returned to the employee as an acknowledgement. Two copies of the application duly certified by the Head of the Branch/Office shall be forwarded to the Zonal Office on the same day. The fourth copy may be retained in the Individual File of the employee at the Branch/Office. T & IBD shall submit the applications to Zonal Office, Mumbai.

The Zonal Offices shall scrutinise the applications received from the Branches/Offices and send the same to the General Manager (Personnel), Personnel Department, Personnel Administration Division, Head Office, Manipal within 3 days from the date of receipt of the applications. Departments in Head Office/Corporate Office shall submit the application to HO : PD : PAD.

Branch Managers/Heads of the Offices are requested to circulate this circular among all the employees in the Branch/Office, besides displaying a copy of the same in the Notice Board.

Clarification required if any, about this circular may be sought from **PERSONNEL DEPARTMENT - HUMAN RESOURCES DEVELOPMENT DIVISION** at Head Office, Manipal

(ALLEN C A PEREIRA)
GENERAL MANAGER (P)

ANNEXURE

Application for Special Leave under SyndicateBank Special Leave Scheme – 2004.

The General Manager (P)
 Personnel Department
 Personnel Administration Division
HO : MANIPAL – 576 104.

Dear Sir,

Sub: Request for granting Special Leave.

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I hereby request you to grant me Special Leave in accordance with the terms and conditions stipulated in the SyndicateBank Special Leave Scheme – 2004 in terms of Circular No.017-2004-BC-HRD dated 29.01.2004

I furnish herebelow the requisite particulars for consideration of my request for Special Leave:

1	Name	
2	Emp. No.	
3	Designation & Grade	
4	Branch/Office	
5	Date of Joining the Bank	
6	Date of Birth	
7	Age in completed years	
8	No. of Years of service in the Bank	
9	Purpose of Special Leave	
10	Whether working under any bond. If so, whether the bond period is over?	
11	Duration of Special Leave sought	
12	Whether belong to Specialist Category	
13	Source/Income from which the employee proposes to service the interest liabilities during leave period	
14	Leave address for communication including Telephone No., E-Mail Address.	

15	Salary particulars as on (indicate month)	Basic Pay	Permanent Special Pay ranking for PF	DA	Total	
16	Details of direct and indirect liabilities (Amount in Rupees)					
Sl. No.	Branch	Account No.	Nature of facility	Amount Outstanding	Monthly Instalments	Remarks (Overdues if any)
1						
2						
3						

I hereby declare and undertake that:

- The above information is true and correct to the best of my knowledge and belief.
- I have carefully read and understood the salient features of the Scheme and accept the terms and conditions stipulated in the SyndicateBank Special Leave Scheme – 2004.
- I shall keep the Bank informed of my latest address for communication on quarterly basis, so as to reach the General Manager (P) on or before 5th of every quarter.**
- I shall make myself available to the Bank for any Departmental enquiry, investigation/court cases etc. in respect of disciplinary/legal proceedings pending or that may be initiated subsequently. On my failure to do so, I would be liable for appropriate action as deemed fit by the Bank.
- I shall arrange for servicing the interest on my existing loans and instalments in respect of loan sanctioned to me during leave period as per the terms of sanction.

Place:

Date :

Signature of the employee

For use at Branch/Office

Certified that the employee is eligible for Special Leave in terms of the SyndicateBank Special Leave Scheme – 2004 and the information furnished above is correct as per the records.

Date

Seal

Signature of the Head of the Branch/Office

Zonal Office remarks

- We confirm that the information submitted herein above by the employee is correct and is in order.
- Details of disciplinary proceedings pending/contemplated against the employee, if any are enclosed.

Place:

Date:

DY./GENERAL MANAGER