



SyndicateBank

Head Office: Manipal - 576 104 (Karnataka)

Organisation & Methods Division

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PERMANENT UTILITY

PROVISIONS AND GUIDELINES ON VARIOUS TYPES OF LEAVE, TRAVELLING ALLOWANCE AND LEAVE FARE/TRAVEL CONCESSION

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Branches and Administrative Offices are hitherto referring to Desk Guide on Leave Rules dated 09.12.1998 and Desk Guide on Travelling Expenses and LFC/LTC dated 07.12.1998, in the matter of Leave and TE/LFC/LTC of Award Staff/Officer Employees.

Taking into account the developments since 1998 including latest settlement/understanding in respect of Service matters, the revised and comprehensive Guidelines on Leave, Travelling Expenses & LTC/LFC is brought out in the form of Circular booklet updated upto 30.06.2007.

The Booklet consists of two parts, viz.,

PART A : Leave Rules –
 Chapter 1: Workmen
 Chapter 2: Officers

PART B : TE & LFC –
 Chapter 1: Workmen
 Chapter 2: Officers

This booklet is brought out to facilitate the Branches/Controlling Offices for easy disposal of the claims of the employees duly adhering to the guidelines in force.

Clarifications required if any, on this circular may be sought from **PERSONNEL DEPARTMENT – PERSONNEL ADMINISTRATION DIVISION** at Head Office, Manipal through respective RO, as per extant guidelines.

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GENERAL MANAGER

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PART-A

PROVISIONS AND GUIDELINES ON VARIOUS TYPES OF LEAVE

CHAPTER - I

WORKMEN EMPLOYEES

1.0 GENERAL PROVISIONS

- 1.1 No leave of any kind can be claimed as a matter of right. When the exigencies of the service so require, discretion to refuse or revoke leave of any description vests with the Authority empowered to sanction the leave.
- 1.2 An employee who desires to obtain leave of absence, other than Casual Leave, should apply in writing to the sanctioning authority. Such application for leave should 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 Sanctioning Authority or the Officer empowered by him issues order on such application as soon as possible and in case of an urgent nature immediately. If the leave applied for is granted, an order showing the date of commencement of the leave and the date on which the employee will have to resume duty will be issued to him.
- 1.3 An employee shall, before proceeding on leave, intimate to the Competent Authority his address and contact telephone number invariably while on leave, and shall keep the said authority informed of any change in the address previously furnished.

If an employee after proceeding on leave desires an extension thereof, he should make an application in writing to the Sanctioning Authority. Such application should state the full postal and telegraphic address and contact telephone number of the employee invariably and shall be made sufficiently in advance to enable the Management to consider the application and communicate the sanction or refusal of extension of leave before the date of expiry of originally sanctioned leave. No leave or extension of leave shall be deemed to have been granted unless an order to that effect is passed and communicated to the employee concerned in writing.
- 1.4 If leave is refused or postponed, the reason for the refusal or postponement as the case may be, should be mentioned in the order, and a copy of the order given to the applicant.
- 1.5 An employee already on leave may be recalled when it is considered necessary in the interest of the Organisation. When an employee is recalled from leave, the Bank will reimburse him travelling expenses to and from the place where he was spending his holidays. The employee will also be entitled to claim travelling expenses of his wife and children provided they had accompanied him while going to such place or have gone to such place within a week of his going there and have accompanied him whilst returning from such place or have returned to the place of work within a week of his return to that place.
- 1.6 Holidays i.e Bank holidays under the NI Act other than Sundays shall not be prefixed or suffixed to any leave without prior sanction of the Competent Authority. An employee who overstays his leave(except under circumstances beyond his control for which he must tender a satisfactory explanation) shall not be paid his pay and allowances (other than house rent allowance) for the period he overstays and shall further render himself liable to such disciplinary action as the Management may think fit to initiate.
- 1.7 The first day of an employee's leave is the working day succeeding that upon which he makes over charge. The last day of an employee's leave is the working day preceding that upon which he reports his return to duty.

- 1.8 Unless he is permitted to do so by the Authority which granted him leave, an employee will not be entitled to return to duty before the expiry of the period of leave granted to him. An employee on leave shall, unless instructed to the contrary, return for duty to the place at which he was last stationed.
- 1.9 Before an employee proceeds on leave sanctioned to him, he should properly hand over charge of the Department or work placed in his charge, to the employee who is asked to take over his duties during his absence on leave so that there may not be dislocation in Office work and the employee who takes charge may have an opportunity to get necessary information regarding pending items, if any, from the outgoing employee and be in a position to do the job properly.
- 1.10 Leave may not be granted to an employee during the period branches are engaged in year end work i.e., from 15th of March to 14th of April.
- 1.11 When sanctioning leave other than CL, Leave Sanctioning Authorities are required to regulate leave so that the number of employees on leave at a given time may not exceed 10% of the total staff strength.
- 1.12 Leave earned by an employee lapses on the date on which he ceases to be in service. Where an employee's services are terminated owing to retrenchment, he shall be paid his pay and allowances for the period of privilege leave at his credit as per rules.
- 1.13 The Competent Authority may 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 the basis of a medical certificate.
- 1.14 For the purpose of this Chapter, the term '*Substantive Pay*' wherever it occurs means the aggregate of (i) basic pay (ii) dearness allowance (iii) house rent allowance (iv) special and other allowances, if any (but excluding special allowance drawn as locum-tenency and officiating allowance, if any) which the workman would have drawn had he been on duty.
- 1.15 Except Casual Leave, all other leave accrued is to be credited to the employees' Leave account on the anniversary day of joining service. Only in the case of Casual Leave, credit is to be given on 1st January every year.

2.0 CASUAL LEAVE

- 2.1 An employee shall be entitled to Casual Leave upto a maximum of 12 days in each calendar year provided that not more than 4 days may be taken continuously and provided that holidays and Sundays may not be combined with such leave in such a way as to increase the absence at any one time beyond six days. If extended beyond these limits it shall be treated as Privilege Leave in respect of the entire period. Casual Leave shall not be granted in combination with any other kind of leave.
- 2.2 Casual Leave shall be earned by an employee during the first calendar year of his service on a pro rata basis at the rate of one day for each completed month or part thereof.
- 2.3 Casual Leave shall be non-cumulative. But Casual Leave not availed of by an employee in a calendar year shall be credited to UCL account and treated as SL on full pay and such leave shall be over and above the maximum period provided in SL. Previous permission of the Sanctioning Authority should be obtained before taking casual leave. When this is not possible the said authority should be informed as soon as practicable in writing and if written communication is not possible, orally or through any other person, of the employee's absence probable duration of such absence. In any event, a written application shall be submitted to such authority latest on the day the employee resumes duty. In no case, employee can take Casual Leave on frivolous grounds. Submission of medical / fitness certificate need not be insisted upon while sanctioning UCL on Sick Grounds for a day.

- 2.4 Casual Leave is mainly intended to meet the need for leave due to special or unforeseen circumstances for which provision cannot be made through exact rules. Holidays except Sundays, shall not be prefixed or suffixed to Casual Leave without the previous permission of the officer granting such leave. If prior permission is not obtained, the Sanctioning Authority can treat such holidays prefixed or suffixed as a part of Casual Leave.
- 2.5 Holidays and weekly off within the period of Casual Leave will not be treated as a part of Casual Leave subject to Clause 2.4.
- 2.6 Casual Leave may be availed of on grounds of sickness without production of a Medical Certificate, provided the total period of sickness does not exceed 4 days.
- 2.7 Any absence from duty without satisfying the prescribed conditions under which leave may be availed of or obtaining such leave on false grounds, would justify the Bank, after giving the employee an opportunity to explain, not treating the employee as on Casual Leave but as being on unauthorised absence with consequent cut in pay and allowances.
- 2.8 A workman on Casual Leave shall be entitled to pay and allowances as if he was on duty.

3.0 PRIVILEGE LEAVE

- 3.1 Calculation of PL is done at the rate of one day for 11 days' of active service.

For calculating PL, all types of leave availed except Casual Leave will be excluded from the active service. In the case of Sick Leave availed on full pay even though double the number of days availed is debited to Sick Leave account, actual number of days of absence on Sick Leave is to be taken into account for this purpose. Further, Leave encashed should not be deducted from active service.

With effect from 1.1.2001, while calculating the PL of workmen employees on the dates of earning PL, any fraction after calculating PL at one day for every 11 days of service, shall be taken as full day.

- 3.2 PL for workmen must be calculated and credited on the anniversary date of joining service. There will not be postponement of date of credit of PL (i.e. anniversary date of joining service) on account of Extra-Ordinary Leave availed.
- 3.3 Application for PL should be submitted not less than one month before the date from which the leave is to commence.
- 3.4 An employee other than a member of the Executive Committee of a Registered Trade Union of Bank employees, will not be entitled to avail of PL on more than three occasions in a calendar year. But there will be no limitations as to the minimum number of days for which leave may be taken on these occasions. In determining the number of occasions the following occasions shall not be included:-
- i) When an employee has proceeded on PL and is recalled to duty by the Bank
 - ii) When an employee has been granted PL on grounds of sickness (see para 3.5 herebelow).

In special circumstances, an application may be made for the grant of PL on more than three occasions in a calendar year and it will then be in the absolute discretion of the Competent Authority concerned whether to grant it or not.

- 3.5 An employee may avail of PL for a period of more than 4 days at a time on grounds of sickness on production of Medical Certificates:-

NOTE: i) An employee may avail PL for a period not exceeding 4 days at a time on grounds of sickness without production of Medical Certificate. However, PL availed this way will count as a number of occasion for the purpose of maximum number of occasions (three) on which PL can be availed in a calendar year.

- ii) Production of medical certificate may be insisted on if the employee had availed PL on three occasions earlier.
- 3.6 An employee is permitted to avail himself of PL one month before the anniversary day of his joining service to the extent of PL available to him at the rate of one day per 11 days of active service. In such cases accounting of leave must be done on the anniversary day of joining service and the leave availed, if any, by an employee after completion of 11 months' service should be appropriately adjusted on the anniversary day.
- 3.7 Till 31.12.1989 PL could be accumulated only upto a maximum of 180 days. With effect from 1.1.1990, PL accruing to an employee on or after 1.1.1990 is allowed to 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 prescribed.
- a) The General Manager (P) is the competent authority to grant permission for accumulation of PL beyond 240 days. All the leave sanctioning authorities are requested to refer cases of refusal of PL which results in accumulation beyond permissible limit to General Manager(P), through their respective Regional Offices.
 - b) In case of administrative offices the request for accumulation of PL beyond 240 days shall not be considered unless there is extreme administrative exigency.
 - c) If the rejection of PL applied for by Officers / Workmen staff who are due for retirement results in accumulation of PL beyond 240 days, such cases shall not be considered under any circumstances. Exceptions made if any, shall be with specific instructions to bring down the outstanding balance within the permissible limit of 240 days before the date of retirement/within three months whichever is earlier.
 - d) In case of Officers / Workmen Staff working in branches, requests for accumulation may be considered only during year end and half year end i.e March / April and September / October, that too if the branches are not provided with adequate staff strength, as per the latest assessment.
 - e) Wherever the accumulation of PL beyond 240 days is permitted by the competent authority, the employee concerned shall be advised to avail the leave within the stipulated period not exceeding 3 months, in order to bring down the PL Balance within the permissible limit.
- 3.8 In partial modification of clause No.23(d) of settlement dated 31.10.1979, encashment of PL while proceeding on Leave Fare Concession shall be permitted as under :
- a) for availment of LFC under 2 years term, either maximum 15 days in each term or 30 days in one block of 4 years.
 - b) for availment of LFC under 4 years block, maximum 30 days.

A workman employee may be allowed to encash PL by availing LFC on completing 11 months of active service if he so desires. The Substantive Pay (refer para 1.14) is to be taken into account subject to fulfillment of all other terms and conditions.

- 3.9 An employee may be permitted to encash one day's PL once a year for donation to Prime Minister's National Relief Fund.
- 3.10 A workman employee would be entitled to encash the accumulated Privilege Leave to his credit at the time of retirement. If a workmen employee dies in service, his legal heirs will be paid salary for the Privilege Leave accrued to him at the time of death. The employees resigning from the Bank's service are eligible for leave encashment to the extent of half the PL

to their credit on the date of cessation of service due to resignation subject to maximum of 120 days after complying with Rules/Regulations governing resignation. In cases where half of the leave at credit works out to a number involving a fraction, the same should be rounded off to the next higher digit.

With effect from 26.05.2000, permanent part-time employees drawing scale wages may be allowed encashment of accumulated PL upto a maximum of 240 days of scale wages drawn by them at the time of superannuation.

- NOTE :** i) For encashment of PL the substantive pay (refer 1.14) is to be taken into account. If the employee is provided with quarters, notional HRA is also to be included.
- ii) There is no provision for crediting pro-rata PL to employees in Bipartite Settlement. However, as recommended by IBA, PL may be permitted on pro-rata basis for the broken period between the last date of accrual and the date of retirement/death.

4.0 SICK LEAVE

- 4.1 An employee shall be granted sick leave at the rate of one month i.e., 30 days for each year of service subject to a maximum of 18 months (540 days) during his entire service, provided that, where an employee has put in a service of 24 years, he shall be eligible for additional Sick Leave at the rate of one month for each year of service in excess of 24 years of service subject to a maximum of three months.
- 4.2 For reckoning "**Completed year of service**" for the purposes of calculating Sick Leave, Extra-Ordinary Leave on loss of pay and allowances duly sanctioned upto the eligible limit will also count as service.

In view of the above, irrespective of an employee availing Extra Ordinary Leave on loss of pay during the year, he will be entitled for 30 days Sick Leave for that year provided the total of Extra Ordinary Leave availed (including Extra-Ordinary Leave availed during the year) is within the maximum entitlement as per Bipartite Settlement.

If, in any year, the cumulative total of Extra-Ordinary Leave on loss of pay and allowances exceeds the maximum entitlement, then the Extra-Ordinary Leave granted in excess of entitlement for whatsoever reason in that year will not count for earning Sick Leave for that particular year. In such cases, Sick Leave for the year will be allowed pro-rata excluding from "Service" the Extra-Ordinary Leave on loss of pay allowed in excess of the entitlement.

Further, unauthorised absence (other than absence on account of participation in strike/agitation) will not count as service and will be excluded for calculation of Sick Leave for each year on the above mentioned lines.

- 4.3 Sick Leave shall be on half substantive pay, provided that an employee, if he so requests, shall be permitted to avail of Sick Leave on full substantive pay upto a maximum of nine months during full period of service, such leave on full substantive pay being entered as twice the amount of leave taken, in his Sick Leave account as in para 4.1.

With effect from 1st April 1997, Sick Leave admissible for service in excess of 24 years of service shall be on half substantive pay but shall 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.

- 4.4 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 in para 4.1 .
- 4.5 Sick Leave can be granted only on production of a Medical Certificate and fitness certificate issued by a Registered Medical Practitioner acceptable to the Bank. It may be noted that UCL since converted into Sick Leave can be availed only against Medical Certificate. However, for availing UCL for a day, submission of Medical Certificate is not mandatory.

As per V Bipartite Settlement, an employee may also be sanctioned Sick Leave on the basis of Medical Certificate given by a practitioner of medicine other than Allopathy too, provided he is a Registered Medical Practitioner.

- 4.6 Sick Leave can be granted on pro-rata basis. Sick Leave due to an employee on any particular day may be calculated on the basis of total period of service as on that date at the rate of 30 days for each completed year of service and pro-rata for the broken period.

Illustration:

A workman who has joined the Bank on 7.10.91 will be eligible for SL as follows as on 1.7.1994 :

- a) For the 2 completed years as at 7.10.1993 :----- 60 days
 - b) For the remaining period upto 1.7.1994 Pro-rata for 267 days at the rate of 30 days per year of service; works out to $30 \times 267 \div 365$ ----- 22 days
- 4.7 Indiscriminate availment/misuse of Sick Leave by employees needs to be properly regulated. In this regard the guidelines given in para 4.6 of Chapter-II in the case of Officers hold good in the case of workmen employees too.

5.0 EXTRA-ORDINARY LEAVE

- 5.1 Extra-Ordinary Leave may be granted to an employee when no other leave is due to him which can be availed for the purpose. Except in 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 an employee's service.
- 5.2 The Sanctioning Authority may grant Extra-Ordinary Leave in combination with or in continuation of leave of any other kind except CL admissible to the employee.
- 5.3 No pay and allowances are admissible during the period of Extra-Ordinary Leave and the period spent on such leave shall not count for increments, provided that in cases where the Sanctioning Authority is satisfied that the leave taken is on account of illness or for any other cause beyond the employee's control, he may direct that the period of Extra-Ordinary Leave may count for increments.

Ordinarily, under the following circumstances, annual increment date need not be postponed on account of EOL on LOP availed of by an employee as the reasons involved are beyond the control of the employee .

- a) Sickness of the employee subject to production of Medical Certificate acceptable to the Bank.
- b) Death of parents, spouse or some other close relative.
- c) Medical treatment of parents, spouse or children in cases where no other person is available for attending to them during hospitalisation.

NOTE:i) EOL on LOP sanctioned beyond the limit of 12 months will not count for increments under any circumstances.

- ii) EOL on LOP availed for such purposes as examinations, marriage in the family, including the marriage of the employee himself etc., will not be considered as reason beyond the employee's control.

- 5.4 In the case of employees who are Office-bearers of Registered Trade Unions increments may be deferred only to the extent that Extra-Ordinary Leave exceeds 2 months in any incremental year. This relaxation is restricted to the first 360 days of EOL/LOP sanctioned by the Competent Authority.

- 5.5 As the increment is released on the first day of a calendar month, postponement of the Annual Increment date may have to be notionally determined. The postponement would be given effect when the date of increment shifts to the next calendar month. The increment date in each year will be computed by taking into account the EOL on LOP availed/other relevant factors (The procedure for effecting postponement is the same as in the case of Officers. (Refer para 7.15 of Chapter-II).
- 5.6 No pay and allowances are admissible during the period of EOL on LOP.
- 5.7 Where an employee avails EOL on LOP on medical grounds, he is required to produce a Medical Certificate from a Registered Medical Practitioner regarding his sickness. He must also produce physical fitness certificate from the Registered Medical Practitioner for resuming duties.

In case of EOL on LOP beyond 360 days

Guidelines given in paragraphs 7.5 and 7.11(except x) of Chapter-II in the case of officers hold good in the case of workmen employees too.

Regarding the authorities empowered to sanction EOL on LOP, please refer to para 11 of Chapter-II.

- 5.8 EPF contributions can be accepted from the employee for the period of sanctioned EOL on LOP or sick leave on half pay if he makes a request in writing to the pay disbursing authority while going on such leave each time. However, to enable the pay disbursing authority to act upon such request, the employee has to maintain sufficient balance in his account where salary is being credited.
- 5.9 Regarding unauthorised absence rules applicable in these cases are common for both Officers and Workmen and reference may be made to the Officers' Leave Rules Chapter-II for details.

6.0 MATERNITY LEAVE

- 6.1 Maternity Leave which shall be on substantive pay shall be granted to a female employee for a period not exceeding 6 months on any one occasion and 12 months during the entire period of her service. A month for this purpose means 30 days
- 6.2 Competent Authority may grant leave of any other kind except CL admissible to the employee in combination with or in continuation of Maternity Leave if the employee is eligible for the same.
- 6.3 Maternity Leave is admissible to the female employee even in case of miscarriage/MTP/abortion against Medical Certificate.
- 6.4 Maternity Leave may be granted even in the first year of service and even during the probationary period. However, the period spent on ML shall not be deemed to be active service and the period of probation shall stand extended to that extent(Refer para 8.0).

In case of miscarriage/MTP/abortion, ML can be sanctioned normally upto six weeks (42 days)on production of a Medical Certificate. In special cases/exceptional cases involving medical complication associated with miscarriage/MTP/abortion, the Bank may on the recommendation of a competent Medical Practitioner (qualified gynaecologist), sanction ML not exceeding 6 months (180 days) on one occasion subject to the overall limit of 12 months during the entire period of service. There is no restriction regarding the number of occasions on which ML may be availed within the overall limit of 12 months.

- 6.5 Leave may also be granted once during service to a childless female employee for legally adopting a child who is below 1 year of age for a maximum period of 2 months or till the child reaches the age of 1 year, whichever is earlier subject to the following terms and conditions.
- Leave will be granted for adoption of only one child.
 - The adoption of child should be through a proper legal process and the employee should produce the adoption deed to the Bank for sanctioning such leave.
 - The temporary and part-time employees are not eligible for grant of leave for adoption of a child.

7.0 SPECIAL LEAVE/SPECIAL CASUAL LEAVE

7.1 To Office-bearers of Trade Unions (w.e.f.2.6.2005) :Special leave will be allowed to certain employees for attending meetings and conferences of Trade unions of Bank employees as provided below.

- a) **Principal Office Bearers of All India Workmen Unions/ Associations** } upto 21 days in a Calendar year
- i) 20 such members in the case of Unions having more than 25% membership.
ii) 15 such members in the case of Unions having less than 25% membership.
- b) **Central Committee Members of the All India Workmen Unions/Associations** } upto 17 days in a calendar Year
- i) 40 such members in the case of Unions having more than 25% membership.
ii) 30 such members in the case of Unions having less than 25% membership.
- c) **Office-bearers of the Executive Committee of the State or Associations, Regional Level Units of All India Workmen Unions** } upto 7 days in a Calendar Year
- i) 20 such members in the case of Unions having more than 25% membership.
ii) 15 such members in the case of Unions having less than 25% membership.

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

An employee on Special Leave shall be entitled to pay and allowances as if he was on duty. The Special Leave as provided above shall be available only to those Office bearers nominated for the purpose by the All India Workmen Unions/Associations who are party to the Settlement and signing it.

7.2 In connection with Domestic Enquiry :

- a) An employee of the Bank who acts as Defence Representative during Departmental Enquiry has to be granted Special Leave for the purpose provided he is from within the same State as the charge sheeted employee subject to production of attendance certificate from the enquiry officer .
- b) A charge-sheeted employee is also eligible for Special Leave for participating in the enquiry and at the time of personal hearing as well as hearing of appeal, subject to production of attendance certificate from the enquiry officer/Disciplinary authority/Appellate authority.

NOTE : If proceedings are adjourned for reason attributable to the charge sheeted employee or Defence Representative, then the Special Leave shall not be available to them & they shall not be eligible for TA/HA.

7.3 Granting weekly-off to workmen required to attend training on the day of weekly-off

Rules applicable to workmen in this regard, are same as in the case of Officers (Refer Para 8.12 of Chapter II). However, having regard to the provisions of Bipartite Settlement, it will not be in order to postpone the weekly holiday of a workman to a later date. Therefore, granting compensatory holiday to workmen subsequent to his working on normal weekly holiday will not be in order.

7.4 Workmen employees are eligible for special leave in the following cases :

1. Under Family Welfare programme
2. For Blood Donation
3. If the employee is a disabled Ex-servicemen
4. For attending Duty as Home-Guards

5. For Reservists from Armed Forces
6. To appear for CAIIB Examination in Sunday working branches
7. For participating in Mountaineering Expedition
8. For injuries sustained in the course of duty
9. To join territorial Army or Para-military Organisation.
10. Special Casual Leave/time-off for exercising Franchise
11. Special Leave for Sports Activities
(For details refer to para 8 & 9 of Chapter-II)

7.5 ABSENCE OF EMPLOYEES FROM DUTY FOR REASONS BEYOND CONTROL LIKE CURFEW, NATURAL CALAMITIES, BUNDH, DISRUPTION OF PUBLIC TRANSPORT ETC. AND ABSENCE FROM DUTY IN CONNECTION WITH STRIKE/AGITATION ETC.

The rules applicable for sanction of Special Leave in the above cases and the procedure to be adopted are common to both Officers and Workmen employees. Therefore, for details, reference may be made to Officers' Leave Rules in Chapter II (para 8, 9, 10) dealing with this matter.

8.0 COMPUTATION OF THE PERIOD OF PROBATION - AVAILING LEAVE DURING PROBATION

1. The period spent on Maternity Leave shall not be deemed to be active service and period of probation shall stand extended to that extent. The Leave Sanctioning Authority shall make this specifically known to the probationer in the letter sanctioning Maternity Leave.
2. Any Special Leave granted to an employee other than Special Casual Leave for family planning operations and Special Leave granted on account of curfew also will have the effect of extending the period of probation. This shall be informed to the employee in the letter communicating sanction of leave.
3. The period of Sick Leave availed by a probationary Clerk/Attender on pro-rata basis may be ignored if the performance of the probationer is otherwise satisfactory.
4. The period of Extra-Ordinary Leave on loss of pay and allowances availed on medical grounds for 15 days or less may also be ignored provided the performance of the probationer has been otherwise satisfactory.

9.0 VOLUNTARY CESSATION OF EMPLOYMENT

- 9.1 When an employee absents himself from work for a period of 90 or more consecutive days without prior sanction from the Competent Authority or beyond the period of leave sanctioned originally including any extension thereof or when there is satisfactory evidence that he has taken up employment in India or outside, the management at any time thereafter may give a notice to the employee at his last known address as recorded with the Bank, calling upon him to report for work within 30 days of the date of notice.

Unless the employee reports for work within 30 days of the notice or gives an explanation for his absence within the period of 30 days satisfying the management inter alia that he has not taken up another employment or vocation, the employee shall be given a further notice to report for work within 30 days of the notice failing which the employee will be deemed to have voluntarily vacated his employment on the expiry of the said notice and he shall be advised accordingly by registered post.

In the event of the employee submitting a satisfactory reply, he shall be permitted to report for work thereafter within 30 days from the date of expiry of the aforesaid notice without prejudice to the Bank's right to take any action under the law or rules/conditions of service.

If the employee fails to report for work within this 30 days period, then he shall be given a final notice to report for work within 30 days of this notice failing which the employee will be deemed to have voluntarily vacated his employment on the expiry of the said notice and advised accordingly by registered post.

- 9.2 If an employee again absents himself for the second time within a period of 30 days without submitting any application and obtaining sanction thereof, after reporting for duty in response to the first notice given after 90 days' of absence or within the 30 days' period granted to him for reporting to work on his submitting a satisfactory reply to the first notice, a further notice shall be given after 30 days of such absence giving him 30 days' time to report. If he fails to report for work or reports for work in response to the notice but absents himself a third time from work within a period of 30 days without prior sanction, his name shall be struck off from the rolls of the establishment after 30 days of such absence under intimation to him by registered post deeming that he has voluntarily vacated his appointment.
- 9.3 Any notice under this clause shall be in a language understood by the employee concerned. The notice shall be sent to him by registered post with acknowledgement due. Where the notice under this Clause is sent to the employee by registered post acknowledgement due at the last recorded address communicated in writing by the employee and acknowledged by the Bank, the same shall be deemed as good and proper service.

CHAPTER – II

OFFICER EMPLOYEES

1.0 GENERAL PROVISIONS

Regulations 31 to 40 of Syndicate Bank Officers' Service Regulations 1979 deal with different kinds of leave to which an Officer is eligible.

- 1.1 No Leave can be availed as a matter of right. Grant of leave shall be determined by the exigencies of service. When the leave is sanctioned, the date of commencement of the leave and the date on which the Officer has to resume duty should be intimated to the Officer.
- 1.2 All kinds of leave shall be calculated on yearly (calendar year) basis and credit shall be afforded on 1st January every year. Where an Officer joins service or is due to retire in the middle of the calendar year, proportionate Privilege Leave and Sick Leave shall be allowed.
- 1.3 Without obtaining proper sanction, an Officer should not be permitted extension of leave already sanctioned/availed. An officer who overstays his leave without obtaining due permission shall not be paid salary and he shall be liable for disciplinary action.
- 1.4 An Officer on leave cannot return to duty before the expiry of the period of leave granted to him unless permitted to do so by the Authority who granted him leave. The Sanctioning Authority may require an Officer to produce a medical certificate of fitness before he resumes duty where the leave availed is on health grounds.
- 1.5 No leave shall be granted to an Officer under suspension. However, if the suspension period or part thereof is treated as period spent on duty by specific order of Disciplinary Authority, the Officer will be eligible to accumulate Privilege Leave in excess of 240 days until such time the Bank is in a position to grant him Privilege Leave.
- 1.6 On promotion from clerical cadre to Officers' cadre, an Officer is permitted to carry over accumulated leave balance as on the date of promotion. Pro-rata PL is to be credited on the date of promotion from the date of anniversary. If it exceeds 240 days the same may be referred to GM(P) for permission to accumulate beyond 240 days.

2.0 CASUAL LEAVE

- 2.1 An Officer is eligible for Casual Leave of not more than 12 working days in each calendar year, provided that not more than 4 days Casual Leave may be availed of at a time.
- 2.2 Public holidays and Sundays may be prefixed or suffixed to such leave and total absence on account of suffixing and prefixing holidays may exceed 6 days. Public holidays and Sundays falling in between will not be treated as part of Casual Leave. If the Casual Leave is extended beyond 4 days, it should be treated as Privilege Leave, Sick Leave or EOL on LOP as the case may be, for the entire period, at the discretion of the Sanctioning Authority.
- 2.3 Casual Leave shall not be granted in combination with any other kind of leave.
- 2.4 In terms of Regulation 32(2) Casual Leave not availed in any calendar year is credited to UCL account and may be suffixed or prefixed to Sick Leave or availed of as Sick Leave only in the following 3 years. It can be availed only on full pay and allowance. This is applicable commencing from the casual leave not yet availed in respect of the calendar year 1997 and thereafter.

However, Casual Leave not availed of and standing to the credit of the officer as on 31st December 1978 shall not lapse in the next following years. It shall be allowed to be availed of as per the rules prevailing in the Bank in that behalf immediately prior to 1979.

Submission of Medical/Fitness Certificate by Officers need not be insisted upon while sanctioning UCL on sick grounds not exceeding 2 days.

2.5 If an Officer joins the service in the middle of the calendar year, he is eligible for Casual Leave at the rate of one day per month for the first calendar year. Fraction of month will also be treated as full month to calculate entitlement of the leave.

3.0 PRIVILEGE LEAVE

3.1 An Officer is eligible for Privilege Leave computed at the rate of one day for every 11 days of service on duty. However, no Privilege Leave can be availed before completion of 11 months' service.

3.2 An Officer is permitted to avail himself of Privilege Leave one month before the anniversary day of his joining service to the extent of PL available to him at the rate of one day per 11 days of active service. The accounting of leave must be done on 1st January only and the leave availed by an Officer after completion of 11 months' service should be appropriately adjusted on that date.

3.3 For calculating the number of days of "Service on duty" to determine Privilege Leave, the total number of days on leave of all types except Casual Leave availed of during the calendar year, shall 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 PL earned by an Officer. Fraction of a day of PL earned if any shall be taken as a full day.

(Note: PL encashed if any shall not be deducted from the period of service for this purpose).

3.4 Privilege Leave may be accumulated upto not more than 240 days except where the leave has been applied for and it has been refused. Prior to 1.1.1990 accumulation of PL permitted was 180 days. For the purpose of enhancement in the accumulation w.e.f. 1.1.1990, PL accruing from 1.1.1990 onwards only is to be taken into account. In other words, accumulated PL as on 1.1.1990 cannot be more than 180 days as per rules in force prior to 31.12.1989 unless the leave had been applied for and had been refused.

a) The General Manager (P) is the competent authority to grant permission for accumulation of PL beyond 240 days. All the leave sanctioning authorities are requested to refer cases of refusal of PL which results in accumulation beyond the permissible limit to General Manager (P), through their respective Regional Offices.

b) In case of administrative offices, request for accumulation of PL beyond 240 days shall not be considered unless there is extreme administrative exigency.

c) If the rejection of PL applied for by Officers who are due for retirement results in accumulation of PL beyond 240 days, such cases shall not be considered under any circumstances. If considered for administrative exigencies, it shall be ensured that he/she avails the leave well before retirement to bring down the outstanding balance of PL within the permissible limit.

d) In case of Officers working in branches, requests for accumulation of PL beyond 240 days may be considered only during year end and half year end i.e March / April and September/October, that too if the branches are not provided with adequate staff strength, as per the latest assessment.

e) Wherever the accumulation of PL beyond 240 days is permitted by the Competent Authority, the officer concerned shall be advised to avail of the leave within the stipulated period not exceeding 3 months, in order to bring down the PL Balance within the permissible limit.

3.5 An Officer desiring to avail Privilege Leave shall ordinarily give not less than 1 month's notice of his intention to avail such leave.

- 3.6 Care shall be taken while accounting the PL of the officer employees especially when the leave applied coincides with the date of accrual of PL, i.e., 1st January. For clarity and guidance of the Leave Sanctioning Authorities, an example showing the correct method of calculation is given below.

Example : An Officer X submits application on 15.11.1998 for PL of 30 days from 15.12.1998. As on 15 11 1998, balance in his PL account is 230 days. On sanction by the Competent Authority, his PL balance will be as under :

PL balance as on 15.11.1998	: 230 days
PL from 15 12 98 to 31.12.1998	: 17 days

PL balance as on 01.01.1999	: 213 days
PL credited on 01.01.1999	: 32 days

Balance as on 01.01.1999	: 240 days
====	
PL treated as lapsed	: 5 days
PL from 01.01.99 to 13.01.1999	: 13 days
Balance PL	: 227 days

It may be noted that the accrual of PL is arrived at based on the leave availed during the previous year and not the leave debited in the staff card. In such situations, as per the illustration given above, PL pertaining to the previous calendar year shall be first debited and the balance of PL has to be arrived at and credited as on 1st January by crediting the PL earned, thereafter the PL pertaining to the calendar year shall be debited. Leave Sanctioning Authorities shall follow this procedure scrupulously.

- 3.7 Once in every 4 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. One month for this purpose means 30 days. Alternatively, w.e.f. 1.6.1991 he may, whilst travelling in one term of two years to his home town and in other term to any place in India, be permitted encashment of Privilege Leave with a maximum of 15 days in each term or 30 days in one block.
- 3.8 For the purpose of encashment of Privilege Leave, the total emoluments payable to the Officer as on the date he proceeds on leave shall be reckoned.

The following constitute the "emoluments" for the purpose of encashment of Privilege Leave.

1. Basic Pay
2. Dearness Allowance
3. House rent allowance being received by the officer.
4. CCA
5. Split Duty Allowance
6. Special Area Allowance
7. Project Area Allowance
8. Hill & Fuel Allowance
9. Allowance for Professional Qualification in terms of proviso to Reg.No.5(2)
10. Deputation Allowance payable in terms of Reg.23(v)
11. Fixed Personal Allowance

NOTE: In the case of Officers provided with quarters, notional HRA i.e., Minimum HRA applicable to the place of posting is to be included. However, for the purpose of encashment of PL, notional HRA on FPA is not to be taken into account in case where FPA has no HRA component, i.e., to officers who would have been enjoying quarters facility at the time FPA was sanctioned to them.

- 3.9 The following allowances shall not be taken into account for encashment of Privilege Leave.
1. Mid Academic Year Transfer Allowance
 2. Half Yearly Closing Allowance
 3. Officiating Allowance
 4. Diem Allowance
 5. Adhoc/out of turn Salary increase admissible on posting in N.E.Region
 6. Payment made on reimbursement basis like conveyance expenses/entertainment Expenditure etc.

3.10 With effect from 1.1.1987 an Officer is permitted to encash one day's PL every year for donation to Prime Minister's National Relief Fund subject to giving a letter to the Bank to that effect and authorising the Bank to remit the amount to the Fund. This will be in addition to encashment permissible once in 4 years while availing LTC. However, encashment of PL for more than one day in any year should not be permitted even if the employee has not exercised his option during earlier years.

3.11 Where an Officer retires from the Bank's service on Superannuation/VRS(Pension)/VRS(SBOSR) he shall be eligible to be paid a sum equivalent to the emoluments for the period of PL standing to his credit not exceeding 240 days as on the date of retirement/relief . The pro-rata PL earned during the year (till the date of retirement) is to be credited to the Privilege Leave Account of the Officer for this purpose.

In the case of an officer dying in harness, encashment of PL as in the case of retirement, is to be released to the legal heirs of the deceased officer.

Where an Officer leaves/discontinues his service by resignation after giving due notice under Sub Regulation No: 2 of Regulation 20, he may be paid a sum equivalent to the emoluments for half the period of PL to his credit on the date of cessation of service, subject to a maximum of 120 days. (Fraction of a day may be taken as full day for this purpose).

However, an Officer removed/dismissed/compulsorily retired from service is not eligible for encashment of Privilege Leave.

3.12 For this purpose the emoluments as defined in 3.8 payable at the time of availing LTC will be taken into account.

4.0 SICK LEAVE

4.1 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 availed of only on production of Medical Certificate issued by a Medical Practitioner acceptable to the Bank or by a Doctor nominated at the Bank's discretion at its cost. A month for the purpose means 30 days.

4.2 For the period from 1.7.1979 to 1.1.1989 an Officer was eligible for Sick Leave at the rate of 30 days of Sick Leave for each completed year of service and the Sick Leave could be accumulated upto 360 days. If an Officer has already availed Sick Leave prior to 20.3.1990 to the extent of 18 months or more, he will not be entitled to any further sick leave during remaining part of his service.

4.3 For reckoning "**Completed year of service**" for the purpose of calculating Sick Leave, Extra-ordinary leave on loss of pay and allowances, wherever duly sanctioned by the Competent Authority, will also count as service.

In view of the above, irrespective of an employee availing loss of pay leave during the year, he will be entitled to 30 days Sick Leave for that year provided the total of Extra-ordinary leave availed including extra-ordinary leave availed during the year, is within the maximum entitlement as per Officers' Service Regulation.

However, unauthorised absence (other than absence on account of participation in strike/agitation) will not count as service and will be excluded for calculation of Sick Leave each year on the above mentioned lines.

4.4 In respect of period of Sick Leave, an Officer is eligible to receive half of the full emoluments. However, at his request the Bank may permit him to draw full emoluments by debiting twice of such period to his Sick Leave account.

4.5 During the first year of service, an Officer is eligible for sick leave on pro-rata basis at the discretion of the Competent Authority. With effect from 1.3.1983, Sick Leave due to an Officer on any particular day may be calculated on the basis of total period of service as on that date, at the rate of 30 days per completed year of service and pro-rata for the broken period.

Illustration:

An Officer who has joined the Bank on 6.10.81 will be eligible for Sick Leave as follows as on 1st July 1984.

- a) for the two completed years as at 6.10.1983 ----- 60 days
- b) For the remaining period upto 1.7.84 prorata for 267 days
at the rate of 30 days per year ----- 22 days

4.6 To regulate indiscriminate avilment of leave on health grounds and also to check the misuse of the facility by producing non-genuine medical certificate, the following system is introduced.

- i) Generally, wherever an Officer intends to avail leave of any kind on medical grounds, it is necessary that leave application duly supported by medical certificate be submitted to the leave sanctioning authority at the time of proceeding on leave. The certificate should indicate the nature of ailment and the duration for which the Officer may have to be away from the Office on account of the same. If the Officer is unable to enclose the medical certificate right at the time of proceeding on leave, the same must be submitted within 10 days of commencement of the leave.
- ii) A staff member has to submit a certificate from Registered Medical Practitioner, certifying that he is fit to resume duties at the time of joining duties on expiry of the said leave.
- iii) However, if the leave sanctioning authority deems it necessary, he may reject the Medical Certificate submitted by the staff in support of his/her leave application and require him/her to undergo medical examination by the Doctor/s of Bank's choice.
- iv) For the purpose of subjecting an Officer to medical examination as aforesaid, Regional Offices should arrange for a panel of doctors in all the places where the Bank has Regional Offices. The letter requiring the Officer to undergo medical examination should specify the name of the doctor, date, venue and other particulars of the proposed medical examination.
- v) Expenses incurred on the medical examination will be borne by the Bank. Reasonable conveyance expenses incurred by the employee for travel by public transport from the recorded place of his/her residence to the place of medical examination by the shortest route will also be reimbursed. However, no expenses for the person accompanying the Officer employee are allowed.
- vi) It must be noted that if the findings of the medical examination do not confirm the ailment as reported by the employee in his leave application or in the medical certificate submitted by him/her, no conveyance charges will be reimbursed. Further, action will also be initiated against the Officer on the matter.
- vii) a) In cases where it is decided by the Competent Authority to subject an Officer employee to medical examination, the Officer shall be instructed in writing to appear before the Doctor nominated for the purpose from out of the panel on the date and time stipulated in the communication. A copy of such communication should be sent to the Doctor/s concerned simultaneously.

- b) If, for any reason, the employee is not able to appear before the Doctor so nominated, he/she shall communicate in writing the reasons therefor so as to reach the Competent Authority and the Doctor concerned before the date set for his/her medical examination. In such situations, the employee shall also indicate as to when he/she prefers to be examined at his/her residence. The Competent Authority shall arrange to get the employee examined at his/her residence thereafter.
 - c) If there is no communication from the employee it will be deemed that the employee is avoiding undergoing medical examination.
 - d) Further, failure to undergo the medical examination shall be construed as a misconduct liable for disciplinary action.
- viii) Normally an Officer whose absence on health ground exceeds 15 days at a stretch, may be subjected to medical examination by a Doctor of Bank's choice from out of the panel of Doctors, if the medical certificate submitted by him/her is not acceptable to the Competent Authority.
- ix) Notwithstanding what is stated in Clause no.7 (ii) above, officers shall be subjected to medical examination by the Competent Authority under the following circumstances:-
- a) Where absence on medical ground extends beyond 90 days at a stretch: The process of medical examination in such an event shall be initiated and completed before expiry of 90 days;
 - b) Where an employee under orders of transfer, applies for leave of absence exceeding 30 days on health grounds: The Competent Authority in such cases shall act swiftly and complete the exercise of medical examination expeditiously;
 - c) Any other cases of short duration leave which, in the opinion of the Competent Authority, warrant medical examination of an employee.
- x) Each Regional Office/VLB situated in places other than Regional Office headquarters shall suggest two or three Doctors, with at least one Doctor from each District coming under their operational jurisdiction. Recommendation of Doctors shall be on the basis of their qualification, reputation, integrity, extent of practice, willingness to be empanelled etc. Regional Office shall forward a consolidated place-wise list of Doctors for the Region as a whole, with their addresses, range of consultation fee etc., along with their recommendations to PD:PAD:HO: Manipal for approval of the panel by the end of December every year.
- xi) In the case of Officers, who after proceeding abroad on sanctioned leave, submit medical certificate for extension of leave, all such certificates should be countersigned by Indian Consulate/Embassy at the place concerned.
- xii) In some cases, an employee may go over to another place on leave. After reaching that place, he may seek extension of leave or remain absent on medical grounds. In such cases, if the place from where the leave application is sent and the Branch/Office of posting come under the same Region, conducting medical examination will not pose difficulties. However, if the two are in far-off places, medical examination will have to be arranged by the Regional Office under whose geographical area, the place from which leave application is sent, falls. For this purpose, the Leave Sanctioning Authority should keep in touch with the Regional Manager(of the Region under whose geographical cover the employee is residing during his absence/leave)and ensure prompt medical examination.

5.0 ADDITIONAL SICK LEAVE

- 5.1 An officer who has put in a service of 24 years, shall be eligible for 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. A month for this purpose means 30 days.
- 5.2 Till 31.12.1988, additional Sick Leave was admissible only at the discretion of the Management without conferring any right on the officers.

5.3 From 1.1.1989, this provision has been incorporated in the amended Regulation itself. The additional sick leave as per the amended provision can be sanctioned by the same authority who is empowered to sanction Sick Leave to an Officer.

5.4 The additional Sick Leave admissible to an Officer employee may also be availed on full pay and allowances. All other rules applicable to availment of Sick Leave apply in the case of Additional Sick Leave also.

6.0 MATERNITY LEAVE

6.1 A female Officer is eligible for Maternity Leave for a period not exceeding 6 months at a time and not more than 12 months during the entire period of service. A month shall mean and include 30 days and 12 months shall mean 360 days.

6.2 Maternity Leave will be available for pre-natal and post natal period or at the time of miscarriage or abortion/MTP on production of a medical certificate by competent medical practitioner (qualified gynaecologist)

6.3 An officer on Maternity Leave shall be entitled to full emoluments for the period of leave. Maternity Leave may be granted in combination with or in continuation with any other kind of leave except casual leave admissible to the Officer.

6.4 Maternity Leave may be granted even in the first year of service and even during the probationary period and this will not affect the period of probation.

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

6.6 Generally for miscarriage/abortion/MTP, the Maternity Leave should be sanctioned upto 6 weeks only on production of medical certificate. However, in special cases, on the recommendation of the competent medical practitioner, it may be sanctioned for a period not exceeding 6 months on one occasion within the overall period of 12 months. A week shall mean 7 days.

6.7 Effective from the 1st day of April 2000, leave may also be granted once during service to a childless female officer employee for legally adopting a child who is below 1 year of age till the child reaches the age of 1 year, subject to a maximum of period of 2 months on the following terms and conditions:-

- a) The female officer employee should be childless.
- b) The adoption of the child should be a legal adoption i.e. through legal process.
- c) The age of the adopted child should be below 1 year. The leave can be availed before the child reaches the age of 1 year only. In other words, if the adopted child is of age 1 year or above, the female officer employee is not eligible for this kind of leave.
- d) The maximum leave available for the purpose is 2 months, and can be availed once during service by the childless female officer employee, in one installment ONLY.
- e) Leave can be granted for adoption of only one child.
- f) The female officer employee should produce the adoption deed to the bank for sanctioning such leave, along with her leave application.
- g) If there is any case of a childless female officer employee who has legally adopted a child and has availed leave for the purpose on or after 01-04-2000, such leave may be set off against leave admissible under this provision, subject to the female officer employee submitting an application in this behalf and also subject to the conditions mentioned above.
- h) The above stated leave for adoption of a child is not a separate or distinct kind of leave, but, is available only within the overall limit of 12 months available for maternity leave.

7.0 EXTRA-ORDINARY LEAVE ON LOSS OF PAY AND ALLOWANCES

- 7.1 An Officer is eligible for EOL on LOP for not more than 360 days during the entire period of service. However, under very special circumstances, the Board of Directors may grant EOL on LOP to an Officer upto a total period of 720 days.
- 7.2 Such leave shall not be availed of except for sufficient reasons for more than 90 days at a time.
- 7.3 EOL on LOP can be sanctioned only when the officer has no other kind of leave to his credit which can be availed of for the purpose for which the EOL is sought.
- 7.4 EOL on LOP may be availed in combination with or in continuation with other kinds of leave except casual leave.
- 7.5 The annual increment date gets postponed for the period of EOL on LOP availed unless such postponement is condoned by the Competent Authority. However, if the Competent Authority is satisfied that the leave was taken on account of illness or for any other cause beyond Officer's control, he may direct that the period of EOL on LOP may count for increments. It must be noted that the "Competent Authority" for condoning of the postponement of increments is the Head of the Region/HO (Individual File Servicing Authority) as the case may be (and not the Leave Sanctioning Authority). However, absence on LOP beyond the permissible limit will not count as service under any circumstances even if the Bank waives disciplinary action for such absence.

While sanctioning EOL on LOP the Leave Sanctioning Authority has to necessarily inform the officer concerned that his annual increment date stands postponed proportionately. In addition to this, the sanctioning authority shall specifically state whether or not such period of leave shall count as service for all purposes including pension. Leave sanctioning authorities shall also ensure that the same is duly noted in the staff card {(OF.1867) (STF 91)} of the concerned employee. Copies of the letter should be marked to the Regional Office concerned and to HO:PD:PAD to effect necessary changes. If the Officer represents to condone the postponement of the annual increment date, the representation should be forwarded to the Regional Office concerned /HO where the IF of the officer is being serviced, as the Head of the Region/HO:PD is the Competent Authority to waive postponement of the annual increment date. **In appropriate cases, the employee/officer may be referred to an empanelled doctor or to a Medical Board even if the EOL applied for is less than 360 days.**

EOL on LOP beyond 360 days is not an entitlement and can be considered only in very exceptional circumstances and at the discretion of the Competent Authority. Referring to Medical Board where EOL exceeds 360 days (including EOL already availed) **is compulsory**. Certificate from Medical Board should be obtained and sent along with the request, before expiry of the leave. The fees and other expenses incurred by the Bank has to be recovered from the employee/officer concerned. The officer/employee concerned shall appear before the Medical Board only after receiving the written communication from the said Board. Even if he has failed to appear before the Board on the stipulated date & time, the absence of the employee/officer will be treated as unauthorised and disciplinary action will be initiated. The officer/employee is liable to reimburse the expenses claimed by the Medical Board even if he has failed to appear before the Board. Leave recommended by Medical Board only will be sanctioned. Fitness Certificate from the same Board should be submitted by the employee at the time of joining the duty at his cost. **Delay in reporting/forwarding the application for EOL will not be condoned under any circumstances.**

- 7.6 Where EOL on LOP beyond 360 days is sanctioned, waiver of the postponement of the annual increment date is possible only if the same is permitted by the Board while sanctioning the said leave. Regional Office cannot allow waiver of the postponement of the annual increment date where the EOL is sanctioned by the Board.

- 7.7 As the increment in the case of Officers is released on the first day of a calendar month, in some cases, the postponement of the annual increment date may have to be notionally determined. The effect of postponement would be given when the date of increments shifts to the next calendar month. The increment date in each year will be computed by taking into account the number of days of leave on LOP availed and other relevant factors. (The procedure for effecting postponement is given under para 7.15).
- 7.8 No pay and allowances are admissible during the period of EOL on LOP.
- 7.9 Where an officer avails EOL on LOP on medical grounds, he is required to produce the medical certificate regarding his sickness. He must also produce Physical Fitness Certificate from a registered medical practitioner for resuming duties.
- 7.10 Regarding the Sanctioning Authority for EOL on LOP to Officers reference may be made to para 11.
- 7.11
- i) All the branches/offices are required to furnish necessary information as per **Annexure-1** to the Competent Authority, i.e., respective Regional Office, as soon as the employee/Officer applies for EOL on LOP or abstains on loss of pay basis, along with copy of the leave application submitted by the officer and the attested copies of the supporting documents.
 - ii) If an employee/officer abstains from duty without written intimation/sanction of leave for more than 10 days, branches/offices should advise him/her in writing to his/her last known address to report for duty immediately, submitting satisfactory explanation for absence. It should be mentioned therein, that salary and allowances will not be released for the period employee/Officer absents without authorization/sanction of leave and that it is without prejudice to any other action Bank may decide to take. Such letter/notice shall be sent by Regd.Post AD, with copy to the Personnel Cell of the RO concerned.
 - iii) If the employee/Officer submits satisfactory explanation for absence and seeks approval, in response to the aforesaid notice, the same shall be forwarded to RO immediately on receipt with remarks/recommendations of the Manager/Chief Manager. Employee/Officer may be allowed to resume duties in the meanwhile with written advise as per **Annexure-2** of this booklet.
 - iv) If the employee/Officer fails to comply with the notice/letter issued as under (ii) above, within a reasonable period i.e. time taken for postal transit for the communication and two or three grace days, the same shall be informed to RO concerned by E-mail/FAX "Despite letter No..... dated..... Sri/Smt.....Emp No.-----, Designation remains absent" (Branch name and Code).

Salary and allowance shall not be released for the period of absence until the RO concerned has approved the absence/sanctioned appropriate leave to the employee/officer concerned.
 - v) On receipt of intimation from Branch/Office as under iv) above, the RO shall immediately write to the employee/officer concerned by registered post acknowledgement due, to resume duties by a particular date, say within 7 days and also to show cause as to why such absence should not be treated as unauthorised and disciplinary action should not be initiated against him/her apart from cut in salary and allowance for absence from duties without sanction of leave. Copy of the notice shall be marked to the branch/office as well as RO:IRC/HO:IRD as the case may be.
 - vi) If the employee/officer reports for duty on receipt of RO letter as above, branch/office shall permit him to join duty after issuing letter as per **Annexure-2** and a copy thereof along with explanation submitted by the employee/Officer shall be sent to the RO concerned without any loss of time.

- vii) If the employee/officer neither resumes duty nor submits explanation as required, RO shall treat such absence as unauthorised with due communication to such employee/officer giving the reasons for such decision, and initiate disciplinary action, quoting previous letter in case of workmen employee/recommend with all relevant certified copies of the documents for initiating disciplinary action to HO: IRD in case of officer/ or appropriate disciplinary authority.
- viii) There may be instances where an employee/officer may keep applying for EOL on LOP continuously producing medical certificate for different ailment on each occasion or from a different doctor. Such medical certificate needs to be examined carefully. If there is reasonable doubt as to its genuineness, the employee/officer should be advised to appear before a panel of doctors, or a qualified doctor nominated by the Bank at Bank's cost at the place where the employee/officer is stationed. Such arrangement should be made immediately on receipt of application for leave/extension thereof and the officer should be advised that failure to appear before Bank nominated doctor/panel of doctors without showing proper cause would entail rejection of leave application and warrant disciplinary action.(Ref.para 4.6).
- ix) Regional Office shall on receiving report from Branch/Office, refer to RO:Nodal IRC / HO.IRD in respect of cases relating to employees/Officers, enclosing copies of all correspondence for further action along with their specific remarks/ recommendations. If the employee/officer submits leave application in the meanwhile, the same may be disposed of by sanctioning authorities on merits. However, any unauthorised absence should not be approved by sanctioning authorities without consulting HO:IRD once it is decided to initiate disciplinary action.

PS: IR action against Officers is presently centralised at HO.

- x) During general transfers, some of the officers though relieved from their respective branches/offices, do not report for duty at the transferee branch/office. If any Officer relieved from the transferor branch/office does not join the transferee Branch/Office within reasonable time, the Manager of the Branch/Head of the Office should immediately bring it to the notice of RO concerned who in turn should take up the matter with the RO under whose jurisdiction the Officer was earlier working. After collecting the details, transferee Regional Offices should call for the explanation of the Officer for the absence and should specify a date for reporting to duty at transferee Branch/Office. If the officer still does not join, the matter should be referred to HO:IRD for further action.

However, if the officer applies for leave, the sanctioning authority should dispose of the applications on merits under information to RO:Nodal IRC/ HO:IRD. Salary for the period of unauthorised absence should be kept in suspense account and should be recovered/ released after a decision on such absence .

- xi) Regarding unauthorised absence, branches are required to submit a Statement as per **Annexure-3** on a quarterly basis to the Regional Office concerned separately for officers and workmen employees.
- xii) Regional Offices shall review the statements so received and take immediate follow-up action including initiating disciplinary action wherever required.
- xiii) Regional Offices shall consolidate the information received from the branches/offices category-wise as per **Annexure-3** and submit the statement to HO:PD:PAD on quarterly basis as on 30th June, 30th September, 31st December and 31st March.

7.12 Since EOL on LOP beyond 360 days can be sanctioned only by the Board of Directors, for placing the matter before the Board, Regional Offices should furnish full details of the case to HO:PD:PAD with recommendations. Particulars of absence in **Annexure-1** should be

enclosed to the letter. Placing the note before the Board and communicating the resolution passed by the Board Directors will be done by HO:PD:PAD.

- 7.13 The Sanctioning Authority while sanctioning EOL on LOP should mark copies of the letter to HO:PD:PAD without fail. Whenever postponement of the annual increment date is condoned, copies of such letters should also be marked to HO:PD:PAD by RO concerned.
- 7.14 EPF contributions can be accepted from the Officer for the period of sanctioned EOL on LOP or Sick Leave if he/she makes a request in writing to the pay disbursing authority while going on such leave each time and if the officer maintains sufficient balance in his SB account to which the amount of EPF contribution is to be debited.
- 7.15 The following illustration clarifies the procedure for effecting postponement in the annual increment date.

An Officer who has joined the service of the Bank on 25.9.1985 avails EOL of 10 days during August 1986, 58 days during January and February 1987 and 20 days during May 1987. The Competent Authority has not condoned the postponement of AI date. Therefore AI date is to be postponed as under:-

EOL availed	AI date		Postponed AI date		Cumulative EOL availed
	Notional	Actual	Notional	Actual	
10 days in Aug 1986	25.09.86	1.09.86	5.10.86	1.10.86	10
58 days in Jan/Feb.87	5.10.87	1.10.87	2.12.87	1.12.87	68
20 days in May 1987	2.12.87	1.12.87	22.12.87	1.12.87	88

8.0 SPECIAL LEAVE

- 8.1 As per Regulation No.37(a) of SBOSR, 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.
- 8.2 Staff members involved in **accidents** while performing **official duties** are eligible for special leave and reimbursement of medical expenses in full for such duration as recommended by medical officer. The Competent Authority to sanction special leave and reimbursement of medical expenses in full in such cases is General Manager (P).
- In respect of officers, the journey between office and residence is to be treated as *on duty*.
- 8.3 Special casual leave may be granted to an Ex-Serviceman employee (irrespective of the cadre) for the following purposes:
- for appearing before medical re-survey Boards for assessing his disability pension.
 - In the case of an ex-serviceman fitted with artificial limbs on account of injuries during military operations, for going to the artificial limb center for replacing of the artificial limb(s) or for medical treatment connected therewith.

In any case, special casual leave admissible to an ex-serviceman employee for any of the purposes mentioned above shall not exceed 15 days in all in a calendar year.

- 8.4 In keeping with the Government's policy of encouraging small families, the bank is extending cash incentive and special casual leave to employees who adopt small family norms by undergoing sterilization as follows:-

- a) Special Casual Leave not exceeding 6 days to male employees during and immediately after vasectomy operation.
- b) Special Casual Leave not exceeding 14 days to female employees during and immediately after non puerperal operation/tubectomy operation (including tubectomy leparoscopy).
- c) One day special casual leave to employees (female) for IUD insertion and/or re-insertion.
- d) Up to 7 days Special Casual Leave to a male employee during the period his spouse undergoes puerperal/non-puerperal tubectomy operation subject to the production of medical certificate from the doctor who performs the operation to the effect that the presence of the employee is essential for the period of leave to look after his wife during her convalescence after operation.
- e) An employee developing post-sterilization complication may be allowed Special Casual Leave to cover the period for which he/she is hospitalised for post-operative complications, on production of satisfactory medical certificate.
- f) Special Casual Leave may either be prefixed or suffixed to the regular leave or casual leave, separately and not to both. Special Casual Leave cannot be availed of in installments. Intervening Sundays and other holidays shall be taken into account for calculation of the Special Casual Leave.

8.5 Special Casual Leave may be granted for one day to an employee for voluntary blood donation at the Blood Bank in a hospital on production of necessary medical certificate to that effect.

- a) The donation of blood should be voluntary without any monetary gain to the employee.
- b) This Special Casual Leave is granted only for the purpose of providing rest to the employee in connection with the donation of blood. This leave is not meant as a type of Casual Leave to be availed at a later date.
- c) The employee should have donated blood at the Blood Bank of a hospital or in a Blood Donation Camp organised for and on behalf of a hospital.
- d) Application for Special Casual Leave should be supported by a certificate from the Medical Officer of the hospital concerned mentioning inter-alia the date and time of blood donation by the employee.
- e) Where the employee has attended the office on a particular day during the forenoon and is called upon to donate blood in the afternoon or in the evening on account of emergency, he may be allowed Special Casual Leave on the immediately following day. If, the day following donation of blood happens to be Sunday or holiday, special casual leave will not be admissible.
- f) For competent authority to sanction leave refer to para 11.

8.6 Special leave to the office bearers of All India level Officers' Association/s/Unions to attend meetings/organisational work is admissible as follows, subject to the advice received from IBA from time to time.

- a) Office bearers of the All India Level Officers' Associations/Unions : Upto 21 days in a calendar year.
- b) National Council/Executive Committee/Central Committee / : Upto 17 days in a
members of the All India Level Officers' Associations/Unions : calendar year
- c) Office bearers/committee members of the State/Regional/ : Upto 7 days in a
Zonal units affiliated to All India Level Officers' : calendar year
Associations/Unions

- 8.7 The absence of employees who are called to perform duty as Home Guard may be treated as 'Special Leave' if a request to the effect is made by the authorities who are empowered by the Govt. to requisition the services of our employees for this purpose.
- 8.8
- a) In the case of employees who are permitted to join Territorial Army or a para-military organisation by the Competent Authority, the period spent in transit or for travelling to and from the training camp/military posting will be treated as special casual leave.
 - b) During the period for which the employee is on whole time training or active service with the Territorial Army, he/she will retain lien on the service in the Bank and the said period will constitute part of his/her continuous service in the Bank. The aforesaid period should not be debited to the employee's leave account.
 - c) If the employee is called upon for active service (i.e. other than training), leave earned up to the date of his enrollment for active Territorial Army service shall be allowed to be accumulated and availed of after his return.
 - d) For the period of active service in the Territorial Army, the employee will not be entitled to earn leave according to Bank's rules but will avail leave as per regulations in the Territorial Army.
- 8.9 Special leave may be granted to 'Reservists' from the Armed forces i.e. Ex-Army, Navy or Air-force personnel for undergoing biennial training conducted. The Special Leave may be granted against Certificate from the Military Authorities.
- 8.10 Officers of Sunday working branches may be granted special leave for appearing for CAIIB Exams against production of a certificate from the Chief Examiner of the examination centre for having appeared for the examination.
- However, if the number of Officers taking CAIIB Exams is going to be large, say over 20% of the regular staff of the Branch, then Regional Office will permit the Branch to declare Sundays on which CAIIB Exams will be held, as Weekly holiday for the Branch and in that circumstance, the following normal weekly holiday will be the working day after giving due notice to the public.
- 8.11 Special leave may be granted to employees of the Bank for participating in Mountaineering Expedition at the National or International level depending on their actual need, however, not exceeding 30 days in a calendar year (non-cumulative) on the following conditions:
- a) The expedition programme should have been approved by the Indian Mountaineering Foundation.
 - b) It should be at the National or International level.
 - c) The employees participating should be sponsored by the State Mountaineering Organisation.
 - d) Leave may be sanctioned on not more than 3 occasions in the employee's entire career with a gap of at least 2 years between two expeditions. In exceptional circumstances, the gap of two years may be relaxed at the discretion of the Bank duly approved and certified having participated in the approved expedition.
- NOTE:** Special leave may be granted for trekking expedition also if it has the approval of Indian Mountaineering Foundation.
- 8.12 Granting weekly off to officers required to attend training or duty on the usual day of weekly off:
- a) For working on a regular weekly holiday/public holiday/s on account of unforeseen office exigencies, an officer will not be eligible for compensatory holiday at a later date.

- b) If on account of deputation to another branch/office or on account of attending training, an officer is likely to lose the weekly holiday applicable to him in base branch, the officer's weekly off for that week may be suitably pre-poned by written instructions so that he reports at the deputed branch/office after availing weekly holiday for the relevant week in advance. After being relieved from training centre, branch/office of deputation, the employee shall resume duties at the base branch on the day following the day of relief subject to journey time required.

NOTE: An officer will be eligible for preponing weekly holiday on the above lines only if he/she is required to perform actual duties/undergo training on the usual weekly holiday and not for being required to undertake journey on his usual weekly holiday/public holiday.

8.13 SPECIAL CASUAL LEAVE/TIME-OFF FOR EXERCISING FRANCHISE/ELECTION DUTY

A: General election to Lok Sabha/State Assemblies

Every eligible voter is entitled to be registered in the electoral roll of the constituency in which he/she ordinarily resides.

In connection with general elections to Lok Sabha or State Assembly, a public holiday is declared by the State Government under NI Act for the days of polling in the respective constituencies.

If a holiday under Negotiable Instruments Act is not declared for the polling day(s) in the constituency in which branch/office is located, then employees registered as voters in that constituency and desiring to vote, are to be granted time off for casting the vote in any one of the following manner, so that functioning of the branch/office is not dislocated:

- a) by way of coming late to office
- b) by being allowed to leave office early
- c) by being permitted to visit the polling station during working hours.

In some cases it may happen that the employee enrolled as a voter in a particular place/constituency say Delhi (where the election is to be held) may be employed in a branch/office at some other place say Faridabad/Ghaziabad. In such cases the individual employee may be granted Special Casual Leave, if his branch/office does not happen to have a holiday on that particular day and the distance between the two places is such that it is not reasonably possible for him to exercise the vote in any of the three manners mentioned above and attend the office.

B: Special leave/TA & HA for attending election duty

Services of Bank employees are sometimes requisitioned by the Government of India/Election Commission, under the Representation of Peoples' Act and the employees are called upon to do election duty as citizens of India. Therefore, during the period of election duty, they will be functioning under the control and superintendence of the Government of India/Election Commission and not of the Bank. They will be paid compensation by the Government and no liability for TA/HA falls on the Bank.

However, their absence on election duty may be marked accordingly in the Attendance Register and such absence should not be debited to their leave account.

- C: The above guidelines hold good in the case of Bye-Elections and Elections to Municipal Corporations/Panchayats also.

In all the above cases, Special Casual Leave/time-off as is the case, may be granted if the employee submits an application cum-declaration as per **Annexure-5**.

- 8.14 An officer who defends another officer against whom departmental enquiry is pending, may be paid TA and DA as per Officers' Service Regulations, for the period the enquiry is in session.

He is required to produce an attendance certificate issued by the Inquiring authority for such claim.. He may also be given Special Leave. However, no such TA/DA shall be paid when the enquiry is adjourned at the instance of the delinquent officer or his representative.

9.0 SPECIAL LEAVE FOR SPORTS ACTIVITIES

9.1 ELIGIBLE GAMES/SPORTS

Athletics, Basketball, Badminton (Shuttle), Body Building, Carrom, Chess, Cricket, Football, Hockey, Kabaddi, Kho-Kho, Table Tennis, Volleyball and Weightlifting.

9.2 SPECIAL LEAVE AND OTHER GUIDELINES

- a) Sports persons recruited under sports category and those employees recruited otherwise but subsequently categorised as sports persons may be granted special leave for the period of actual days on which they participate in the sports events recognised by the Bank at National and International level/ All India Inter Bank Tournament(Banks' Olympiad) as also the time spent in travelling to and from such tournaments/meets by the most direct route and pre-participation coaching camp held in connection with the sports event provided the sports person is required to attend the camp and necessary prior permission is granted by the Competent Authority.
- b) Leave and other facilities are extended only to active sports persons who are less than 35 years of age with relaxation of 5 years, at the discretion of the Bank. The relaxation shall be applicable only in respect of Sports persons with a very good record of achievements.
- c) Special leave will be granted only to active sports persons who are less than 35/40 years of age, as the case may be, upto an upper limit of 30 days in a calendar year at the discretion of the Bank. Relieving a sports person for participating in International, National and All India Inter Bank sports events and for representing the state, shall at all times be at the discretion of the Bank subject to exigencies of administration.
- d) Facilities to sports persons will be considered only when HO:SBRC has recommended his/her participation in a sports event and necessary permission for such participation is granted by General Manager (P). In other words, sports persons who participate on their own and without permission from the Competent Authority are not eligible for any of the facilities available.
- e) Sports officials viz., Referee, Umpire, Judge, Coach and Manager of the Indian Team and selector /scorers (in the game of cricket) when selected by the Govt of India/ recognised All India Sports Federations/Associations, for participation in the six recognized tournaments viz., SAARC Games/ SAF Games/Asian Games/ Commonwealth Games/ Olympic Games and World Cup be granted only with maximum of 15 days special leave in a calendar year and only on one occasion in the year on a selective basis. If selected for an international tournament other than the six recognised tournaments, only special leave to be granted and no other expenses to be granted.
- f) Request received for nomination of sports persons and officials in international tournaments other than SAARC/SAF/Asian/Commonwealth/Olympic games and World Cup, only special leave not exceeding 15 days in a calendar year and for only one occasion in a year may be considered. No expenses viz., Cost of travel, Kit, Boarding and Lodging, etc. to be provided
- g) Leave rules for sports activities have been clearly laid down and a sports person employee would have to apply for leave in advance and proceed on leave only after it is sanctioned. Sanction of leave cannot be assumed.
- h) Sports persons participating in tournaments/ championship in their individual capacity to further their prospects/ranking/standing in the National/International circuit will have to avail leave standing to their credit and bear all the expenses connected with such tournament/championship.
- i) Special leave granted for the period of actual days of participation including pre-participation coaching camp/pre-selection trial camp and time spent in travelling to and from such tournament shall be treated as on duty .

9.3. TIME-OFF FACILITY FOR PRACTICE

- a) Time-off facility may be granted only to active players upto 2 hours per day after business hours based on need, and only in exceptional cases in the morning, and time-off should not be granted in a routine manner to all sports persons and should be granted only in a need based manner. Granting of this facility is at the discretion of the Bank and is not an entitlement under Service Rules. A sports person employee who needs such facility should make a written request to General Manager (P) through the SBRC. The facility if granted will be on half yearly basis - April to September and October to March. Time off facility if availed by any person without proper sanction will be treated as unauthorised making him/her liable for disciplinary action.
- b) The Manager/Captain of the team shall submit a statement of the sports persons who have attended the practice every month to the Competent Authority.
- c) The employees availing time off facility should inform the venue of practice session to SBRC as well as to the Branch Manager/Head of the Department. Any change in the said venue should also be informed before hand.

9.4 SPECIAL LEAVE AVAILABLE FOR PARTICIPATION IN CULTURAL ACTIVITIES

- i) Special Leave not exceeding 15 days per year may be granted to employees for participation in cultural activities described hereunder, provided necessary prior permission is granted by General Manager (P) who is the Competent Authority.
 - a) For attending meetings of State/National level cultural organisations recognised by Central/State Government, such as, Lalithakala Academy, Sahitya Academy etc. provided the employee is a member of the Governing Body/Managing Committee of such Organisation. Such employee should obtain prior permission from the Competent Authority before attending the Meeting. Employee will not be eligible for any other benefit such as TA/HA, out of pocket expenses etc.
 - b) For presenting a cultural/educational programme on All India Radio/ Doordarshan other than on contractual/regular basis and without any remuneration/honourarium. Special Leave will be restricted to the days required for recording with an overall limit of 15 days per year. No other benefit like TA/HA/out of pocket expenses etc., will be admissible. Employee shall obtain permission from Competent Authority before participation.
 - c) For participating in cultural activity/programme organised by an organisation recognised by Central/State Government, like Lalitha Kala Academy, Sangeetha Nataka Academy, Sahitya Academy etc., provided the employee is specifically selected/ invited by such organisations to participate/present in a programme. However, the employee must have obtained prior permission from the Competent Authority.
- ii) The Bank ordinarily does not permit employees to participate in any welfare or publicity programmes sponsored by Central/ State Government such as Literacy drive, Family Planning drive, Rural Upliftment, Poverty alleviation etc., during working hours.

The Bank may however, at its discretion, permit such participation on merits, and in such an event the employee concerned may be granted special leave not exceeding 15 days in a year. No TA/HA etc., will be granted.

9.5 The Competent Authority for grant of various facilities is as under:

Facility	Competent Authority
1. Permission to participate in Cultural/Sports event	GM(P)
2. Special leave upto 30 days for sports events	GM(P)
3. Special leave upto 15 days for cultural activities	GM(P)
4. Special leave for participating in International Events	CMD/ED
5. Time-off facility	Head of Region / Admn. Office

9.6 In respect of all the above cases (9.1 to 9.4) any request for clarification or guidance should be addressed to SBRC. Wherever permission is to be granted by the General Manager(P), the application must be routed through SBRC and should not be sent to the General Manager (P) directly.

10.0 ABSENCE OF EMPLOYEES FROM DUTY FOR REASONS BEYOND CONTROL VIZ., CURFEW, NATURAL CALAMITIES, BUNDH, BREAKDOWN OF PUBLIC TRANSPORT ETC.

10.1 ABSENCE OF EMPLOYEES ON ACCOUNT OF CURFEW

- i) 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.
- ii) If curfew is imposed only for part of the day and, therefore, the branch/office is kept closed for part of the working hours, employees who attend the 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 to their appropriate leave account.
- iii) **Where the branch/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 the way to the office, his absence should be treated as Special 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 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 been given by the Government authorities to move through the curfew bound areas for to and fro journeys to the Branch/Office on production of identity cards etc.

10.2 Breakdown of Public Transport System or 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 employees.

10.3 Absence of employees due to Bundh, Morcha, Rasta / Rail Roko etc., organised by various political/religious and other parties, unconnected with the Banking Industry:

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 officers/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 Service Rules.

In all cases where the bundh etc. is not supported/ co.sponsored or actively assisted by Bank employees or their affiliated Union/Association, if the absenting employee gives a letter stating that he is not a member of any Union/Association which gave the call for the Bundh etc., and he did not participate in the Bundh etc., but could not attend office due to non-availability/disruption of transport facilities, physical prevention or obstruction or other legitimate reasons, his appropriate leave account should be debited for his absence.

10.4. Absence of employees during strikes/agitations 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 'No Work, No Pay'. The employee is also liable for any action the Management may like to take as per the Service Rules. Any leave applied for by the employees for the day of strike/dharna etc. may be refused and such refusal may be communicated in writing. In case the employees submit leave applications for participating in

strike/dharna etc., such request may be rejected and the employees may be advised in writing, besides treating their absence as unauthorised with consequential cut in salary.

If on the day of strike a particular Branch/Office of a Bank remains unopened, the absence of employees who were not on strike should be regularised by allowing appropriate leave due to the employees, subject to fulfillment of the following conditions:

- i) 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.
- ii) A letter by the employee even if he is covered by(i) 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.
- iii) 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.

10.5 Absence of employees for part of the day

Whenever employees 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 judicial pronouncements, if any, on the matter. Even where an employee is in breach of his contract for part of the day, he will not earn wages for the full day. In such instances, no further work is expected of employee/s concerned for the rest of the day. A notice to this effect should be displayed on the Notice Board as per **Annexure-6**

- 10.6 The Manager/Officer concerned should not permit or entrust any work to such an employee for the rest of the day after the temporary cessation of work. If the Manager/Officer permits the employee to work after the temporary cessation of work, no deduction of wages can be made for that day under the principle 'No Work, No Pay'

11.0 COMPETENT AUTHORITIES FOR SANCTIONING LEAVE

11.1 Powers to sanction the following kinds of leave have been delegated to Branches.

- i) Casual Leave
- ii) Privilege Leave
- iii) Sick leave
- iv) Unavailed Casual Leave
- v) Special Casual Leave for blood donation
- vi) Special leave to employees appearing for CAIIB examinations on Sunday, if Sunday is a working day for the branch/office.
- vii) Maternity leave.

Branch Managers/ Chief Managers/Asst General Managers heading the Branches and Heads of various Administrative Offices are empowered to sanction the leave mentioned above to the staff working in their branch/office.

- 11.2 Leave of above types to Heads of Branches will be sanctioned by the respective Regional Office. Leave to Executives heading Regional Offices will be sanctioned by HO:PD.
- 11.3
- i) In respect of Heads of Training centres, same will be sanctioned by SIBM.
 - ii) In respect of Inspecting Officers and Concurrent Auditors, leave will be sanctioned by the respective Heads of Regional Inspectorates. Leave requested by the latter will be sanctioned by the General Manager (Inspection) at Head Office.
- 11.4 (a) Leave of the following kind will be sanctioned by respective Regional Offices/Head Office where individual files of employees are serviced.
- i) Extraordinary leave on loss of pay,
 - ii) Special leave to Office Bearers of Officers/Workmen Association/Unions (as advised by HO: IRD from time-to-time.)

- iii) Leave for undergoing family planning operations.
 - iv) Special leave to employee (Officer/workman), defending another employee of the same cadre in Departmental Enquiry instituted by the Bank, subject to other conditions in SBOSR/Bipartite Settlement.
 - v) Any other eligible special leave as per rules.
- (b) GENERAL MANAGER (P) sanctions the following
- i) Special leave for participating in sports, etc.
 - ii) Special leave for injuries sustained while on duty.
- 11.5 Leave Sanctioning Authorities concerned are also empowered to treat the absence of employees as unauthorized in appropriate cases, as per Leave Rules.

- 11.6 The General Manager/Dy General Manager/Asst General Manager heading the Regional Office, and General Manager/Dy General Manager heading T&IBD:Mumbai may, through an Administrative Order, authorise the Senior Manager(Admn.) working in their Office/Department to sanction leave, TA bill, LFC/LTC bill of Officers in Scale I, II and III and workmen staff working in that Office.

Further, leave applications, TA bills, LTC bills of Senior Manager(Admn.) and those exceeding the powers of the Senior Manager(Admn.) shall be passed/sanctioned only by the head of the Office/Department.

The delegated powers stated above should be exercised by the Senior Manager only after the General Manager/Dy General Manager/ Regional Manager issues an Administrative Order, specifying the name of the Senior Manager to whom the powers are delegated.

- 11.7 For extraordinary leave on loss of pay and allowances beyond 360 days, Sanctioning Authorities are as follows :
- a) In the case of officers, Board of Directors.
 - b) In the case of workmen employees, General Manager(P).
- 11.8 Where a staff member on unauthorised absence subsequently requests to treat the absence as "Leave" such cases shall be handled only by the Regional Office concerned.

12.0 RECALL FOR DUTY

An officer on leave may be recalled to duty by the Competent Authority whenever the Bank deems fit to do so. The Authority who is empowered to sanction leave is also empowered to recall an officer from Leave. 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.

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 travelling expenses in such cases, the officer concerned will be eligible for 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.

13.0 FURNISHING LEAVE ADDRESS

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 along with his contact telephone number.

14.0 LAPSE OF LEAVE

All leave to the credit of an officer shall lapse on resignation, retirement, death, discharge, dismissal or any other type of termination.

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

Provided further that where an officer dies while in service, his/her legal representatives will be paid a sum equivalent to the emoluments for such number of days of PL, not exceeding 240 days to his/her credit as on the date of his/her death.

For the purpose of encashment of leave, the emoluments payable at the time of death or retirement will be taken into account. (For emoluments see para 3.8)

15.0 AVAILING LEAVE DURING PROBATIONARY PERIOD

Sl No.	Nature of Leave	Period	Effect on period of probation
1.	Casual Leave, Privilege Leave, Sick Leave, Maternity Leave as per rules	To the extent of leave earned	Probation will not be extended
2.	Extra ordinary leave on loss of pay and allowances on sick grounds	Upto and inclusive of 15 days at a time or cumulatively	Probation will not be extended
3.	Extra ordinary leave on loss of pay and allowances for any other reasons	Upto and inclusive of 15 days at a time or cumulatively	Probation period will be extended for the entire period of leave on loss of pay and allowances

These shall apply to all officers who are on probation/yet to be confirmed in Officer cadre as on date. While sanctioning extra ordinary leave on loss of pay and allowances to probationary officers, they may be informed regarding the effect of such leave on their probation in terms of the above guidelines.

Note : However, probation may be extended if the probationer is found unsuitable for confirmation for reasons given in Regulations 16(2) of Syndicate Bank Officers' Service Regulations 1979.

16.0 All branches/offices are required to submit an annual Statement of Leave position as on 1st January, as per Annexure-4 (OR 1994) to their respective controlling offices. However, in respect of ROs T&IB, SIBM and HO/CO Departments, the same should be submitted to HO:PD:PAD.

PART-B
TE/ LFC RULES
CHAPTER -I

**PROVISIONS OF BIPARTITE SETTLEMENT AND ADMINISTRATIVE GUIDELINES ON
TRAVELLING ALLOWANCE AND LEAVE FARE CONCESSION TO AWARD STAFF**

1.0 TRAVELLING ALLOWANCE

1.1 Travel while on duty/training/deputation etc.

a) Mode of travel and reimbursement

- i. Non-subordinate Staff: A non-subordinate staff member is eligible to travel by I Class train including Mail/Express by shortest route on tours to outstation places while on Bank's duty and claim reimbursement of the expenses incurred for self for onward and return journeys. If the travel is by steamer, he will be entitled to the lowest cabin class or appropriate class equivalent to fares payable by I class by Mail/Express train.
- ii. Subordinate staff: A subordinate staff is eligible to travel by Sleeper class by Mail/Express train by shortest route, or if the travel is by steamer, he is eligible to travel by lowest class and claim reimbursement of expenses incurred for onward and return journey.

b) Reimbursement of Expenses on Road Travel

With effect from 02.06.2005, where an employee has to travel on duty between two places not connected or partly connected by rail or steamer he shall be reimbursed actual road mileage cost or Rs.2/- per kilometer whichever is lower.

1.2 Definition of family

- a) The expression "Family" of an employee shall mean the employee's spouse, wholly dependent unmarried children, (including step children and legally adopted children) as also parents, ordinarily residing with and wholly dependent on the employee.
- b) The term wholly dependent child/parent shall mean such member of the family having a monthly income not exceeding Rs.2550/- If the income of one of the parents exceeds Rs.2550/- per month, or the aggregate income of both the parents exceed Rs.2,550/- per month, both the parents shall not be considered as wholly dependent on the employee.
- c) A married female employee may include her natural parents or parents-in-law under the definition of family, but not both, provided that the parents/parents-in-law are ordinarily residing with and wholly dependent on her.

The natural parents or parents-in-law would not qualify to be treated as wholly dependent on a married female employee besides ordinarily residing with her if they are having earning sons with monthly income exceeding Rs.2,550/- and if the spouse is employed. Step parents are not included in the definition of "Family".

- 1.3 If a female married employee claims reimbursement of travelling allowance on transfer in respect of her parents declaring that her parents are ordinarily residing with her due to family disputes/domestic issues, despite the fact that there are earning sons in their family whose income exceeds Rs.2,550/- per month, such claims, if any, are not admissible.

1.4 Expenses eligible for reimbursement on transfer

- a) No TA/HA will be paid to a workman employee if the transfer is considered by the Bank at his/her request.
- b) Travelling expenses are reimbursable to workmen employees proceeding on transfer from one place to another at the instance of the Management, as under:

Non- subordinate staff

For employee: One and half of first class fare by Mail/Express train/ equivalent class in steamer.

For family : First class fare by Mail/Express train. If the travel is by steamer, lowest cabin class fare or appropriate class equivalent to fares payable by I class Mail/Express train, whichever is higher.

Subordinate staff

For employee: One and half of Sleeper class fare by Mail/Express train / equivalent class in steamer.

For Family : Sleeper class fare by Mail/Express train. If the travel is by steamer, fare applicable for lowest class in steamer.

NOTE: i) Family means the "family" defined in clause 1.2

ii) The provision for reimbursing one and half times the fare to an employee is applicable in case of travel by appropriate class by train/steamer only. This is not applicable to employee who travel on transfer by the mode other than train/steamer.

iii) Where the journey is performed by road, the entitlement is @ Rs.2/- per KM or actual fare incurred, whichever is less.

iv) No Halting allowance will be paid to workmen employees during the journey period.

1.5 Compensation on Transfer

An employee on transfer shall be paid the cost actually incurred for transporting his personal effects by road if there is no Railway Station or Railway Out Agency at the old or new place of posting up to the nearest Railway Station/Out Agency. If, however, both the places do not have Railway Station/Out Agency, actuals shall be paid for transporting the personal effects by road up to the stipulated weights by a transport operator approved by the Indian Banks' Association as under:

	Non sub staff	Sub staff
a) For married persons	1500 Kg	1000 Kg
b) For unmarried persons	1000 Kg	750 Kg

The above ceiling on the weights of household goods is applicable for transportation by rail or road. The sanctioning authorities as per the entitlement shall consider the claims of workmen employees for the reimbursement of cost incurred on transporting personal effect on transfer.

If the transportation of the baggage is made by lorry, then the award staff have to furnish receipts obtained for the transportation charges from the owners of the vehicles. The vehicle number and the name of the owner with address should be furnished along with the claim. If an employee transports his personal effects by a lorry other than an approved transport operator, Sanctioning authority should ascertain the freight charges being charged by approved lorry transport operators for the distance and for the goods upto the eligible limits mentioned above and reimburse freight actually incurred or at the rate charged by approved transport operator, whichever is less. Where the places, i.e., place of work and place to which transferred are connected by rail or are served by Railway Out Agency, but the employee sends his personal effects by road, then the employee shall be eligible for reimbursement of freight actually incurred or at goods train rate whichever is less. Goods train rates are being circulated by HO from time to time as and when changes through Railway Budget or otherwise are made.

1.6 Compensation (lump-sum payment) on Regular Transfer

a) On regular transfer, an employee will be paid an amount subject to the following limits on production of money receipts or a statement of loss to cover the breakage and losses w.e.f. 02.06.2005:

For non sub staff : Rs.900/-
For sub staff : Rs.600/-

b) Where no receipts/statements of loss are produced, a lumpsum payment will be made subject to the following limits :

For non sub staff : Rs.600/-
For sub staff : Rs.450/-

c) Compensation (Lumpsum payment) on regular transfer is intended to cover the breakage and damages to goods/household articles while transporting the same. Therefore shifting of household articles is necessary to claim such compensation on transfer.

In case both husband and wife working as clerks are transferred to the same place, both of them will be eligible for lump-sum payment as stated above.

d) If the transfer is at the request of the employee, TE & Lumpsum payment are not payable.

1.7 An employee in Non-Subordinate Cadre transferred from one station to another shall be paid travelling allowance on the following basis.

"Any other expenditure unavoidably incurred such as packing, crafting, Tonga, Coolie hire etc., established to the satisfaction of the sanctioning authority and subject to any rules made by the Bank in this behalf". In this connection, reasonable expenses incurred by an employee may be reimbursed.

1.8 Reimbursement of conveyance charges for travel on office work within Head quarters/at place of work:

Where an employee incurs expenditure in the performance of Bank's work, he should be reimbursed to the extent the expenditure is fairly and legitimately incurred. Accordingly, local travel on office work should be by public conveyance like bus, train etc. If an employee has to travel by autorickshaw or taxi i.e., on account of compelling circumstances like constraints of time, distance, lack of regular conveyance, urgency of the work assigned etc., fare reasonably incurred may be reimbursed.

An employee cannot claim conveyance expenses in the performance of Bank's work without actually having incurred the expenses claimed by him. But even where he has incurred any expenditure on conveyance etc., expenditure must be fairly and legitimately incurred. In other words, an employee cannot claim any conveyance charges for covering a distance which he can reasonably be expected to cover on foot and he cannot claim autorickshaw/taxi fare where he can reasonably be expected to travel by train or bus.

Reimbursement of auto/taxi fares incurred by the employee locally for official duties is to be considered subject to the following:

- i) Where regular bus/train services are not available warranting travel by other modes of transport.
- ii) Where the official duties so entrusted are considered to be of urgent nature by the competent authority and engaging autorickshaw/taxi is necessary.
- iii) In all other cases, reimbursement should be to the extent of the fare by the cheapest mode of transport i.e., bus or train.

- 1.9 An employee who is a member of the sub-staff transferred from one station to another, shall be paid as follows:
"Actual expenses incurred on cartage, ghari, mazdoor, hire etc., established to the satisfaction of the sanctioning authority".
- 1.10 When, for any reason, the family of an employee does not travel with him but joins him within a period of six months from the date of his transfer, he shall be entitled to draw the further fares payable for the family and the cost of transporting luggage subject to the limits fixed in Clause no.1.5 to 1.7 above. This, however, is subject to prior permission of the competent authority at transferee branch/office.
- 1.11 Where the family in consequence of transfer, travel from a place other than that from which an employee is transferred, an employee may claim reimbursement of actual travelling expenses incurred by his family to join the employee at the new station but the amount so claimed shall not exceed the travelling allowance admissible to the employee's family, if they were stationed at the place from where the employee was transferred.
- 1.12 If the family of an employee in consequence of transfer, travels to a place other than that to which the employee is transferred, an employee may claim reimbursement of travelling allowance/ expenses for his family but subject to the condition that the amount so claimed shall not exceed the travelling allowance admissible to the employee had the family proceeded to the station to which the employee was transferred.

HALTING ALLOWANCE

- 1.13 Halting allowance is an allowance intended to cover the ordinary daily expenses incurred by an employee when he is absent from Headquarters on duty.
- 1.14 For the period of outstation duty by the workmen employees on or after 02.06.2005, Halting allowance shall be payable to them at the following rates for the days spent on duty outside the headquarters {VIII BPS (Bi-Partite Settlement)}.

	Higher CCA Centres	Lower CCA Centres	Non CCA Centres
1. Non sub staff	Rs.400 per day	Rs.300 per day	Rs.250/- per day
2. Sub staff	Rs.300 per day	Rs.200 per day	Rs.150/- per day

NOTE:Headquarters means the Village Panchayat/Mandal Panchayat/Municipality/Municipal Corporation/Urban Agglomeration in which the Branch/Office is situated.

- For the purpose of calculating halting allowance "A Day" shall mean each period of 24 hours or any part thereof reckoned from the time the employee leaves his headquarters, provided the duration of absence from head quarters covers at least one night.
- Halting allowance is not a reimbursement of expenditure incurred by an employee. Therefore, Halting allowance is to be paid to an employee for the outstation duties irrespective of whether he incurs any such additional expenditure or not.
- Halting allowance is payable in addition to the class of fare, to and fro, to which the employee is entitled for travel on tour.
- No Halting allowance/Batta is payable for travel within places (covered under paragraph 3.2 A (i) to (vii) of the Bipartite Settlement dated 19.10.1966) which consist of more than one Municipality/Panchayat limits but are treated as part of one Metropolitan Centre. As such, no Halting allowance is payable for travel within Panchayat/ Municipality/ Mandal Panchayat/ Corporation/ Urban Agglomeration limits.

Further, where the travel is outside such limits but within 5 Kms. from the Branch/ Office where he is working, no halting allowance will be payable.

- 1.15 Travelling and halting allowance will not be payable for journey to contiguous areas.
- Contiguous areas mean areas in which places falling outside city limits have been considered to be part of city or two nearby places have been treated as one area for any purpose such as scale of pay etc. Such contiguous areas shall be considered to be coming within the headquarters.
- 1.16 Halting allowance shall not be paid when an employee who is sent on deputation, proceeds on Privilege Leave. Halting allowance may be paid for the period of casual leave if the employee does not leave the station of his deputation.
- If an employee while on outstation duty falls sick, it may be specified that he should return to the headquarters within a stipulated period. In the event of his not reporting to the headquarters within the stipulated period, he will not be entitled to halting allowance. However, when sick leave is granted without any such stipulation and where the employee is required to stay at the place of outstation duty on the advice of the Doctor, he will be entitled to Halting Allowance.
- 1.17 When a workman employee is sent for any official work/duty, where the work entrusted is such that it does not involve night stay and enables the employee to return to the headquarters the same day, the employee will be entitled to the following:
- a) If he is a member of non-subordinate staff**
- i) A single 1st class train fare to and fro for himself and
 - ii) Half of the halting allowance applicable to him.
- However, if a non-subordinate staff is required to travel on duty/transfer in the train where I class coach is not available, in the exigencies of office, the Sanctioning Authority may permit the employee to travel by AC III Tier/II Tier subject to production of satisfactory evidence thereof and the employee may be reimbursed the actual fare incurred.
- b) If he is a member of Subordinate staff**
- i) A single Sleeper class fare by train to and fro for himself and
 - ii) Half of the halting allowance applicable to him.
- Provided that where the period between the time where a workman commences work on that day and the time at which he returns to his place of work from out station duty exceeds his normal working hours plus lunch recess, full halting allowance at the rates applicable to him shall be paid. In such cases, the workmen employees concerned shall not be entitled to any overtime allowances.
- 1.18 If an employee is deputed from one branch/office to another branch/office in the same town/city/municipality area/corporation area, then no halting allowance will be admissible. However actual TA by eligible mode of transport for each day from residence to the deputed branch may be reimbursed if such deputation has caused inconvenience to the concerned employee. In other words, the distance between residence to the deputed branch is more than the distance between the residence to the original place of working branch/office, and causes inconvenience to the employee.
- 1.19 For court work and remittance work outside the headquarters, travelling allowance is payable at the rate admissible to an employee on tour or special duty. If the journey is completed on the same day, provisions of clause No.1.17 are applicable. The sanctioning authority must satisfy himself before allowing full halting allowance for a day, that the work entrusted to the clerk by the branch is such that while it does not involve night stay, the period between the time when the employee commences work on that day and the time at which he returns to his place of work from outstation duty exceeds his normal working hours plus recess interval. In cases where halting allowance is paid, no overtime allowance is payable.

- 1.20 However halting allowance is not payable to an employee if he/she is assigned with official duties involving night stay, at a place where he/she ordinarily resides/stays. Where, however, there is any settlement/understanding with the Union at Central level for payment of Halting allowance in any specific place (within the framework of the provisions of Bipartite Settlement), the same may be allowed. The place of residence where the employee ordinarily resides means the area of Panchayat/Mandal Panchayat/ Municipality/Corporation/Urban Agglomeration as the case may be, within which the employee's residential house is situated.
- 1.21 Payment of TA/HA to employees of the Bank summoned by special police establishments like CBI in civil or criminal proceedings or for Departmental enquiries:

Employees who are summoned to give evidence in their official capacity at the instance of special police establishments like CBI in a Civil or Criminal case or in a departmental enquiry may be treated as on duty for the period spent in complying with the summons. Such employees would also be eligible for TA and daily allowance admissible to them as per rules of the Bank if they were on official tour, subject to deduction of Batta/TA/DA paid to them, if any, by the court.

In the case of employees, who are charged with corruption, bribery, fraud, misappropriation and/or engaging in trade/business, outside the scope of employment in the Bank without permission from the competent authority, external agencies including special police establishments like CBI and/or the local law and order authority institutes cases/proceedings against them under the provisions of anti-corruption laws or Indian Penal Code. In such cases, Travelling Allowance/Halting Allowance etc., are not payable to employees for complying with summons for enquiry/interrogation/proceedings before a court. The same principle applies in the case of ex-workmen employees summoned by the court in a case against himself continuing beyond superannuation. Under such circumstances, the Bank is not under obligation to pay TA/HA as the case may be. However, if the charge pertains to an act performed in the discharge of official duties and the employee is exonerated of the charge, TA/HA will be allowed as applicable to the employee at the time of superannuation. Also, absence from the office for attending such proceedings shall be adjusted to leave admissible as per rules and the employee concerned will not be eligible for special leave/on-duty leave.

1.22 Payment of TA/HA to ex-employees called to attend Bank's work

Very often even after retirement, resignation etc., employees are called/requisitioned by the Bank/the courts to depose in enquiries/court proceedings as witnesses. In such cases, claims of ex-employees for payment of travelling expenditure, travelling allowance and halting allowance are to be disposed of as per the following rules laid-down in this behalf:

- a) In the case of workmen employees required to depose as Management witnesses in a domestic enquiry, TA/HA as admissible to them immediately prior to their ceasing to be in Bank's service may be reimbursed.
- b) In the case of workmen employees cited as witnesses on behalf of the Bank summoned as such by the court in prosecution proceedings against another employee/ clients of the Bank, TA/HA as admissible to them immediately prior to their date of leaving Bank's service may be reimbursed.
- c) An Ex-workmen employee summoned by the court/in prosecution proceedings to depose facts known to him/her on account of his/her service in the Bank and at the behest of prosecution, the following norms are evolved:
 - i) If such employee belonged to the Sub-staff cadre, sleeper class train fare and HA applicable to such cadre.
 - ii) If such employee belonged non-sub staff cadre, First class train fare and halting allowance applicable to such cadre.

In the above cases, TA/Batta received by the ex-workmen employees from the court should be credited to the Bank or only the difference should be claimed by the ex-workmen employees.

However, no TA/HA is reimbursable if he/she is appearing as a Defence Witness in a departmental enquiry, since such reimbursement is not available under Service Rules even to serving employees.

1.23 In the case of Departmental enquiry, if the representative defending the employee is an employee of our Bank at an outstation branch within the same state (i.e. the area which constituted a political state as on 19th October, 1966), he/she is eligible for one to and fro train fare by the class to which he/she will be entitled while travelling on duty. In case of any adjournment at the instance of the Bank/enquiry officer, if he/she is asked to resume duty, he/she will be paid fare for the consequential journey. He/she shall also be paid halting allowance for the period he/she stays at the place of the enquiry for defending the employee as also for the days of the journeys which are undertaken at the Bank's cost. If the Enquiry Officer gives an attendance certificate indicating the adjournment at the instance of Defence representative/charged employee, he is not eligible for TA/HA.

1.24 TA/HA etc., to employees attending election duty

When the services of employees are requisitioned by the Government of India/Election Commission under the "Representation of Peoples' Act" and the Employees are called upon to do election duty as citizens of India. In such cases, during the period of election duty, employees will be functioning under the control and supervision of the Government of India/Election Commission and not the Bank. During that period, employees will be paid compensation by the Government and no liability for TA/HA falls on the Bank. However their absence on election duty may be marked in the attendance register as on duty and such absence shall not be debited to their leave account.

1.25 TE/HA etc., to employees attending training

a) For outstation candidates

i) Where boarding and lodging is borne by the Bank, the participants are eligible only for $\frac{1}{4}$ th HA per diem towards out of pocket expenses.

ii) Eligible HA per diem where no lodging and boarding is provided by the Bank.

While confirming the participation in the training, the candidate should clearly exercise any one of the above two options if asked to intimate such option.

However, where lunch is provided by the Bank for operational convenience, the employees will have to bear the actual cost under (a) (ii) above.

b) For local candidates

Whenever local employees are called for training, they may be permitted to claim lunch expenses at Rs.50/- per diem in Metro Centres (Greater Mumbai, Delhi, Kolkata, Chennai, Ahmedabad, Bangalore and Hyderabad), and Rs.30/- diem in all other centres where training is conducted and lunch is not provided at Bank's cost.

However, when lunch is provided by the Bank, the employees will not be eligible to claim lunch allowance and can claim only local conveyance.

2.0 LEAVE FARE CONCESSION

2.1 Full time permanent workmen as well as permanent part time employees drawing scale wages are eligible to avail LFC provided they have completed at least 11 months' service. Probationers and temporary employees are not entitled to Leave Fare Concession. Permanent part time employees on scale wages are eligible on pro-rata basis.(i.e. Pro-rata distance)

- 2.2 a) An employee can avail of any kind of leave for the purpose of LFC. There is no restriction on the number of days leave the employee may avail of for the purpose of LFC. However, an employee encashing the facility of LFC shall proceed on leave for a minimum period of 4 days. Employees may avail of leave, either prefixing or suffixing holidays/Sunday or both and they may commence and/or complete their journeys under LFC during holidays/Sunday also.
- b) Availing of leave of any kind is a prerequisite for availing of LFC.
- c) An employee, intending to avail of LFC, should declare his/her place of destination in the prescribed application form. If the employee desires to avail LFC in respect of his/her dependent family members separately, he/she should declare the place of visit under LFC in respect of these family members also.
- 2.3 With effect from 02.06.2005, amount of Leave Fare Concession payable will be the actual return railway fare or steamer fare incurred by the workmen and members of his family subject to the following:
- a) For availment of LFC under 2 years block for visit to any place within India, the maximum permissible distance shall be 2250 Kms (one way) for subordinate staff and 1750 Kms (one way) for non-subordinate staff.
- b) For availment of Leave Fare Concession under 4 years block for visit to any place in India, the maximum permissible distance shall be 4500 Kms (one way) for subordinate staff and 3500 Kms (one way) for non-subordinate staff.
- c) The workmen and/or members of his family may visit the same place or different places of their choice but within the permissible distance limit. Once the employee and/or his family members touch the Head Quarters, the journey under LFC should be deemed to have been completed and no reimbursement should be considered for subsequent travels.

Explanations

- i) All permanent full time employees are eligible for LFC with effect from 1.1.1964 (i.e., the date on which our Bank was upgraded to A class).
- ii) Part time workmen on scale wages are eligible for LFC on prorata basis (i.e., prorata distance) with effect from 1.4.1989.
- 2.4 LFC Term: From 1.1.1964 to 30.9.1979, the term was once in 3 years. From 1.10.1979, term is once in 2 years or once in 4 years as per option exercised.

The LFC Term automatically gets postponed by the duration of sabbatical leave.

2.5 COMPUTATION OF TERM:

I. Full time employees

- a) For those who joined Bank's service on or after 1.10.1979, the 2 years/4 years term starts from the date of joining.
- b) For those who joined Bank's service prior to 1.10.1979:
- i) those who joined prior to 1.1.1964, the 3 years term starts from 1.1.1964,
- ii) those who joined after 1.1.1964, the 3 years term has to be computed from the date of joining.

While converting 3 years term into 2/4 years term, the workman had an option to avail of LFC under the old rule (once in 3 years) before expiry of last 3 years term and his new entitlement (i.e., once in 2 or 4 years) starts after completion of his last term of 3 years or to avail LFC under the new scheme. (i.e., once in 2 years/4 years) with effect from 1.10.1979, surrendering his entitlement for the last (preceding) term of 3 years.

Example

In case of a clerk who joined our service on 1.12.1963, the 3 year term starts from 1.1.1964, the last 3 year term being 1.1.1979 to 31.12.1981.

If he had opted to avail LFC under the old rules for this 3 year term, his new term i.e., 2 year / 4 year term will start from 1.1.1982. If he had surrendered the last 3 year term of 1.1.1979 to 31.12.1981, the 2 year /4 year term commences from 1.10.1979.

Similarly, if a clerk who joined on 1.2.1974, the last of his 3 year terms was 1.2.1977 to 31.1.1980. If he had availed his term under old rules, the 2 year/4 year term starts from 1.2.1980 and if he had surrendered the said last term of 3 year, the 2 year/4 year term starts from 1.10.1979.

II. Part time employees on Scale wages

- a) For part time employees on scale wages, the 2 years/4 years term will start from 1.4.1989 or date of joining which ever is later.
- b) General provisions in respect of LFC as applicable to Sub-staff are applicable to permanent part time employees on scale wages also.

The first block for the part time employees shall start from 1.4.1989, in respect of part time employees joined prior to 1.4.1989 and from date of joining, in respect of the PTE joining the Bank after 1.4.1989.

The details of the maximum distance that can be traveled by the part time employees are given below:

Scale wages	On or after 02.06.2005 maximum permissible distance on Sleeper class train fare.	
	For once in 2 years	Once in 4 years
1/3 Scale Wages	750 Kms	1500 Kms
1/2 Scale Wages	1125 Kms	2250 Kms
3/4 Scale Wages	1688 Kms	3375 Kms
Full Scale Wages	2250 Kms	4500 Kms

- 2.6 Consequent to Residual Issues Settlement dated 28.11.1997, workmen employees eligible for LFC were given one more option to choose between 2 year or 4 year Block for availment of LFC, on or before 26.02.1998. Option exercised in this regard was final and irrevocable.

However, in the VIII Bipartite settlement, one more opportunity is given for submission of option for 2/4 year block on the expiry of the current operative block of four years.

- 2.7 In the case of a physically handicapped employee, who is appointed under such category and is eligible for payment of conveyance allowance in terms of the Government guidelines, a companion may accompany the employee provided he/she does not have any member of the family in respect of whom he/she may claim LFC facility subject to permission from the competent authority.
- 2.8 LFC may be availed of by the workman's family for travel prior to or after the date on which the workman himself avails of the leave fare concession, provided that the period between the date of commencement of the journey by the family and the date on which the workman himself commences his journey does not exceed four months, further provided that outward journey should be commenced before expiry of the term/block. On expiry of such period of 4 months, any leave fare concession not availed of by the workman for himself (unless in the meantime his leave is refused by the Bank) or his family shall be treated as lapsed. However, reimbursement of fare if any with regard to travel on LTC for self/family members before

expiry of the term need not be recovered. LFC may be availed of by the workman's family for travel without attendance of workman on either journey provided that the period between the date of commencement of the journey and that of the return journey shall not exceed four months. The entitlement of the workman to avail of LFC in such event of independent journey by the family shall continue to operate.

Illustration

- a) An employee commences his journey say on 15.1.2006. His/her family members should commence their journey within 4 months, i.e., on or before 14.5.2006. If the family has commenced onward journey on 16.09.2006, the employee should commence his onward journey on or before 15.1.2007.
- b) In the cases illustrated above, the employee should commence return journey under LFC on or before 14.5.2006 and the family which has commenced onward journey on 14.5.2006 shall commence return journey on or before 13.9.2006. In these cases it is assumed that LFC block expires before 14.05.2006.

While a workman avails LFC to go to his place of domicile, he may also claim LFC for members of his family for travel from his place of domicile to the place of his work and return with the workman and vice versa.

2.9 Criteria for determining domicile for the purpose of LFC

- a) A person can have only one domicile at any time.
- b) The "domicile of origin" of an employee will ordinarily be the domicile of father at the time of employee's birth. The permanent address or the place of birth as stated in the employee's application form, in OG 85 given at the time of his appointment, shall be taken by the Bank as his domicile, if not specifically stated.
- c) The domicile of origin prevails until a new domicile is acquired and the new domicile continues until the former domicile has been resumed or another has been acquired.
- d) Subject to provisions of law, a person acquires a new domicile by taking up his habitation in a place which is not that of his domicile of origin.

When an employee intimates a change in his place of domicile, he is required to submit an affidavit in original, as per the specimen given below and the same has to be sworn before a Notary or a Magistrate, in place of Certificate from Tahsildar or appropriate authority stipulated by the Bank.

AFFIDAVIT

I, Sri/Smt.....aged.....years, son/daughter/ wife of Sri.....now residing at..... (name of the place, District and State) working as..... at.....branch/office of Syndicate Bank do hereby solemnly affirm and state as follows:

- 1. I say that when I joined the Bank in the year my place of domicile was(name of the place, District and State) as declared by me in the application for appointment (OG 85) and continues to be the same thereafter till this date.
- 2. I have now changed my place of domicile w.e.f.....(mention the name of the Place, District and State) for the following reasons.
 - a)
 - b)
 - c)
 - d)

3. I therefore say that necessary changes in the service records may kindly be made relating to the aforesaid change in my place of domicile.
4. I am also aware of the stipulation/rules governing change of domicile and that I am eligible to change my domicile only once during my entire service in terms of which, the above mentioned change in the place of my domicile and making necessary changes in my service records thereof has been sought for vide this affidavit.
5. I say that the aforesaid statement is absolutely true and correct.

Signature

Full Name:

Department/Branch:

Date:

Solemnly affirmed and signed before me by the deponent after admitting contents of the above as true and correct, on this theday of.....19.....

Signature and Stamp of Notary/Magistrate

- 2.10 Accordingly, following norms/criteria and the procedure shall be taken note of by all concerned in determining the domicile of an employee.
1. The correct test to determine whether a place declared by an employee may be accepted as his domicile or not is to check whether it is the place where he would normally reside but for his absence from such a station for service with the Bank.
 - a) Whether the place declared by the employee is the one which requires his physical presence at intervals for discharging various domestic and social obligations, and if so, whether after his entry into service, the employee has been visiting that place frequently.
 - b) Whether the employee owns residential property in that place or whether he is a member of a joint family having such property there.
 - c) Whether his near relatives are permanently residing in that place.
 - d) Whether prior to his entry into service the employee had been living there for some years.
 2. The criteria in 1 above, one after the other, need be applied only in case where the immediately preceding criteria is not satisfied.
 3. A female employee acquires the domicile of her husband after marriage.
 4. Where the residential property is owned in more than one place, the employee may choose any one of the places giving reasons for the choice.
 5. The decision of the Competent Authority, given in Clause no.8 below shall be final as to whether or not to accept the change in domicile.
 6. Where the presence of near relations at a particular place is to be the determining criterion mentioned in 1(c) above for the acceptance of the declaration of domicile, the presence of near relations should be more or less of a permanent nature.

7. Declaration of domicile once made at the time of joining the Bank shall ordinarily be treated as final. In exceptional circumstances, competent authority may after applying the criteria mentioned in clause 1, if satisfied, accept the change in the place of domicile based on the affidavit sworn by the employee before a Notary or a Magistrate. However, such a change in the place of domicile shall not be made more than once during the entire service of an employee.

8. Competent Authority

For Workmen employees

Competent Authority

a) working in Branches/offices Asst./Dy. General Manager/General Manager heading the Region/Office, where IFs are serviced.

b) working in Head Office/
Corporate Office Asst./Dy. General Manager/General Manager /
Head of Department, where IFs are serviced.

9. The date of change in the domicile mentioned in the affidavit shall be given effect to prospectively from the date on which the affidavit has been sworn before the Notary/Magistrate.

10. In cases where an employee has already changed the domicile once and the same has been accepted by the Bank, he is not permitted to make further change.

11. Change in the domicile shall not be permitted by the Competent Authority as a matter of routine or solely for reasons like constructing a house at a particular place nor does the affidavit submitted by the employee make it obligatory on the part of the Bank to accept the change in domicile. Therefore, the competent authority shall apply the criteria mentioned above before accepting the change in domicile, only once during the entire service of an employee. Acceptance/ non-acceptance of the change in domicile by the Bank shall be communicated to the employee by the Competent Authority.

12. Suitable noting shall be made in the staff card of the employee and in the file maintained at Branch/office as well as in individual file maintained at Regional Offices/Head Office/Corporate Office

2.11 Each workman shall furnish to the Bank at the time of joining service a written declaration of his place of domicile.

2.12 **Definition of family under LFC:** (With effect from 2.6.2005 as per para 18 of VIII Bipartite Settlement dated 2.6.2005).

a) For the purpose of medical facilities and Leave Fare Concession, the expression "Family" of an employee shall mean the employee's spouse, wholly dependent unmarried children (including step children and legally adopted children) as also parents, ordinarily residing with and wholly dependent on the employee.

b) The term "wholly dependent child/parent" shall mean such member of the family having income not exceeding Rs.2550/- per month. If the income of one of the parents exceeds Rs.2550/- p.m. or the aggregate income of both the parents exceeds Rs.2550/- p.m., both the parents shall not be considered as wholly dependent on the employee.

c) A married female employee may include her natural parents or parents-in-law under the definition of family, but not both, provided that the parents/ parents-in-law are ordinarily residing with and wholly dependent on her.

The natural parents or parents-in-law would not qualify to be treated as wholly dependent on a married female employee besides ordinarily residing with her, if they are having earning sons with income exceeding Rs.2,550/- per month and if the spouse is employed. Step parents are not included in the "family".

- 2.13 The spouse need not be dependent on the employee for the latter to claim LFC in respect of him/her. Hence, even if the spouse is gainfully employed, the employee will be entitled to claim LFC in respect of him/her.
- 2.14 In case both husband and wife are working in our Bank, they may avail LFC as per the following guidelines.

Where both the spouses are our employees, ordinarily the husband should claim leave fare concession/Leave Travel Concession for himself, his wife and wholly dependent eligible members of the family. In such cases the wife can be permitted to synchronise her LFC/LTC and leave encashment block with that of her husband and claim LFC/LTC for her wholly dependent parents, as per LFC/LTC rules/mode of travel applicable to her cadre.

In cases where the wife is in a higher or lower cadre/grade/scale than the husband, she may be permitted to claim LFC/LTC for herself, her husband, wholly dependent children and her wholly dependent parents, if any, as per her entitlement. In such cases, the wife may submit suitable application together with a declaration by the husband that he will not avail of LFC/LTC for himself and wholly dependent children, separately at any time. However, the husband may claim LFC/LTC for his wholly dependent parents, if any, by the mode/class of travel and distance limit applicable to his cadre/grade and avail leave encashment for the encashment block applicable to him. He shall not claim LTC/LFC for himself and children separately at any time. In these cases, the husband can be allowed to synchronise his leave encashment block/LFC Block with that of his wife.

- 2.15 If both the spouses are working in different Banks, each of them can avail LFC separately for different journeys. However, there should not be two payments in respect of the same journey by both the employers. In such cases, when one of the spouses working in our Bank avails LFC for the entire family, the same has to be informed to the Bank where the other spouse is working by conveying full details of LFC availed by the spouse working in our Bank.

2.16 Class of Fare

The class of fare which the workmen and the members of family would be entitled to, are as under:

a) Non-subordinate staff

- i) 1st Class fare for the journey by mail/express train.

Provided where the employee and/or members of his family travel actually by AC-2 Tier by mail/express train (including Rajdhani and Shatabdi Express Trains), the employee will be reimbursed the actual AC-2 Tier fare incurred for the admissible distance.

Provided further that where the employee and/or members of his family undertake travel by air either to his place of domicile or to any other place for rest and recuperation within India, he shall be entitled to be reimbursed the actual air fare so incurred or the AC 2 tier fare by train by a direct route in case of travel to place of domicile or to the extent of the maximum admissible distance in case of travel to any other place for rest and recuperation, whichever is less.

- ii) In supersession of Paragraph 6(v) of the Bipartite Settlement dated 16th July 1991 and in partial modification of Paragraph 19 of Bipartite Settlement dated 27th March 2000, an employee and/or members of his family, when availing leave fare concession may undertake travel by any mode of surface transport between places not connected by train or partly connected by train and the employee will be eligible to claim in respect of such journey his actual expenditure or the notional train fare by the entitled class for the distance so traveled, whichever is less, within his overall entitlement.

For the purpose of this sub clause travel by any approved mode of surface transport would mean such travel undertaken through any public transport or transport (including taxi) operated by agencies/tour operators approved by appropriate Government Authorities.

- iii) However, if the employee/family member travels a part of the journey under LFC by train AC 2 tier (including Rajadhani/Shatabdi Express) and remaining part by other accepted mode of transport, i.e., Bus OR by train in Class other than I Class and AC 2 Tier, then he would be eligible for reimbursement of actual fare incurred for remaining part of journey to the extent of notional entitlement, i.e., train I Class fare only, apart from the actual fare, incurred for the journey by AC II tier. It may be noted that there is no change in their entitled class and maximum permissible distance, which remain at I class train fare and 1750/3500 KMs. respectively. If the travel is by steamer, he/she will be entitled to the lowest cabin class or appropriate class equivalent to the fares payable by First Class Railway Fare, whichever is higher.

Clarifications

NON-SUBORDINATE STAFF (Block of 2 years)

- a) If the employee travels the distance of 1600 Kms x 2 by train in more than one class, First Class train fare for 1600 Kms x 2 or actual expenditure, whichever is less is admissible.

For that portion of the journey actually traveled by AC 2/3 tier class in Mail/Express Train, actual train fare incurred is admissible, provided the distance traveled is within the distance limit.

- b) If he travels 1000 Kms x 2 by train and 500 Kms x 2 by Road either by bus, taxi or Conducted Tour, First Class train fare for 1500 Kms x 2 or actual expenditure whichever is less, is admissible;

For that portion of the journey actually traveled by AC 2/3 tier class in Mail/Express Train, actual train fare plus notional First Class Train fare for rest of the journey or actual expenditure whichever is less, is admissible.

- c) If he travels a distance of 3000 Kms x 2 in Train and/or other mode of transport, First class train fare for 1750 Kms x 2 or actual expenditure whichever is less, is admissible.

For that portion of the journey actually traveled by AC 2/3 tier class in Mail/Express Train restricted to notional AC 2 Tier class fare for 1750 Kms x 2 or actual expenditure whichever is less, is admissible.

- d) If he travels a distance of 1700 Kms x 2 in conducted tour, First Class Train fare for 1700 Kms x 2 or actual expenditure whichever is less, is admissible.

- e) If he travels 2500 Kms x 2 in Train and/or other mode of transport, First class train fare for 1750 Kms x 2 or actual expenditure whichever is less, is admissible.

SUBORDINATE STAFF

Sleeper Class Fare for the journey by mail/express train.

Employee/family member may travel under LFC by any accepted mode of transport (i.e. bus/train/steamer), reimbursement of fare would be actual fare paid OR Sleeper class train fare for the distance, so traveled within the eligible distance, whichever is lower. (Eligible distance is 2250/4500 KMs. in case of sub staff and in case of Part-time employees 750 KMs./1500 KMs. in case of $\frac{1}{3}$ scale wage, 1125KMs./2250 KMs. in case of $\frac{1}{2}$ scale wage, 1688 KMs./3375 KMs. in case of $\frac{3}{4}$ scale wage, 2250 KMs./4500 KMs. in case of full scale wage employees).

Clarifications

SUBORDINATE STAFF (Block of 2 years)

- i) If the employee travels the distance of 2000 Kms x 2 by train, in more than one class, sleeper class fare for 2000 Kms x 2 or actual expenditure, whichever is less, is admissible.
- ii) If he travels a distance of 1000 Kms x 2 by train and 1000 Kms x 2 by Road either by bus, Taxi or conducted tour, sleeper class fare for 2000 Kms x 2 or actual expenditure, whichever is less, admissible.
- iii) If he travels a distance of 3000 Kms x 2 in Train and / or other mode of transport, sleeper class fare for 2250 kms x 2 or actual expenditure, whichever is less, is admissible.
- iv) If he travels a distance of 2100 Kms x 2 in conducted tours, sleeper class fare for 2100 Kms x 2 or actual expenditure, whichever is less is admissible.
- v) If he travels a distance of 2500 Kms x 2 in conducted tour, sleeper class fare for 2250 Kms x 2 or actual expenditure, whichever is less, is admissible.

c) Encashment of LFC For both subordinate staff & Non-subordinate staff:

W.e.f. 2.6.2005, by exercising an option anytime during a block of 2 years or 4 years, as the case may be, an employee can either undertake travel availing of leave fare concession and claim reimbursement upto his entitlement or to encash the facility for the concerned block. The option so exercised shall be irrevocable for the block concerned. On opting to encash the facility, he will be entitled to receive a lumpsum equivalent to 75% of the notional train fare for the admissible distance (depending on a 2 year or 4 year block) by the entitled class, subject to deduction of admissible tax at source. Leave Fare Concession for travel to place of domicile is not encashable. An employee opting to encash his LTC shall prefer the claim for himself and his family members only once during the block /term in which such encashment is availed of. The facility of encashment of PL while availing of LFC is also available while encashing the facility of LFC.

Provided, however, that an employee so encashing the facility of LFC shall proceed on leave for a minimum period of 4 days. The lumpsum in respect of LFC encashment may be paid to the employee a day before the commencement of the leave.

- 2.17 A workman employee, in case of journey by train, if incurs any reservation or sleeper berth charges, these will be reimbursed to him in addition to his other entitlements under LFC.
- 2.18 When an employee travels on LFC by any accepted mode of transport i.e., train/bus/steamer, along with child/children between the age of 5 years to 12 years, reimbursement needs to be determined on the basis of actual fare incurred or First class train fare at half rate for the eligible distance i.e., 1750/3500 KMs. Whichever is less, in case of non-subordinate staff and actual fare incurred or sleeper class train fare at half rate for the eligible distance i.e., 2250/4500 KMs whichever is less, in the case of subordinate staff. Employee will not be eligible for reimbursement of train fare incurred with regard to child/children below the age of 5 years, as Indian Railways are not levying any charge for such child/children in this age group.
- 2.19 Permission should not be given to employees to avail of LFC facility after retirement as there is no provision for the same under Bipartite Settlement.
- 2.20 An employee may be permitted to break journey at his/her convenience while travelling to the place of domicile or going for rest and recuperation but the amount to be paid to him/her would be the actual fare incurred or the fare for the class to which he/she is entitled up to the place of his/her domicile or for the permissible distance in the case of travel for rest and recuperation, whichever is less.
- 2.21 Postponement of LFC: LFC should be availed by an employee on or before the date of expiry of LFC Block. The LFC for the block/term will lapse thereafter unless an extension has been granted by the competent authority as per provisions appearing below.

- 2.22 If leave to proceed on LFC is refused by the Sanctioning Authority due to the exigencies of the office, the term of 2 or 4 years as the case may be gets extended upto a period of 6 months (Maximum). The Sanctioning Authority shall grant the leave at the earliest next opportunity, before the expiry of the extended term. Competent Authority to approve this is General Manager/Dy. General Manager/ Asst General Manager heading the Region. In respect of other Offices/HO/CO, the Competent Authority is Head of the Office/Departments. Mode of travel and leave encashment in such cases shall be on the eligible terms as prevailing on the date of actual availment.
- 2.23 No permission can be given to any employee to carry over LFC at his own request.
- 2.24 Carry-over is permissible only when the sanctioning authority refuses sanction of leave on account of office exigencies and same shall be availed within a period of 6 months.
- 2.25 The Regional Office concerned will approve carry-over of LFC permitted by Branch Manager/Head of the Department in Branch/Office at the first instance provided that the refusal of leave at Branch/Office was on account of office exigencies only.
- 2.26 It should be ensured that at no point of time, an employee is allowed to have more than two LFCs at his credit.

2.27 Travel by air

Where a non-subordinate employee and/or members of his family undertake travel by air either to his place of domicile or to any other place for rest and recuperation within India, he shall be entitled to be reimbursed the actual air fare so incurred or AC 2 tier fare by train by a direct route in case of travel to place of domicile or to the extent of maximum admissible distance in case of travel to any other place for rest and recuperation, whichever is less.

The above provision is also applicable in case the journey is undertaken partly by air and partly by other modes of transport.

Illustration

- a) If the employee travels from Bangalore to Delhi and back by air in his LFC term of 2 years, AC 2 tier fare by train for 1750 Kms x 2 or actual expenditure, whichever is less is admissible.
- b) If he travels from Mangalore to Mumbai by air and returns by bus, then he is entitled for 2 tier AC fare by train for the maximum admissible distance or actual, whichever is less.

2.28 Travel by air along with the children below 5 years

When a non-subordinate employee travels by air, along with his child of age of 5 years or below, the employee is eligible for reimbursement of train fare to the extent of his eligibility excluding the children of age of 5 years or below (since Indian Railways do not charge any fare for this age-group) or actual expenditure incurred including the air fare paid for such children, whichever is less.

While calculating the eligibility, the children of 5 years or below shall have to be excluded as for them, the railways do not charge. But, if the employee's eligibility covers the charge paid for his child's air travel partially or fully, then reimbursement may be allowed to that extent.

2.29 Leave fare concession by circuitous routes

Employees may travel by any acceptable mode of transport to any place in India (even if they touch the same place more than once) so long as the reimbursement is within the fare to which a workman is entitled up to the permissible distance. Both inward and outward journeys can be combined for calculating entitlement and for the purpose of reimbursement. In case the employee or his family members touch the headquarters, the journey under LFC should be deemed to have been completed and hence no reimbursement should be considered for any subsequent travel.

2.30 Travel by tourist taxi/ Registered Taxi under LFC

Whenever workmen employees travel by taxi, the reimbursement would be restricted to actual taxi hire paid or the notional train fare by the entitled class by the shortest road route to the declared place of visit and back, whichever is less.

There is no provision for reimbursement of petrol expenses incurred for travel under LFC by own car or private car.

2.31 Travel by contract carriages/conducted tours

A workmen employee (both non-sub-staff and sub-staff) is permitted to travel by tourist buses/contract carriages while availing LFC, irrespective of the fact whether the places are connected/partly connected/not connected by rail/steamer. In such cases, he would be eligible for reimbursement of actual bus fare paid OR notional train fare by entitled class of travel for the distance so traveled, whichever is lower, within his overall entitlement. The employee should obtain a receipt from the travelling agency/contract carriage operator containing following particulars without fail OR the receipt for total amount paid should be accompanied by a certificate containing these particulars:

- a) Places visited/toured and distance covered.
- b) Actual cost of travelling charged to the employee excluding the charges towards boarding and lodging and for local sight seeing. The fare should be mentioned per head and if fare has been charged on kilometer basis, then the fare charged per kilometer should be specified.
- c) Service charges/Service Tax etc. included if any, in the cost of travel should be specified and if not clubbed, it should be certified to that effect. Service Charges/ Service Tax levied by the tour operator/travel agent is not reimbursable.
- d) Where the package tour involved travel by rail, then the actual railway fare and class of fare paid through the travel agent/tour operator per head should be specified separately in the receipt/certificate. Bills not supported by receipt and certificate as above will not be considered.
- e) The employees who undertake journey by contract carriages may be advised to furnish the following requirements:
 - i) Registration number of the bus and name of the bus if any.
 - ii) Date of commencement of journey, place from which the bus started and date and place of termination of the journey.
 - iii) Places of stay with dates : Employees have to give the names of hotels, choultry etc., for this purpose in chronological order.
 - iv) Evidences such as hotel bills, purchase bills, receipts for any sevas done at temples etc.

For reimbursement of fare incurred for children below the age of 12 years, clause No.2.18 may be referred.

2.32 Employees who travel by conducted tours while availing LFC would not be entitled to claim the expenses relating to boarding and lodging and local sight seeing in the course of the tour.

Example: An employee visiting Delhi on LFC would not be entitled to claim the expenses incurred by him for going from the place of his residence at New Delhi to Kutub Minar, Red Fort, Parliament House etc., and back.

- 2.33 Journey expenses by bullock cart/pony/camel/ferry boat for that part of the journey which of necessity has to be covered by one of those means of transport in the absence of train/steamer/bus will be reimbursed at Rs.1.50 per Km. provided evidence is produced in respect of such journey to the nearest railway station/steamer halt or bus link.
- 2.34 An employee claiming reimbursement under leave fare concession shall produce money receipts as an evidence for having undertaken the journey and if the money receipts are not available for any good reason, any other satisfactory evidence of travel along with a suitable explanation for non-production of money receipts.

Employees who travel by train have to furnish the following declaration while submitting the LFC bills, since railways are not issuing the money receipts in respect of train tickets.

DECLARATION

"I..... hereby declare that I have traveled on LFC fromto..... purchasing.....class train ticket no..... for Rs..... issued at..... Station. The journey to the destination indicated above took place on..... I completed the journey and returned to the head quarters on.....".

Date	Signature Name of the Employee: Designation :
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- 2.35 An employee who has travelled on LFC, has produced satisfactory proof, such as tickets/receipts either for onward or for return journey only and if he has lost the tickets/receipts for other segment of journey, then the reimbursement of fare may be made for this segment of journey only by the lowest class and mode of public transport available.

Example: A clerk working at Bangalore Gandhinagar Branch visits Mangalore by AC –2 Tier Train for his onward journey and returns by bus for his return journey and is unable to produce bus tickets for the return journey. His claim may be settled for Rs.1300/- only as follows subject to overall eligibility as per entitlement.

Bangalore to Mangalore AC 2 Tier fare by train	Rs.1000.00 (approximately)
Mangalore to Bangalore bus fare by KSRTC ordinary bus	Rs. 300.00
Total	----- Rs.1300.00 =====

2.36 Travel by a lower class

A member of the clerical staff and his family may travel beyond the maximum permissible distance by the class lower than that to which he is entitled. In that case, he will be paid both the fares incurred including reservation and sleeping berth charges, if any, irrespective of the number of stages, in which the journey is undertaken or the first class fare for the distance permissible whichever is less.

- 2.37 a) Under LFC, apart from the fare for the journey i.e., rail fare, steamer fare or road mileage as the case may be, no other expenses such as taxi/auto or tonga charges, luggage charges, coolie charges etc., are allowed.
- b) However, reimbursement of local conveyance expenses can be claimed in respect of journey between residence and bus/railway station/airport at the Headquarters and between hotel/residence and bus/railway station/airport at any one of the places visited. Reimbursement will be at the prescribed rate and within the overall entitlement. Expenses on conveyance for local sight seeing at the places visited are not reimbursable.

- 2.38 An employee may travel under season/zone circular tickets provided the total amount payable by the Bank does not exceed the fare which the employee would have paid for travelling by the entitled class of accommodation up to the permissible distance.
- 2.39 If a member of the non-subordinate staff availing of LFC once in 4 years, travels by train beyond the distance permissible under Bipartite Settlement, he may be reimbursed First class train fare up to 3500 KMs for onward and return journey separately but not the fare for the total distance of 7000 KMs.
- 2.40 Under LFC, both inward and outward journeys of the employee or his family members may be combined to reckon the eligibility. Eligibility shall be calculated individually for each member and total eligibility may be arrived at.

2.41 Encashment of Privilege Leave

- a) An employee is entitled for encashment of PL at his credit up to a maximum limit of one month only when he is proceeding on LFC, in a block of four years. Permanent part time employees on scale wages are eligible for this facility with effect from 1.4.1989. A month is to be treated as 30 days for the purpose of encashment.
- b) If an employee has opted for LFC once in two years, he can avail the encashment of PL upto a maximum limit of one month once in 4 years. He can also avail encashment facility upto a maximum limit of 15 days in each term of 2 years.

Employee would not be eligible for encashment of PL when LFC is availed for his/her dependent only, without the attendance of the employee.

- c) For the purpose of PL encashment, in respect of employees who were in the service of the Bank as on 1.10.1979, the encashment block of 4 years commences on the date on which the LFC block of 3 years under the old scheme terminates, provided that the employee had availed LFC in the 3 year block under the old scheme which extended beyond 1.10.1979.

For the employees who were in the services of the Bank as on 1.10.1979 and who have surrendered the LFC block of 3 years and opted for 2/4 years block from 1.10.1979, the encashment block as well as LFC block commences from 1.10.1979. In the case of newly recruited employees, the encashment block and LFC block commences from the date of joining the Bank.

In the case of permanent part time employees on scale wages, the block for encashment of PL will commence from 1.4.1989 or date of joining whichever is later.

- d) For the purpose of calculating PL encashment, while proceeding on LFC the term substantive pay wherever it occurs, means the aggregate of,

Basic pay.
Dearness allowance.
House rent allowance.

Special allowance and other allowances, if any, (but excluding special allowance drawn as locum tenens on temporary basis) which the workmen would have drawn had he been on duty.

In respect of workmen employees who are provided with the quarters facility, notional HRA shall be taken into account for the purpose of leave encashment.

- e) For determining the payment towards encashment of PL, the month in which an employee avails of LFC should be taken into account. In other words, PL encashment will be at the rate of salary applicable to the day on which his leave on LFC begins.
- f) Prior sanction must be obtained by an employee for availing of the encashment facility along with LFC. Such request should be made preferably in the application for LFC itself.

- g) The amount of encashment may be calculated as above and may be paid to the employee one week prior to the commencement of leave but after sanction of LFC.
- h) The PL encashed will not attract bonus, provident fund contribution etc., either at the time of retirement or while proceeding on LFC. Further, the payment will attract income-tax/professional tax, if any.
- i) If the husband and wife are working in the same bank, each of them will be entitled to encashment of leave in his/her own right, in their respective blocks.
- j) In case the employee does not proceed on privilege leave or does not avail of LFC after encashing the privilege leave, the amount paid to him towards the PL encashment should be recovered with interest.
- k) The number of days of PL encashed should be accounted for in the PL account of the employee immediately.
- l) The encashment of PL should be availed of by an employee while proceeding on LFC. It is not allowed after he has availed of LFC facility.

2.42 Workmen employees may be permitted to encash one day's privilege leave once in a year for donation to Prime Minister's National Relief Fund.

The following procedure shall be followed in this connection by the employees, the branch/office and the sanctioning authority:

- a) The workman employee should give an application to the sanctioning authority authorising him to debit the employee's PL account, provided he/she has PL to his credit. The sanctioning authority may advise the branch/office to remit a day's salary to the Prime Minister's National Relief Fund Account at South Block NewDelhi Branch.
- b) The application shall be submitted to sanctioning authority in the following format by the employee:

To
 The Manager/Senior Manager/Chief Manager/Head of the Department,
 Syndicate Bank,

Dear Sir,

Re.: Encashment of privilege leave towards Donation - Prime Minister's National Relief Fund.

Through:
 The Manager/Head of the Office/Department

I wish to encash one day's Privilege Leave and donate the proceeds of the same to Prime Minister's National Relief Fund.

I hereby authorise you to debit one day's Privilege leave to my leave account and remit the proceeds to the Prime Minister's National Relief Fund Account maintained at South Block New Delhi Branch

Yours faithfully,

Place :
 Date :

(Signature of the Employee)

From
 Shri/Smt.....

- c) The Branch/Office will comply with the request of the employee provided the employee has PL to his/her credit and arrange to remit the amount of PL encashed to "The Prime Minister's National Relief Fund Account", at South Block, New Delhi Branch.
- d) Name of the employee and employee number shall be furnished in the credit IBA by the Branch. In case the remittance is from a number of employees, the credit IBA should furnish the nature of remittance, amount and a schedule may be enclosed furnishing employee-wise break-up of the remittance. Employee number should be mentioned in every case.
- e) South Block, New Delhi Branch will consolidate the remittances received from employees at various branches/offices of the Bank and remit the same in one lumpsum to the Prime Minister's National Relief Fund.
- f) Encashment for more than one day in any year cannot be permitted even if the employee has not exercised his option during earlier years.

2.43 Misuse of LFC

- a) Employees who are found to have made bogus/non-genuine claims under LFC, shall be liable for disciplinary action. Such misutilisation is normally done by giving receipts issued by travel agents, without actually performing the journey or by performing the journey in a mode of transport where the fare is cheaper than the one for which the receipt is issued and also by preferring claims in respect of the relatives/persons who are not dependents on them.
- b) Such misutilisation of LFC facility will be viewed as gross misconduct and the employees concerned will be liable for appropriate disciplinary action including that of dismissal.
- c) Sanctioning authority should take particular care while sanctioning LFC bills. In case he finds that there are grounds for suspecting that the claims are not genuine, the matter may be referred to Vigilance Department, CO: Bangalore confidentially, clearly explaining the grounds for suspicion about the bona fides of the bill. If the sanctioning authority has made any discrete enquiry concerning the matter, a report on the same should be sent to Vigilance Department, CO: Bangalore.
- d) Pending investigation of the bills, sanctioning authorities may sanction the bills as per rules and subject to limits/entitlements and advance given to the employee for LFC be fully recovered within the prescribed time limit.

2.44 The following standard forms are required to be used in connection with LFC facility:

- i) OF 1868 (STF-95) - Application for leave.
- ii) OF 1910 - Application for leave fare concession.
- iii) OF 1910 A- Application for LFC encashment
- iv) OF 1866 - Bill for leave fare concession.

2.45 The following are the sanctioning authorities for TA bills and leave fare concession bills for workmen employees:

Workmen Employees working in	Sanctioning authority
a) Branches	Branch head OR any other executive/officer authorised by him.
b) Other Offices, i.e., ROs,CAOs Currency Chests, LDOs, RIs, etc.	Head of the office OR any other executive/officer authorised by him.
c) Head Office, Corporate Office, T&IBD	Head of the Dept. OR any other executive/officer authorised by him.
d) SIBM & Training Centre	Head of Training centre for staff placed under him & General Manager OR any other executive/ officer authorised by him in respect of staff working at SIBM.

CHAPTER- II
COMPREHENSIVE GUIDELINES ON TRAVELLING ALLOWANCES
AND LEAVE TRAVEL CONCESSION TO OFFICER EMPLOYEES

1.0 REIMBURSEMENT OF EXPENSES ON TRANSFER/WHILE ON DUTY/ TRAINING/DEPUTATION ETC.

1.1 Regulations 41,42,43 and 44 of Syndicate Bank (Officers') Service Regulations, 1979 deal with mode of Travel and reimbursement of expenses on travel, on duty, on transfer, on retirement and on Leave Travel Concession to Officers.

1.2 Following are the sanctioning authorities for reimbursement of travelling expenses/payment of halting allowances to officer employees.

Officers working in	Sanctioning Authority
a) Branches/Offices like CAO, Currency Chest, LDO, RO except Head of the Branch/Office :	Head or any other Executive/Officer of the Branch/Office through delegation.
b) Branch/Office Heads :	Head of the Region or AGM/CM authorised by him.
c) RIs including Vigilance Unit and Concurrent auditors :	Head of RI and Executive/ Officer authorised by him.
d) Regional Heads :	HO: Personnel Dept.: PAD.
e) CO: Bangalore /HO: Manipal :	Departmental Head OR executive/ Officer duly authorised by him. In respect of Executives in CO and HO, the Bills will be sanctioned by HO: PD: PAD.
f) SIBM Manipal & Training Centres :	General Manager, SIBM or Executive/Officer authorised by him in respect of officers at SIBM/Head of Training Centres. Head of Training Centres in respect of officers working under him.
g) T&IBD and FIM Mumbai :	Executive/officer authorised by GM(ID).

1.3 Mode of travel and expenses on travel

Effective from 02.06.2005, the following provisions shall apply whenever an officer is required to travel on duty.

- a) An officer in Junior Management Grade is entitled to travel in First Class or AC 2 tier Sleeper by train. He may, however, travel by air (economy class), if so permitted by the Competent Authority, having regard to the exigencies of business or public interest.
- b) An Officer in Middle Management Grade is entitled to travel in First class or AC II tier sleeper by train. He may, however travel by air (economy class) if the distance to be traveled is more than 1000 KMs. He may, however, travel by air (economy class) even for a shorter distance if so permitted by the Competent Authority, having regard to the exigencies of business or public interest.
- c) An officer in Senior Management or Top Executive Grade is entitled to travel in AC First Class by train or by air (economy class).

- d) An officer in Senior Management or Top Executive Grade may travel by car from one place/station to another on official duty provided all the conditions given herebelow are fulfilled:
 - i) The places should not be connected by Air or Rail.
 - ii) The distance should not exceed 500 KMs (one way).
 - iii) Even where the two places are not connected by Air or Rail, if a major part of the distance between the two places can be covered by Air or Rail, then, only the rest of the distance should normally be covered by car.
- e) Any Officer may be authorised by the Competent Authority having regard to the exigencies of business, to travel by his own vehicle or by taxi or by the Bank's vehicle.

- 1.4
- a) The term 'Car' would mean and include Bank's car/jeep (where provided) or Regd. Taxi or own car.
 - b) Place/Headquarters means the village Panchayat/Municipality/Municipal Corporation/Urban Agglomeration in which the Branch/Office is situated.
 - c) If an officer (in scale IV and above), due to exigencies of Office, has to cover the entire distance (not exceeding 500 KMs one way) by car even though a major portion of the distance can be covered by air or rail, he/she can do so only with the prior permission of the Competent Authority viz., authority who is empowered to sanction his TA/LTC Bill.
 - d) For travel by car by Officers in Scale IV and above conforming to the conditions stipulated above, reimbursement of fare/petrol expenses shall be as under:
 - i) For travel by Bank's car made available to him for the official work, the petrol expenses for travel by the shortest route and Batta for the driver provided by the Bank, if any, are borne by the Bank as per rules laid down in this behalf from time to time.
 - ii) For travel by own vehicle for official work, the reimbursement is as under:

TYPE OF VEHICLE	REIMBURSEMENT RATE PER KM
a) Four wheeler: Engine capacity of 1000 CC or more	Rs. 5.80
b) Four Wheeler: Engine capacity of less than 1000 CC	Rs. 4.60
c) Motor Cycle & Scooter	Rs. 2.80
d) Mopeds	Rs. 2.00

The revised rates mentioned above are effective from 01.01.2004.

- e) Reimbursement of expenses on travel on duty/LTC by registered taxi shall be the actual taxi hire paid for the distance traveled by taxi or the notional train fare by the entitled class by the shortest road route to the declared place of visit, whichever is less.
- 1.5 The competent authority for permitting travel by air to officers for the purpose other than attending training who are otherwise not entitled to travel by this mode is General Manager (Personnel). If such air travel is for attending a training programme, General Manager: SIBM is the Competent Authority.
- It may be noted that permission to travel by air referred above is given only sparingly, in cases involving extreme urgency/exigencies of business having regard to the importance of assignment entrusted to the officer, the distance involved, time constraint, cost differential etc.

- 1.6 It is clarified that the Regulations have laid down the highest eligible mode and class of travel applicable to Officers according to Grade/pay. An Officer entitled to travel by Air shall travel by earliest available Train/Bus if Air Passage is not available or immediate Air Service is not available or if there is no direct Air route between the places. Similarly, an officer eligible to travel by Train shall undertake journey by Road in case there is no train connection or tickets are not available in any class within his entitlement.

All journeys on office work, whether by Air or surface shall be by shortest/direct route to the destination. Travel by circuitous route is not permissible, unless prior permission is obtained from the Competent Authority in exceptional cases of exigencies of office.

Whenever officers travel on duty/LTC by air, the Air tickets for such travel shall invariably be booked through empanelled travel agents and they should bear the Bank's Deal Code assigned by the airlines in cases where the Bank has entered into an agreement with the airlines for incentive on tickets booked with Bank's Deal Code assigned by them. At present, the Bank is having agreements with Indian Airlines , JET Airways (India) Ltd and Kingfisher airlines LTD and the Deal Code allotted are as under:

Indian Airlines Ltd.	B 089
Jet Airways (India) Ltd	9W4211002
Kingfisher Airlines Ltd	SYB01

In the absence of the respective Deal Code, the commission as payable by the airlines to the Bank shall be recovered from the officer concerned. A confirmation to this effect shall be recorded while sanctioning the TA/LTC Bills.

1.7 Reimbursement of Local Conveyance Charges while on outstation tour/duty/ training

The Officer will be reimbursed actual local conveyance expenses reasonably incurred for travel from residence/office to Airport/Railway Station/Bus Station at the Headquarters and between place of halt/stay and Air-port/Railway-Station/Bus-Station at the place of visit, against submission of statement containing particulars such as, the date of travel, mode of conveyance, approximate distance covered and actual hire charges incurred.

Apart from the above, conveyance charges incurred at the outstation place for local travel between place of stay/lodge and places of work/training, will be reimbursed subject to a ceiling of 50% of the rate of halting allowance applicable to the place. The Officer shall furnish full details of place(s) visited, purpose, distance(approximate), mode of conveyance and actual fare incurred. Reimbursement will be made in terms of this paragraph, only if the distance between the places of stay/lodge and place(s) of work/training, as the case may be, is more than one kilometer. As far as possible and depending on local conditions, cheaper mode of conveyance should be used.

1.8 Reimbursement of Local Conveyance Charges for Official Work at/within Headquarters

- a) Officers claiming reimbursement under the scheme for reimbursement of conveyance expenses, are not entitled to seek reimbursement of local conveyance charges for travel on duty undertaken within 8 KMs., radius at the Headquarters.
- b) If an Officer exhausts the limit specified for reimbursement of local conveyance expenses under the above scheme in a particular month, he can claim reimbursement of the balance local conveyance expenses incurred, if any, under TA rules, duly submitting necessary tickets/ receipts/evidence.

- 1.9 Where travel is to a place beyond 8 KMs., but within Headquarters, the Officer may claim reimbursement of expenses reasonably and actually incurred subject to the following conditions:

- a) Officer employees shall as far as possible travel by cheapest mode of transport.

- b) In cases of temporary deputation to another branch/office or when sent for training to Training Centres or for Inspection etc., reimbursement shall be restricted to the actual local conveyance expenses incurred or to the extent of 50% of HA applicable to officers at that place, whichever is less. Reimbursement of claim for auto-rickshaw fare/taxi fare (wherever auto rickshaws do not ply) shall be against submission of declaration by the employee concerned furnishing therein the particulars such as date of travel, mode of conveyance, approximate distance covered, actual fare incurred etc.
- c) In determining the reasonableness of a claim for reimbursement of local conveyance charges, the sanctioning authority shall be guided by the local transport conditions, distance involved, urgency or otherwise of the assignment, and the rates laid down by the local R.T.O. or such other body.
- d) Travel by own car/scooter/motorcycle/moped for office work may be undertaken only after obtaining prior permission from the Competent Authority and reimbursement in such cases may be made as per terms and conditions and rates mentioned under 1.10 and 1.11 below.
- e) Officers who have been provided with Bank's Vehicle, viz., Car/Jeep or Scooter/ Motorcycle, as the case may be, are ineligible for local conveyance charges for travel on duty within Headquarters, i.e., within the Village Panchayat/ Municipality/Municipal Corporation/ Urban Agglomeration in which the officer is posted.
- f) Officer Employees who are not eligible to claim reimbursement under the scheme for reimbursement of conveyance expenses, will be eligible to claim reasonable local conveyance charges in connection with travel on office duty if the distance to be covered exceeds 1 KM. subject to other norms mentioned in (a) to (e) above.

1.10 Travel by own vehicle for office work

All officers irrespective of their grade/scale of pay shall obtain prior permission from the following authorities for using own vehicle for office work.

Category of Officers	Competent authority for according such permission
Officers on scale VII	Managing director/Executive Director
Officer on Scale VI and below	Respective TA bill sanctioning authority

Competent authority will permit the use of own vehicle for official work, only in the following circumstances and after assessing the need for using own vehicle. Further, this discretion shall be used very sparingly.

- a) Travel by personal vehicle is quicker and cost at the prescribed rate of reimbursement is equal to or less than cost of travel by the entitled class/mode i.e. by train/air as the case may be.
- b) In exceptional cases where public transport like bus, train, plane are not available for any reason and the work to be done is of utmost urgency, the Competent Authority may permit an officer to use his own vehicle for travel on office work even if the cost of travel at the prescribed rates of reimbursement will exceed the officer's entitlement by train/air as the case may be.
- c) The vehicle is registered in the name of the officer or the spouse and the officer holds valid driving license.
- d) In case the Officer engages a driver, the same will be at his/her cost only and the Bank will not reimburse expenses incurred on the driver.
- e) The distance to be covered by personal car shall not exceed 500 KMs., one way. In the case of two wheelers the distance limit is 100 Kms., one way.

1.11 Officers who are provided with Bank's vehicle are not eligible to travel by personal vehicle for office work, except under following circumstances:

The officer is provided with two wheeler and the distance to be traveled each way exceeds 100 kms. and the officer would like to use his car. In such cases permission may be granted for use of own car, subject to fulfillment of other conditions mentioned in clause 1.10 above.

Travel between residence and office and vice versa is not official.

Use of own vehicle for office work beyond 8 KMs. radius but within the Panchayat/ Municipal/ Corporation/ Urban Agglomeration limit of the place of work, shall also be subject to obtaining prior permission from the Competent Authority.

Where permission is granted to undertake travel by own vehicle, travelling expenses will be reimbursed at the following rates against the officer submitting satisfactory proof of having travelled by his own vehicle.

Type of vehicle	Reimbursement rate per KM
a. Four wheeler: Engine capacity of 1000 CC or more	Rs.5.80
b. Four wheeler: Engine capacity of less than 1000 CC	Rs.4.60
c. Motor cycle and scooter	Rs.2.80
d. Mopeds	Rs.2.00

The revised rates mentioned above are effective from 01.01.2004.

1.12 General

Where an Officer is sent on official assignment outside Headquarters, the reimbursement will be restricted to actual to and fro journey fare incurred or the amount equivalent to the fare in the mode and class by which he is eligible to travel by the shortest route, whichever is less.

If the place of destination/visit is not accessible by train, the Officer will be free to travel by other means of approved road transport. Such distance will be notionally taken as if covered by train and the reimbursement will be restricted to actuals or the fare by the mode and class to which the officer is entitled to travel as per his eligibility, whichever is less. Taxi is not an accepted mode of transport upto Scale III.

Train fare will include reservation and berth charges and travel agent's commission not exceeding Rs.40/- per ticket, if any.

Travelling allowance should on no account be a source of profit to the Officers.

An officer who is relieved for the purpose of reporting at another branch/office for training/ deputation/official work is required to utilise Sunday/holiday for the purpose of travel and there is no provision for allowing journey/joining time separately in such cases. In case, the employee has taken more time than the minimum journey time either for proceeding to or for returning from place of deputation by refraining from travel on Sunday/holiday, the extra time taken for this journey shall be debited to his appropriate leave account.

1.13 Travel on Transfer

An officer on transfer and the members of his family are eligible to travel to the place of posting by the same mode of travel and class of accommodation as in the case of travel on tour as outlined above.

However, TA/HA shall not be admissible if the transfer is on request before completion of a term of 3 years of active service.

When the members of an officer family travel by road, the entitlement will be actuals or train fare by the entitled class by shortest route, whichever is less.

Explanation: Family for the purpose of this clause is limited to the spouse as also children and parents residing with and wholly dependent on the officer employee.

Criteria for determining wholly dependent family members of an officer are the same as prescribed under Leave Travel Concession Rules.

An officer on transfer will be reimbursed expenses for transporting his baggage by goods train upto the following limits as per Regulation 42(2) of Officers' Service Regulations.

Pay Range	Where he has family	Where he has no family
Rs.10000/- p.m. to Rs.13820/- p.m.	3000 K G	1500 K G
Rs.13821/- p.m. and above	Full wagon	2500 K G

1.14 The following guidelines are applicable in connection with transportation of baggage by an officer on transfer.

- i) If an officer eligible for full wagon avails the facility of Container Service by Railways, he will be reimbursed actual charges for one container, if he is in Junior or Middle Management Grade and for two containers, if he is in Senior or Top Management Grade.
- ii) If the baggage is transported by road between places connected by rail, the reimbursement will be limited to the actual freight charges against submission of bills subject to the cost not exceeding the cost of transport of the maximum permissible quantity by goods train.
- iii) If there is no railway station or railway out-agency at the old or new place of posting, the officer will be paid the actual cost of transporting the baggage by road upto the nearest railway station or railway out-agency.
- iv) If both the places do not have railway station/out-agency, the officer will be paid actual cost of transporting the baggage by road upto the stipulated weights, by an approved transport operator.

Note: Approved Transport Operators are those recommended by Indian Bank's Association from time to time, under its Approved Transport Operators Scheme. As regards standard/average freight rate charged by Approved Transport Operators, the Sanctioning Authority shall satisfy itself as to the claim of the employee depending upon the local conditions, as it would not be practicable to issue specific guidelines in the matter. If there is no approved transport operator at the transferor place and the officer has to transport his household articles by a public carrier, the reimbursement shall be restricted to actual charges for transportation of baggage by lorry, on production of necessary receipts or cost of transport of personal effects to the extent of eligibility prescribed for his grade in the relevant Regulations, whichever is less.

- v) An officer on transfer from an island branch to mainland branch and vice versa, would be eligible for reimbursement of freight charges to the extent of charges levied by the shipping company up to the stipulated weight as provided under Reg.42(2) SBOSR 1979.
- vi) Where an officer on transfer transports his baggage by lorry, the maximum limit in cases where full wagon is applicable shall normally be 60 Qtls. by goods train.

However, where the expenses incurred are beyond such maximum, the sanctioning authority may, keeping in mind the hardship involved to the officer concerned, reimburse the actual expenses incurred on the basis that the minimum charges for transport of goods in a 8 wheeler wagon would be 120 Qtls., provided that the baggage is transported through Approved Transport Operators. At the places where no approved transport operators are available, the officer may transport his personal effects by any other public lorry transport, if the Competent authority approves it in writing on the grounds of non-availability of Approved Road Transport Operators. Reimbursement in such case will be restricted to the

freight charges actually incurred or freight charges at goods train rate for 120 Qtls. whichever is less.

With effect from 1.8.2006, if the officer on transfer is shifting his personal effects between the two places by approved lorry transport even if the two places are connected by train, then reimbursement of expenses may be made at the following rates, subject to weight stipulation as in Regulation No: 42(2) of Officers' Service Regulations.

DISTANCE IN KMS	RATE PER TONNE PER KM
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Upto 2000 Kms	Rs.1.40
Beyond 2000 Kms	Rs.1.10

(The above rates do not apply on slab basis)

Service Tax levied by the Transport Operators is reimbursable. However, invoice/Bill issued by the them should bear the Service Tax registration number allotted to them.

- 1.15** An officer on transfer is eligible to claim a lumpsum amount as indicated below for expenses connected with packing, local transportation, insuring the baggage etc.

Grade	Lumpsum
Top Management and Senior Management	Rs.8,750/-
Middle Management and Junior Management	Rs.7,000/-

The lumpsum amount indicated above is admissible, only if shifting of residence of an officer on transfer is involved and not merely because there is a change of office/change in the designation. In other words, lumpsum payment to officers on transfer is admissible, provided such transfer involves change of residence or actual shifting of family. This rule is not applicable in case of transfers within the limit of Urban Agglomeration/Municipal limit. The lumpsum is payable even if an officer on transfer does not claim any expenses for transporting his baggage. However, if the Officer is not staying in his present place of posting and is commuting from his previous place of posting daily, such lumpsum amount is not payable.

If both husband and wife working as Officers are transferred to the same place, both of them will be paid the lumpsum for meeting the incidental expenses covered in the Regulations.

If the other spouse is a workman in our Bank, he/she will be eligible to claim the lumpsum but not the other travelling expenses, which shall normally be claimed by the officer spouse.

- 1.16**
- An officer who owns a car will be eligible to claim the cost of transporting it by train to the place of transfer, at goods train rate.
 - An officer who owns a scooter, motor cycle or any other vehicle (other than car) will be eligible to claim the cost of transporting it to the place of transfer at goods train rate, and if the vehicle is transported by lorry, the actual lorry charges.
 - Where the own vehicle (car/motorcycle/scooter/moped) is driven by road to the place of transfer, the officer will be eligible to claim the cost of so taking it at the rates stipulated/applicable for reimbursement of travelling expenses to officers for using their own vehicle for office work. For rates of reimbursement, please refer clause 1.11
 - Reimbursement of transportation charges of car or scooter or both is restricted to such vehicles owned by the officer in his name.
 - Officer can transport his own car to the place of transfer by road i.e. through Approved Transport Operators only. However, reimbursement in such case would be restricted to

actual expenses incurred or the amount that he would have incurred had the vehicle been transported by goods train whichever is lower.

1.17 Performance of second journey by Officers for bringing their family to the place of posting on transfer

Generally, no permission shall be granted to officers on transfer to undertake second journey, for bringing their family at a later date.

Exceptional circumstances in which the permission for undertaking the second journey can be granted are as under.

- i) Where an officer is transferred in the midst of an academic year, provided that he/she has school/college(upto graduation level) going children at the transferor place who therefore are unable to accompany the officer to the transferee place.
- ii) Where the officer is instructed in the transfer order itself to join the place of posting without availing joining time.

However, where permission for second journey is granted either by HO or by the Regional Office concerned, the period spent for the second journey shall not be treated as on duty and no halting allowance is payable during the said period.

The facility of performance of second journey is admissible only to such officers who are eligible for quarters facility at transferee place and is not applicable if they own a house/flat at transferee place OR if they propose to claim HRA on rent receipt basis. Further, the facility is available only for fetching the family of the officer to transferee place.

Officers, on receipt of orders of transfer, should make an application to the transferee Region/Administrative Office for allotment of quarters and also for permission for second journey, if quarters are not readily available. On receipt of such requests, the Regional Offices concerned, shall ascertain the availability of quarters and if quarters are available, the officer shall be informed of availability of quarters and such officers are not eligible for second journey facility. In case the quarters are not available, the officer concerned should be informed of the same to enable him to seek permission for second journey.

The office concerned should send the communication to the officer with regard to availability of quarters OR permitting second journey, as the case may be, within 15 days of receipt of such requests, under copy to transferor Region. Whenever quarters are allotted OR second journey has been permitted, then officer shall join the branch before OR immediately after the cut off date mentioned in the transfer order, failing which, officers allotted with quarters may lose their claim to occupy the quarters allotted and officers permitted second journey may lose their eligibility for second journey. Heads of the Regional Offices/ Administrative Offices are the Competent Authority for permitting second journey.

Where an officer is permitted second journey, he is eligible for reimbursement of fare as detailed hereunder:

- a) Single fare by II class train/Bus actually incurred to transferee place and for return journey to transferor place (Taxi charges not reimbursable) in case of officers upto Scale III and single fare by eligible mode of transport in case of executives.

AND

- b) Fare upto entitlement for self and eligible members by entitled mode from transferor place to transferee place.
- c) Officers shall undertake journey by shortest/direct route.

- d) Reimbursement of fare with regard to second journey, shall not be admissible if the transfer is on request before completion of a term of 3 years of active service.

1.18 Reimbursement of expenses incurred in intra-city/Town shifting of quarters

A Following guidelines have been laid down by the Bank in respect of quarters taken on personal lease.

- a) The facility is applicable in all Centres.
- b) The reimbursement shall be the actual expenses incurred or Rs.300/-, in major A Class Cities/Area I, Rs.200/- in area II and Rs.100/- in Area III, whichever is less.
- c) The shifting is permitted only once during the entire term of posting of the officer concerned at a particular place.
- d) Such shifting shall be for valid and justifiable reasons, with the previous permission of the Competent Authority concerned,
- e) Reimbursement will be on production of relevant vouchers/stamped receipts etc., accompanied by a Declaration by the officer concerned.
- f) No brokerage will be permitted while fixing the new quarters.

B Reimbursement of expenses incurred on shifting of quarters taken on Bank lease will also be subject to and governed by all the conditions applicable in the case of quarters taken on personal lease.

It is clarified that the competent authority may permit shifting of quarters only if;

- a) The shifting is to quarters obtained on Bank lease for a period of 5 years and not on personal lease.

and

- b) The new quarters are neither smaller nor with lesser amenities than the existing quarters.

and

- c) The new quarters are near the Branch/Office and in any case not farther than the existing quarters.

or

- d) The existing house/flat has been rendered unfit/unsafe for occupation by unforeseen occurrence like fire, earthquake, floods/landlord has served notice terminating lease as per lease agreement.

or

- e) If it is in a Metropolitan Area like Mumbai, the officer is transferred from one corner to another of the Metropolitan city, involving a total change in the suburban rail route or involving considerable travelling time to office and the proposed quarters is conveniently located from the branch/office.

or

- f) The officer is occupying flat/accommodation above ground floor, without lift facility or in an area having frequent power failure and either himself or a dependent residing with him permanently, is medically advised against climbing stairs. In such cases, it will be incumbent for the officer to support his request with a Medical Report/Certificate at his cost from a doctor designated by the Bank.

1.19 Halting allowance/actuals to officers on outstation duty and on transfer

1. An Officer employee becomes eligible for halting allowance at the rates prescribed in regulation 41(4) for travel on duty to an outstation place i.e., to a place beyond Headquarters limit if the period of outstation duty, including reasonable to and fro journey period, exceeds 4 hours. Halting allowance is not payable if the duration of outstation duty is 4 hours or less.

2. Where the total period of absence on account of outstation duty is more than 4 hours but less than 8 hours, halting allowance at half the stipulated rates shall be payable.
3. If an officer is required to visit more than one place during the official tour and has to make a halt for 8 hours or more or stay overnight at an intermediate place of visit, he will be eligible for payment of halting allowance for the period involved at the rate applicable to the place of halt. This provision will also apply if an officer has to halt at a station other than the proposed place of visit en route on tour or on transfer.
4. 'Headquarters': For the purpose of payment of halting allowance/actuals, Headquarters means and includes the Panchayat/ Municipal/ Corporation/ Urban Agglomeration limits of the place where the officer is stationed and includes the contiguous/adjoining places which even though falling outside the Panchayat/ Municipal/ Corporation/ Urban Agglomeration limits of the place have been specially treated on par with the latter, for payment of HRA, CCA etc., to employees. "Outstation place" means a place which is beyond the Headquarters limit as defined above.
5. If the assignment is for more than a day but the officer prefers to commute/travel to the place from his Headquarters/place of residence daily, he will not be entitled for daily to and fro travelling expenses.
6. Effective from 01.06.2005, an officer is entitled to halting allowance as follows:

Grades/scales of officers	Daily allowance (Rs.)		
	Major 'A' Class Cities	Area -I	Other places
Officers in Scale IV and above	600/-	550/-	500/-
Scale I, II & III	550/-	500/-	400/-

Provided that in the case of officers in Scale IV and above, Halting Allowance payable per diem while on outstation work at 4 metros, viz., Delhi, Mumbai, Kolkata and Chennai shall be Rs.700/-.

7. For the purpose of computing halting allowance, 'per diem' shall mean each period of 24 hours or any subsequent part thereof, reckoned from the reporting time for departure in the case of air travel, and the scheduled time of departure in other cases, to the actual time of arrival. Where total period of absence is less than 24 hours, 'per diem' shall mean a period of not less than 8 hours.
8. The quantum of halting allowance per diem is to be determined with reference to the classification of the place to which the officer is sent on office work i.e., major 'A' class city, Area I or other place.
9. Where an officer is transferred to an outstation centre, halting allowance is permissible to the officer per day of travel including period of halt out of necessity on the same terms and conditions as applicable for travel on duty.
10. Halting allowance should not be paid when an officer who is sent on temporary posting/outstation duty proceeds on Privilege leave. However, HA may be paid for the period of casual leave if he/she does not leave the station of his temporary posting/outstation duty.
11. If an officer falls sick while on outstation duty, he may be informed that he should return to the headquarters within a stipulated period. In the event of his not reporting to headquarters within the stipulated period, he will not be entitled to halting allowance.

12. However, where Sick leave is granted without any such stipulation and the officer employee is required to stay at the place of outstation duty on the advice of the doctor, he may be paid halting allowance.
13. Temporary posting/deputation of an officer to an outstation Branch/Office shall not exceed 30 days. If however, the concerned Branch/office needs the services of an officer beyond 30 days, the same shall be communicated to the Controlling Office which in turn shall take steps to post a regular officer. This is necessary to keep the cost/ expenditure on deputation within a justifiable limit.
14. When the services of officer employees are requisitioned by the Government of India/Election Commission under the Representation of Peoples' Act, they will be functioning under the control and Superintendence of Government of India/Election Commission and not the Bank. They will be paid compensation by the Government and as such no TA/HA is admissible to officer employees under the circumstances. However, their absence on election duty may be marked accordingly, in the attendance register and such absence shall not be debited to their leave account.
15. Where an external agency including Special Police Establishments like Central Bureau of Investigation (CBI) and/or the local Law and Order Authority institutes cases/proceedings against an employee of the Bank under the provisions of Anti-Corruption Laws or the Indian Penal Code, Travelling Allowance/Halting Allowance etc. are not admissible to such an employee from the Bank for complying with summons for enquiry/interrogation/proceedings before a Court. Also, absence from office for attending such proceedings shall be adjusted to leave admissible as per Rules. The officer employee concerned shall not be eligible for Special leave/ "on-duty" leave in such cases.
16. If officer employees are summoned to give evidence in their official capacity in a Civil or Criminal case or at the instance of Special Police Establishments like Central Bureau of Investigation (CBI) or in a departmental enquiry, the period spent in complying with the summons shall be treated as "on-duty". In such cases, eligible TA/HA as applicable to travel on official duty may also be reimbursed to the officer employee concerned. The officer employee, however, shall make over good to the Bank the batta etc., if any, paid to him from the Court for responding to their summons.
17. Officers under suspension are not entitled for TA and other allowances for attending domestic enquiry at the same station/place of posting.

1.20 With effect from 22.03.2005, officers in various grades/scales may be reimbursed actual hotel expenses, against production of vouchers and bills restricted to single room accommodation charges in India Tourism Development Corporation (ITDC) hotels, subject to the limits given below.

Grade/scales of officers	Eligible class of accommodation	Maximum Room Tariff per day (Rs)		
		Major 'A' Class cities	Area I	Other places
Scale VI & VII	4 Star Hotel (AC single)	4000	2000	1750
Scale IV & V	3 Star Hotel (AC single)	2500	1500	1300
Scale II & III	2 Star Hotel (Non AC single)	1500	1000	800
Scale I	1 Star Hotel (Non AC single)	1000	750	500

MAJOR 'A' CLASS CITIES: Mumbai, Kolkata, Delhi, Chennai, Ahmedabad Bangalore & Hyderabad.

AREA I: Pune, Nagpur, Kanpur, Surat, Jaipur, Lucknow, Agra, Coimbatore, Bhopal, Indore, Ludhiana, Madurai, Kochi/Ernakulam, Patna, Vadodara (Baroda), Visakhapatnam and Varanasi.

The tariff specified are inclusive of all service charges but exclusive of taxes. However, the above limits are subject to the following conditions.

- a) Where an officer while on official tour/duty stays in an ITDC Hotel, his/her bill for room rent + tax thereon may be sanctioned for the full amount provided, the type of accommodation availed is according to the officer's entitlement i.e., 4 star/3 star/2 star/1 star as the case may be.
- b) If an ITDC Hotel of eligible Star Category is available at a centre, officers should normally stay in that hotel. If however, no accommodation is available in any of the ITDC Hotels of eligible Star Category, the officers may stay in an ITDC Hotel of higher star category or in any other hotel. In such cases, the officer will be reimbursed the actual lodging expenses incurred

OR

expenses incurred to the extent of area wise limit specified above for his grade/scale at that place whichever is lower.

- c) If at a centre, there is no ITDC Hotel of the eligible Star Category, the officers may seek reimbursement of actual lodging expenses incurred, within the above mentioned area-wise maximum tariff applicable to his Grade/Scale at that centre.
- d) For eligibility to stay or to fix the tariff limit for reimbursement, the officers should be guided by the official star category and not by the star facilities provided by the ITDC. The star category may be got recorded by the Hotel Authorities in the bill to ensure speedy disposal of the claim.
- e) The ITDC Hotels are allowing 20% discount on room tariff and the officers should insist for discount whenever they stay in ITDC Hotels.

Based on the decision of the Managing Committee of IBA, it has been decided to reimburse Boarding and Lodging expenses to Executives on Scale VI & VII only, at Mumbai, Delhi and Kolkata as detailed hereunder:

At Delhi & Kolkata: If the executives are unable to stay in ITDC Hotels as per their entitlement due to want of accommodation in such hotels, they may be reimbursed actual Lodging Expenses for staying in other Hotels not exceeding 125% of the tariff fixed for major 'A' class cities applicable to the grade/scale of the executive.

At Mumbai : As there are no ITDC Hotels in Mumbai, executives may stay in other Hotels of their entitled star category (A/C or NON-A/C Rooms as per the entitlement) and they may be reimbursed the Lodging Expenses on actual basis. If however, they are unable to stay in a Hotel as per their eligibility and stay in a Hotel with no star category or a higher star category, they may be reimbursed actual tariff paid not exceeding 125% of the tariff fixed for Major 'A' Class cities applicable to the grade/scale of the executive.

1.21 Food Expenses

It may please be noted that actual expenses on Board (food) are reimbursed upto the ceiling mentioned herebelow with effect from 01.06.2005 subject to submission of vouchers including statement of expenses up to Rs.20/- per day/declaration of expenses.

Grades/scales of officers	Maximum Boarding charges per day(Rs)		
	Major 'A' Class Cities	Area -I	Other places
Executives on Scale IV and above	600/700*	550/-	500/-
Scale I, II & III	550/-	500/-	400 /-

* Rs.700/- at 4 metros, viz., Delhi, Mumbai, Kolkata and Chennai.

- a) where free lodging is provided at Bank's cost/arranged through the Bank free of cost, three fourth of the halting allowance will be admissible.
- b) where free boarding is provided at Bank's cost/arranged through the Bank free of cost, half of the halting allowance will be admissible.
- c) where free lodging and free boarding are provided at Bank's cost/arranged through the Bank free of cost, one fourth of the halting allowance will be admissible.
- d) where however, an officer claims boarding expenses on a declaration basis without production of bills for actual expenses incurred, then he shall not be eligible for one fourth of the HA.

It is clarified that when an officer employee deputed to another place on official work returns to headquarters/to the place where he ordinarily resides, on the same day and there is no night halt at the place of deputation, he/she can be reimbursed eligible halting allowance only. Actual expenses on board and/or lodging are not admissible in such cases.

Supplementary diem allowance:

Supplementary diem allowance of Rs.10/- per day is payable to Inspecting Officers, only when overnight stay is involved during the period of halt outside headquarters, on inspection duty. The allowance will be admissible for the number of days an Inspecting officer has to be outside the headquarters on Inspection duty including Sundays/holidays.

1.22. TA/HA to retired Officers

An officer, on retirement will be eligible to claim travelling allowance, baggage and other expenses for himself and his family as on transfer from the last station at which he is posted to the place where he proposes to settle down on retirement. All such expenses as are admissible to officers on transfer may be reimbursed to the officers on retirement who would like to settle at a particular place.

The above facility shall not be available to officers who voluntarily retire under Pension Scheme or otherwise, unless they have completed 20 years of service OR attained the age of 55 years, as on date of their serving the notice for voluntary retirement. The officers who voluntarily retire under Regulation 19 of SBOSR are eligible for all types of benefits as are available under SBOSR 1979 to an Officer retiring on superannuation.

More often than not, even after retirement/resignation etc., officers are called/ requisitioned by the Bank/the Courts to depose in enquiries/court proceedings as witnesses. Following rules are framed by the Bank in the matter of reimbursement of travelling expenses, halting allowance/actuals to such officers.

- a) If an ex-officer employee is required to depose as management witness in a domestic enquiry, TA/HA/Actuals as admissible to him immediately prior to his ceasing to be in Bank's service may be reimbursed.
- b) If an ex-officer employee is cited as witnesses on behalf of the Bank and summoned as such by the court/in prosecution proceedings against another employee/clients of the Bank, TA/HA/Actuals as admissible to him immediately prior to date of his leaving Bank's service may be reimbursed.
- c) If an ex-officer employee is summoned by a Court in prosecution proceedings to depose facts known to him/her on account of his/her service in the Bank and at the behest of the prosecution, the following norms are to be followed:

- i) 1st Class Train fare and halting allowance applicable to grade/pay last drawn.
 - ii) Ex-officer attending the Court duties within the Headquarters shall be paid Halting Allowance at 50% of the Halting Allowance payable for outstation assignments.
 - iii) In the above cases, TA/Batta received by the ex-officer, from the Court should be credited to the Bank or only the difference should be claimed by the ex-officer employee. However, no TA/HA is reimbursable if the Ex-Officer is appearing as a defence witness in a departmental enquiry since such reimbursement is not available under service rules even to serving Officer employees.
- d) If an ex-officer employee is summoned by the court in a case against himself continuing beyond superannuation, the Bank is not under any obligation to pay TA/HA/Actuals as the case may be. However, if the charge pertains to an act performed in the discharge of official duties and the ex-officer is exonerated of the charge, TA/HA will be allowed as applicable to him at the time of superannuation.
- e) The principle enunciated in Para 15 and 16 of clause 1.19 are equally applicable in the case of ex-Officer in the eventualities provided therein. However, if the charge pertains to an act performed by the officer in the discharge of official duties and the officer exonerated, TA/HA will be allowed as applicable to him at the time of superannuation.

If an officer dies in harness at the place of his posting, the members of his family will be entitled to travelling allowance for the journey from the place of posting to the place where they would like to settle on a permanent basis on the same terms as applicable to the officer immediately prior to his death. This facility is available only once to the members of the family of the officer dying in harness. Family for the purpose means spouse, children and dependent parents, who were dependent on the officer and were residing with the officer immediately prior to his death.

1.23 Halting allowance to officers at the Transferee Place

In terms of the proviso to Regulation 42(4) of SBOSR 1979, where no residential accommodation is made available by the Bank to an officer at the new place of posting and where such an officer may incur additional expenses in the process of taking over charge for the reasons beyond his control, the Competent Authority may consider on merit, grant of halting allowance to him upto a maximum period of 15 days or till the time the quarters are made available to him, whichever is earlier.

Having regard to the aforesaid regulation, following rules/norms have been framed by the Bank in the matter:

- a) Officers provided with quarters at the previous place, will be permitted to claim halting allowance as per their eligibility at the place of new posting for the first 15 days or till the date quarters are fixed up, whichever is earlier, provided on transfer they vacate the quarters at the former place.
- b) If, on transfer, the officers concerned are permitted to retain quarters at the previous place for a stipulated period, by the Competent Authority, they will be eligible for only Halting Allowance as per their eligibility at the new place of posting, for the first 15 days or till quarters are fixed up whichever is earlier.
- c) If the officers were not eligible for quarters at the former place, but are eligible for quarters at the new place of posting, they may claim halting allowance as per their eligibility at the new place of posting, for the first 15 days or till the date quarters are fixed up, whichever is earlier.

If both husband and wife are officers and are transferred to the same place, both would be entitled for halting allowance upto a maximum of 15 days, if eligible for quarters at the transferee place.

- d) In all cases, where Halting Allowance is reimbursed, no HRA will be payable for the period halting allowance is reimbursed.
- e) Where officer has been provided with quarters at the former place, 1.75% (for quarters facility) or 2.15% (1.75% + 0.40%) (quarters facility with furniture) of the first stage of his scale of pay will be deducted towards quarters rent for the unfurnished/furnished quarters, as the case may be for the period the officer is allowed to retain quarters. This deduction is in addition to deduction of 1.75 % or 2.15% as applicable of the first stage of his scale of pay at the transferee place.
- f) If the quarters are not fixed up, the officer will be eligible to claim HRA as per rules or claim reimbursement of room rent only for a reasonable period, duly supported by vouchers but not exceeding the rental ceiling for quarters pertaining to his Grade/Scale. In cases where the officer claims reimbursement of room rent after expiry of 15 days, the officer shall bear rent to the extent of 1.75% of the first stage of his scale of pay.
- g) In case the Officer does not intend to avail/ does not avail quarters facility at the transferee place, he is not eligible for Halting Allowance in lieu of quarters.
- h) Clerks promoted to Officer Cadre:
A clerk promoted to officer cadre, if eligible for quarters at the place of posting to a Branch/Office but not provided with quarters will be eligible to claim reimbursement of hotel room rent against vouchers subject to a maximum of the rental ceiling applicable to official quarters admissible to him at that place for a reasonable period. The officer will have to bear the room rent upto 1.75% of the first stage of his scale of pay. He will not be eligible to claim HA for the first 15 days.

The procedure is applicable to directly recruited probationary officers also.

- i) In all cases mentioned above from (a) to (h) the officers concerned shall, on reaching the place of posting or on reporting for duty there, make an immediate written request to the competent authority concerned for providing them with quarters.
- j) Officers/Managers should complete the charge taking process within 7 days. When the incoming Manager/Head of Department is unable to complete charge taking within 7 days, he/she shall report the same to the Regional Office concerned and obtain suitable extension of time for taking charge.
- k) These rules and procedures are applicable to Manager designate of new Branches also.
- l) The Regional Offices should ensure that the process of taking charge/handing over charge of Branch/Office is completed smoothly and expeditiously and quarters attached to the post are made available to the incoming Manager/Officer at the earliest.
- m) The Halting allowance for the first fifteen days wherever eligible will be sanctioned by the Authority who sanctions TA Bills.

1.24 TA and halting allowance to officers working in island branches

An officer will be paid halting allowance as per T.E. rules in force, during the period of temporary posting in the mainland, excepting in cases where temporary posting is to an office/branch at the request of the officer/ at his native place/place of domicile.

An officer is eligible for travel by First Class cabin in the ship, if he travels by ship.

An officer employee may seek assistance of RO for reserving return tickets by air/ship, as the case may be. Such request should be made sufficiently in advance.

When an officer in an island branch, is sanctioned leave or relieved to proceed on duty to the mainland, a letter should be obtained from him authorising the Branch Manager to make necessary arrangements to book his return ticket from the mainland to the island. Where the officer is proceeding on leave, the said letter of authority should also contain authorisation to debit the cost of tickets to his account/recover from his salary, as the case may be. The branch should immediately inform the same to the RO concerned furnishing particulars like duration of the leave/training/official work, address of the employee while on such leave/training/official assignment etc., to enable the RO to make arrangements for booking the return ticket for the officer from the mainland to the island.

In case of travel on duty, the authorisation shall be obtained from the officer to debit Sundry advance account which is to be squared up against his TA bill and excess, if any, to be recovered from salary/savings bank/OD account of the employee on reporting back for duty.

In the event of change in the scheduled sailing of the ship, the RO shall inform the officer the next date of sailing and the branch/office where the officer would work during the intervening period, under intimation to his Island Branch as well as to the Branch/office where he will have to work temporarily. RO will arrange reservation for the officer in the immediate next sailing and inform the officer with copy to the Branch.

Temporary posting, as far as possible, should be at his native place or at the place of embarkation for voyage to minimise time and expenses on travel and halting allowance.

In the above cases, from the date of reporting for duty at the branch/office as per advise of the RO till the date of next sailing, the officer employee shall be paid halting allowance at the rates applicable to the place he is temporarily posted.

However, if an officer employee is posted temporarily as above to work in a branch/office at his native place or at a place of his choice, the officer concerned will not be eligible for halting allowance. Officers who are natives of Kolkata, Chennai and Kochi are also not eligible for halting allowance. ROs should ensure timely reservation of return tickets for employees in island branches and post them to suitable branch/office during waiting periods resulting from revision in sailing schedules, keeping the expenditure on halting and travelling allowance at the minimum.

The sanctioning authority shall take into account all the aspects mentioned in the above paras while sanctioning the TA Bills of the officers.

2.0 LEAVE TRAVEL CONCESSION TO OFFICER EMPLOYEES

2.1 Eligibility

All officers of the Bank including probationary officers, who have completed 11 months of active service are eligible for LTC facility as per Regulation 44 of Syndicate Bank (Officers') Service Regulations 1979.

During each block of 4 years, an officer with his family shall be eligible for LTC for travel to his home town/place of domicile once in each block of two years. Alternatively, he may travel in one block of two years to his home town/place of domicile and in the other block to any place in India by the shortest route (to a particular destination). He cannot avail LTC to travel to a place other than domicile, on both occasions.

Alternatively, an officer, by exercising an option any time during a 4 year block or 2 year block, as the case may be, surrender and encash his LTC (other than travel to place of domicile) upon which he shall be entitled to receive an amount equivalent to 75% of the eligible fare for the class of travel by train to which he is entitled upto a distance of 4500 Kms (one way) for officers in JMG Scale I and MMG Scale II & III and 5500 Kms (one way) for officers in SMG Scale IV and above. An Officer opting to encash his LTC shall prefer the claim for himself / herself and his/her family members only once during the block/term in which such encashment is availed of. The facility of encashment of Privilege Leave while availing of LTC is also available while encashing the facility of LTC.

The mode and class by which an officer may avail of LTC shall be the same as the officer is normally entitled to travel on transfer. Other terms and conditions subject to which LTC may be availed of by an Officer shall be as decided by the Board from time-to-time.

2.2 Criteria for determining domicile for the purpose of LTC

The following criteria are to be followed in determining domicile of employees including officers while proceeding on LTC.

- a) A person can have only one domicile at any time.
- b) The "domicile of origin" of an employee will ordinarily be the domicile of his father at the time of employee's birth. The permanent address or the place of birth as stated in the employee's application in OG.85 given at the time of his appointment shall be taken by the Bank as his domicile, if it is not expressly specified. In respect of an officer, who was already in the service of the Bank prior to July 1st, 1979, the hometown/place of domicile will be the same as declared by him, and which is on the record of the Bank. In respect of the officers who have been appointed on OR after July 1, 1979, the hometown/place of domicile will be as declared by them at the time of their appointment.
- c) The domicile of origin prevails until a new domicile is acquired and the new domicile continues until the former domicile has been resumed or another has been acquired.
- d) Subject to provisions of law, a person acquires a new domicile by taking up habitation in a place which is not his domicile of origin.

In view of the above, when an officer employee intimates a change in his place of domicile, he is required to submit an affidavit in original as per proforma given in clause no.2.9 of Part B-Chapter-1, sworn before a Notary or a Magistrate. Accordingly, the following norms/criteria and procedure shall be taken note of by all concerned for determining the domicile of an officer employee.

The correct test to determine whether a place declared by an officer employee may be accepted as his domicile or not is to check whether it is the place where he would normally reside but for his absence from such a station for service with the Bank.

- e) The following criteria may therefore be applied to determine whether the declaration may be accepted.
 - i) Whether the place declared by the officer is the one which required his physical presence at intervals for discharging various domestic and social obligations and if so, whether after his entry into service, the officer employee has been visiting that place frequently?
 - ii) Whether the employee owns residential property in that place or whether he is a member of a joint family having such property there?
 - iii) Whether his near relatives are permanently residing in the place?
 - iv) Whether prior to his entry into service, the officer employee had been living there for some years?
- f) The above criteria one after the other need be applied, in case the immediately preceding criterion is not satisfied.
 - i) A woman acquires the domicile of the husband after marriage.
 - ii) Where the residential property is owned in more than one place, the officer employee may choose any one of the places giving reasons for the choice.
 - iii) Where the presence of near relatives at a particular place is the determining criterion mentioned above, for the purpose of the declaration of domicile, the presence of near relations should be more or less of a permanent nature.

- iv) The decision of the competent authority (file servicing authority) shall be final as to whether or not to accept the change in the domicile.

Declaration of domicile once made at the time of joining the Bank shall ordinarily be treated as final. In exceptional circumstances, Competent Authority may after applying the criteria mentioned above if satisfied, accept the change in the place of domicile based on the affidavit sworn by the officer employee before a Notary or a Magistrate. However, such a change in the place of domicile shall not be made more than once during the entire service of an officer employee.

The change in the domicile shall be given effect from the date on which the affidavit has been sworn before the Notary/Magistrate, if it is accepted by the Competent Authority.

The sanctioning authority for LTC bills of officers, who happens to be the leave sanctioning authority in respect of such officers, shall make a note of the place of domicile in the staff card of the officer and verify the same while granting permission to avail LTC to the officers. If there is any discrepancy in the same, the matter should be taken up with the officer concerned and with the Regional Office.

2.3 The definition of "Family"

For the purpose of Leave Travel Concession, "Family" of an Officer shall mean an Officer's spouse, wholly dependent unmarried children (including dependent step children and legally adopted children) and wholly dependent parents ordinarily residing with and wholly dependent on the Officer.

The term "wholly dependent child/parent" shall mean such member of the family having income not exceeding Rs.2550/- p.m.

If the income of one of the parents exceeds Rs.2550/- per month or the aggregate income of both the parents exceeds Rs.2550/- per month, both the parents shall not be considered as wholly dependent on the employee.

The natural parents or parents in law would not qualify to be treated as wholly dependent on a married female employee besides ordinarily residing with her, if they are having earning sons with income exceeding Rs.2550/- per month and if the spouse is employed. Step parents are not included in the definition of "Family".

While submitting LTC Bill, an officer should give a declaration, furnishing all the information under Col. No.C(1), (2) and (3) in the L.T.C. bill for the journey made with the family members, claiming their fare incurred for the travel.

Where both the spouses are our employees, ordinarily the husband should claim Leave Fare Concession/ Leave Travel Concession for himself, his wife and wholly dependent eligible members of the family. In such cases, the wife can be permitted to synchronise her LFC/LTC and leave encashment block with that of her husband and claim LFC/LTC for her wholly dependent parents, as per LFC/LTC rules/ mode of travel applicable to her cadre.

Where the wife is in a higher or lower cadre/grade/scale than the husband, she may be permitted to claim LFC/LTC for herself, her husband, wholly dependent children and her wholly dependent parents, if any, as per her entitlement. In such cases, the wife may submit suitable application together with a declaration by the husband, that he will not avail of LFC/LTC for himself and wholly dependent children, separately at any time. However, the husband may claim LFC/LTC for his wholly dependent parents, by the mode/class of travel and distance limit applicable to his cadre/grade and avail leave encashment for the block applicable to him. He shall not claim LTC/LFC for himself and children separately at any time. In these cases, he can be allowed to synchronise his leave encashment block / LFC Block with that of his wife. If both the husband and wife are employed in different banks, then both of them can avail LTC facility in their own terms. However, the reimbursement of fare under LTC cannot be made to both of them for the same journey.

The spouse need not be dependent. Hence even if the spouse is gainfully employed, the officer employee will be entitled to claim LTC in respect of the spouse.

2.4 Entitlement

Eligible mode and class of travel for LTC

The officer and his family members are entitled to travel while availing LTC as under:

- a) An officer in Junior Management Grade is entitled to travel by 1st class or AC 2 tier Sleeper by train.
- b) An Officer in Middle Management Grade is entitled to travel by I Class OR AC 2 tier by train. However He/she may also travel by air (Economy Class) if the distance to be traveled is more than 1000 KMs. But entitled class of travel is I Class or AC-2 Tier only..
- c) An officer in Senior Management or Top Executive Grade is entitled to travel by AC I Class by train or by air (Economy Class).

However, officers eligible to travel by air, under LTC have to necessarily undertake travel by air for being reimbursed air fare. There is no concept of calculating entitlement of an Officer travelling on LTC by allowing notional air fare for the sector traveled.

Officers are free to travel by any route and class of travel by approved mode of transport. However, reimbursement will be restricted to actual fare incurred or entitlement by the eligible mode and class of travel in terms of SBOSR 1979 by the shortest route from place of work to destination/home town/place of domicile and back whichever is lower.

An officer will be required to declare the place of his destination/visit in the LTC application i.e., in form OF 1910, while availing the Leave Travel Concession.

If the place of destination/visit is to home town which is not accessible by train, the officer will be free to travel by other means of approved transport. Such distance will be notionally taken as if covered by railway and the reimbursement will be restricted to the extent of the mode and class by which an officer is entitled to travel as per the eligibility criteria above or actual fare incurred whichever is lower.

While it will be open for the officer to break the journey at the places he likes, the reimbursement of to and fro journey fare will be restricted to the fare for the direct journey from the place of his posting to the place of his destination/visit as declared by him at the time of availing the leave travel concession by the shortest route, by the mode and class to which he is eligible to travel, except in cases where facility for through tickets/reservations to the destination does not exist.

Example: An officer working in New Delhi Connaught Circus Branch avails LTC by declaring his destination as Mangalore. He is in Junior Management Scale I Officer. He is entitled to travel by 1st Class/AC 2 tier sleeper by train. He travels by 1st class by train from Delhi to Mangalore and halts at Mumbai for 15 days and then commences his journey from Mumbai to Mangalore by 1st class by Train and produces two separate tickets, from Delhi to Mumbai and Mumbai to Mangalore. He claims an amount of Rs.2830/- being the 1st class fare for his two journeys as shown herebelow.

Delhi to Mumbai	Rs.1480-00
Mumbai to Mangalore	Rs.1350-00

In the instant case, his entitlement will be calculated by taking into consideration, the first class fare from Delhi to Mangalore by a direct route/Ticket. If the railway charges Rs.2050/- only for single ticket from Delhi to Mangalore, the captioned officer is entitled for Rs.2050/- only against his claim for Rs.2830/-.

If an officer undertakes journey abroad and claims reimbursement of fare under LTC, then reimbursement may be made by the class and mode of transport for the distance covered upto the designated place in India, which he has actually visited or from where he has left India by Air or Sea by the shortest route. In the instant case ,reimbursement will be either fare actually incurred

or

fare by the entitled mode and class of travel to the designated place in India whichever is lower.

An officer may avail of LTC by joining conducted tours organised by travel agents. If the tour is to visit more than one places, the officer will be required to declare one of the places as place of destination/visit. The reimbursement will be restricted to the extent of mode and class by which he is entitled to travel as per eligibility as mentioned above for the shortest distance from the place of his/her posting to the place of destination/visit declared by him/her or the actual charges of the travel agents, excluding Boarding and Lodging charges if any, whichever is lower. However, the service charges levied by the travel agents are not reimbursible by the Bank.

Officers are allowed to travel by circuitous route under LTC scheme to go to a place other than home town, as well as place of domicile. They may travel by any acceptable mode of transport to any place in India (even if they touch the same place more than once), so long as the reimbursement is within the fare to which officer is *entitled upto the permissible distance*. The distance may be decided by the place of rest declared or the home town by the shortest route, following same criteria. The officer proceeding on LTC to a place other than home town once in a block of 4 years has to declare the destination while applying for leave. The sanctioning authorities may note the same and consider the request for reimbursement.

Other ancillary or incidental expenses such as conveyance charges for sight seeing in the city or town toll tax, pilgrim tax, porter and coolie charges etc., incurred by the officer are not payable under LTC.

If an officer employee travels by train in AC 2 tier sleeper under LTC, actual fare including AC Surcharge may be reimbursed within the maximum entitlement.

An officer employee proceeding to Andaman & Nicobar/Lakshadweep Islands, under LTC is entitled for reimbursement of actual fare for travel by steamer in 1st Class cabin.

Travelling Expenses for the journey by Bullock Cart/Pony/Camel/Mule for that part of journey for which the officer is compelled to travel by these modes, in the absence of approved mode of transport i.e. Bus/Train/Steamer, can be considered for reimbursement with a maximum of Rs.1.50 per KM. per person, within the overall entitlement.

- 2.5 Leave Travel Concession may be availed of by the family of an officer for travel prior to or after the date on which the officer himself avails leave travel concession provided that the period between the date of commencement of the journey by the family and the date on which the officer himself commences the journey does not exceed four months and further provided that the outward journeys should be commenced before expiry of the term. On the expiry of such four months, any leave travel concession, not availed by the officer himself will lapse unless his leave is refused. Return journey should be commenced within four months from the date of commencement of onward journey.

An officer employee and his family members may travel to different destinations of their choice. In such cases, reimbursement will be restricted to the fare for the eligible class and mode of transport by the shortest route from the place of work to the place of destination or the actual fare paid, whichever is less.

Examples

- a) Where the officer employee is working in Kolkata and his family is staying at Mangalore and the destination under LTC is Delhi, the eligible fare is the fare from place of work, i.e., Kolkata to Delhi by eligible class and mode of transport by the shortest route or the actuals incurred, whichever is less.
- b) Where the officer employee is working in Kolkata and his family is staying in Mangalore and the officer employee's destination is Delhi and that of his family is Mumbai, the fare eligible is the fare from place of work to the place of the destination of the officer employee, i.e., from Kolkata to Delhi (in case of officer employee).
- c) However, in the case of his family members, even though, the travel is from Mangalore to Mumbai, the reimbursement is up to the fare by eligible class and mode of transport from Kolkata to Mumbai or the actuals incurred whichever is less.

In case of LTC for visiting place of domicile, the officer and his family members undertaking the journey shall invariably touch the place of domicile. The reimbursement will be restricted to the fare by the eligible class and mode of transport for the shortest route from the place of work to the place of domicile or the fare actually incurred up to the place of domicile, whichever is less. This eligibility is also applicable in the case of family members, who reside at a place other than the place of work of the officer employee. Travel by family members from a place other than the hometown/place of domicile to the place of posting of the officer and back under the officer's LTC block for hometown/place of domicile, is permissible and the expenses can be reimbursed provided the amount does not exceed the eligible fare between the place of domicile and the place of posting.

Where the family members of the officer employee reside at his domicile, they may visit the place of work of the officer in his domicile term. The reimbursement will be the actual fare incurred or the fare by the eligible class and mode of transport to the place of work, and back by the shortest route whichever is less.

LTC is permissible to eligible officers, only when they proceed on leave of any kind. Officer employees are not eligible for availing LTC facility on public holidays in the absence of sanctioned leave. This stipulation also applies while encashing LTC.

Promotee officers who have not availed of the last LTC Term available to them as clerks, may, if so desire, avail of the clerical term even after promotion provided it has not lapsed by such time. In such cases, reimbursement of travelling expenses shall be as admissible to clerks. LTC as applicable to officers will commence after the expiry of the clerical term. Alternatively, they may surrender their clerical term and opt to commence the LTC block as officer from the date of promotion. Where the promotee officers have already availed of LTC under the clerical term, which expires after the date of promotion, the LTC block as an officer will commence from the date of expiry of his clerical LTC term.

Officers who are under suspension are not eligible for LTC for the reason that no leave is to be sanctioned to them during the period of suspension. When a suspended officer is reinstated in the service, then he would be entitled to all benefits like leave, LTC etc., to which he would have been normally entitled had he been on duty subject to the order of Disciplinary Authority and other rules/norms governing LTC. If the Disciplinary Authority treats his period of suspension as 'not on duty', then he is not entitled for such benefits during that period and LTC gets postponed to that extent.

LTC to family members of suspended officer employees: LTC as the term indicates can be availed whenever officers proceed on leave under Officer's Service Regulations. No leave shall be granted to an officer employee under suspension and as such the officer employee is not eligible to avail LTC. In view of this, the family of the employee under suspension would not be permitted to avail LTC.

An officer will not be eligible for reimbursement of fare for his family if they perform the journey before the commencement of LTC block of the officer employee.

2.6 LTC facility to officers in the service of the Bank after 1.1.1964

The facility was available to officers once in every two years from 1.1.1964. The first term was for the period from 1.1.1964 to 31.12.1965 and the second for the period from 1.1.1966 to 31.12.1967 and so on. For employees who became officers subsequent to 1.1.1964, LFC facility was available once in every two years from the date on which they became officers in our service. The period spent as officer trainees is not to be reckoned for the purpose of this facility.

LTC term is reckoned from the date of joining the Bank as an officer. However, LTC can be availed by the officer only after completing 11 months active service. In the case of a promotee officer, LTC term of the clerical cadre which is carried forward/which is not expired can be availed on the terms and conditions as applicable to workmen. In which case, LTC term as officer will commence on expiry of the clerical term availed after promotion. If the clerical LTC term is surrendered, LTC term as officer will be reckoned from the date of promotion to officer's cadre and can be availed of under the same terms and conditions as applicable to directly recruited officer.

Example: If a clerk was eligible for LFC facility for a period of 3 years from 1.1.1966 to 31.12.1968 and he had availed the LFC facility in the year 1967, and he was then promoted as an officer, he shall not be entitled to LTC facility as applicable to officers till 31.12.1968, i.e., till the expiry of the period for which he had already availed the facility as workmen. In this particular case, he shall be entitled to LTC facility as an officer, once in every two years only from 1.1.1969.

2.7 Computation of block of 4 years for LTC for officers with effect from 1.7.1979

For officers who are appointed/promoted on or after 1.7.1979, the LTC block will commence from the date of such appointment/promotion.

Those who are already in the officer cadre prior to July 1, 1979, would have completed the existing leave travel concession under the old Scheme and become eligible under new Regulations for the fresh block commencing after 30.6.1979.

However, where LTC term commencing prior to 1.7.1979 and expiring on a day thereafter, has not been availed, the LTC and encashment block under new regulations can commence from 1.7.1979 only.

Where the LTC under such term has been availed under new regulations before the expiry of the term, the LTC and encashment block is deemed to have commenced from the commencement of such a term.

Example: a) An Officer 'X' has availed himself of the Leave Travel Concession for the term 1977-79 (suppose the term was ending on 19th Nov. 1979) under old service conditions. He is eligible for the block 1979-83 as per the revised Regulations of SBOSR 1979 from 20th November 1979.

b) If an officer had not availed the LTC term 1978-80 (suppose the term was ending on 11.6.1980), when the new regulations came into force, he may at his option avail the same either as per the old rules (term will be ending on 11.6.1980) or avail the same as per the new rules if he so chooses. If he avails it as per the new rules, the block of 4 years under SBOSR 1979 would be deemed to commence on 12.6.1978.

The period of special leave (availed under Bank's Special Leave Scheme) is not counted as service for any benefits under the scheme. Hence LTC term will automatically get postponed by the duration of Special Leave (availed under Bank's Special Leave Scheme).

2.8 Travel by Air

- a) An officer in Middle Management Grade is entitled to travel by First class or AC 2 tier Sleeper by train. He may also travel by air (Economy Class) if the distance to be traveled is more than 1000 KMs.
- b) An officer in Senior Management or Top Executive Grade may travel by train AC I class or by air (Economy Class).

If Officers who are not eligible to travel by air, perform the journey by air while going on LTC, they will be reimbursed train fare for the relevant class as per their entitlement by the shortest route.

Officers travelling by train between Mumbai and Mangalore will be reimbursed appropriate class of train fare for the distance between Mumbai and Mangalore by Konkan Railway route only. If the officers of Dakshina Kannada and Uttara Kannada Districts who are not eligible to travel by air, perform the journey by air between Mumbai and Mangalore or vice versa under LTC, the travelling expenses will be reimbursed to them and the members of their family to the extent of train fare admissible to them by the entitled class in train by shortest route. For computing the train fare entitlement, children below the age of 5 years (who are not charged by the Railways) will not be reckoned.

If the air fare or the air fare and bus/train fare actually incurred by the Officer for himself and eligible members of his family, including children below the age of 5 years, is within the train fare admissible to the officer and members of his family who are eligible to be charged train fare, then the fare actually incurred will be reimbursed.

In case of travel by air by the eligible officers, "Shortest route" means the shortest route by air provided he/she undertakes journey by air.

Example: An Officer in Middle Management Grade travels by air from Mangalore to Ahmedabad under LTC. Place of destination declared by him is Ahmedabad. In the instant case, the reimbursement of air fare by the shortest route, i.e, Mangalore-Mumbai-Ahmedabad could be made to the officer employee as there is no direct flight from Mangalore to Ahmedabad and the aerial route via Mumbai is the shortest route.

Officers who have traveled by air under LTC have to produce original air tickets in support of their journey.

Whenever the officers undertake travel to any place in India under LTC, they are entitled to be reimbursed either the fare by eligible mode and class of travel by the shortest route or the amount actually incurred whichever is less. When the officers travel to the place of destination under APEX FARE or Promotional Fare Scheme, the reimbursement should be restricted to the actual APEX fare or Promotional Fare incurred for the shortest route and the question of arriving at entitlement at normal fare by air on a notional basis does not arise.

Travel by Helicopter is not an accepted mode of transport under LTC. Whenever the Officers who are eligible to travel by air, perform the journey by Helicopter, they may be reimbursed the actual Helicopter fare or notional train fare by the entitled class for the shortest road distance between the places visited whichever is less.

Whenever the officers travel on duty/LTC by air, the air tickets for such travel shall invariably booked through empanelled travel agents and tickets shall bear the Bank's Deal Code assigned by the Airlines. For details, please refer clause No: 1.6 of Part-B, Chapter-II.

2.9 Travel by Registered Taxi/Tourist Taxi under LTC

Taxi is not an entitled mode and class of travel under LTC. If the place of posting/work and the place of destination are not connected by air or rail route, the officer and members of his family may travel by registered taxi and if forced by circumstances beyond the officer's control. The reimbursement will be made at the discretion of the competent authority if

satisfied that the officer had engaged taxi by force of circumstances beyond his control. In such cases, the reimbursement will be restricted to the actual taxi hire charges paid for the distance travelled by the officer and members of the family in the taxi or the notional train fare by the entitled class for the shortest route to the declared place of visit and back, whichever is the less. For this purpose, Regd. Tourist Taxi only is permitted and hiring of private car is not permitted in such cases.

If an officer employee seeks permission to travel by taxi, the competent authority shall not accord such permission as a matter of routine. The permission may be given only where the travel by taxi is occasioned by force of circumstances beyond the control of the officer e.g., breakdown of transport due to natural calamities/agitation/commotion/ill-health of family members of family during travel necessitating return to Headquarters/permanently invalid family member(s) accompanying the officer during travel etc. It shall be made clear to the officer employee concerned that the reimbursement would be restricted to actual taxi hire charges paid for the distance travelled by the officer and members of his family in the taxi or the notional train fare by the entitled class for the shortest road route to the declared place of visit and back, whichever is less.

An Officer in Senior Management or Top Executive Grade may travel by taxi between places not connected by air or rail provided that the distance does not exceed 500 Kms. However, when a major part of the distance between two places can be covered by air or rail, only the rest of the distance should normally be covered by taxi. Reimbursement of the fare in such cases is as indicated above.

An Officer employee undertaking journey by taxi under LTC should comply with/furnish the following requirements along with his LTC bill.

- a) Registration no. of the taxi, copy of the RC book and copy of the route permit.
- b) Date of commencement of journey, place from where the taxi started and the date and place of termination of the journey.
- c) Places of stay with dates, the names of hotels, choultry etc., in chronological order.
- d) Produce satisfactory evidence such as hotel bills, petrol bills, receipt for any sevas done at the temples, purchase receipts etc.'
- e) Stamped receipts containing name and address of the taxi owner and also the name of the driver/s, opening and closing meter readings in Kms.
- f) Any other information as required by the sanctioning authority.

2.10 Travel under LTC by own vehicles

An officer need not obtain prior permission to travel by own vehicle under LTC if his claim will be restricted to the actual petrol/diesel cost not exceeding his entitlement by train as the case may be.

Claim has to be supported by petrol bills and any other proof that the Bank may insist on with regard to places visited.

In other cases, prior permission has to be obtained for travel by own vehicle under LTC and permission will be granted on following conditions only:

- a) The officer will undertake travel with all eligible members of his/her family and there will be no separate travel by some members entailing claims for reimbursement of their travelling expenses separately.
- b) The claim for reimbursement should be duly supported with petrol bills/hotel bills/any other satisfactory evidence for places visited and mentioned in LTC bills.

- c) Reimbursement of cost of travel will be done @ Rs.5.80 per kilometer if the engine capacity is 1000 cc or more/Rs.4.60 per kilometer, if the engine capacity is less than 1000 cc or up to the entitlement by rail route, whichever is less.
- d) No other expenses like cost of oil, driver's salary etc. will be reimbursed.
- e) Competent authority for permitting an officer to perform the journey under LTC by using own car is the same authority who is competent to sanction his LTC Bill.

Own vehicle as stated above, should be registered in the name of officer concerned only.

2.11 LTC by Bank's Car

An officer provided with Bank's car cannot use the Bank car for performing journey while availing Leave Travel Concession without prior approval of Personnel Department, Head Office, and the charges as determined below will be payable by him to the Bank, if permission to use Bank's Car is granted.

Whenever permission is granted, an officer may travel by Bank's car between places not connected by air or rail. He may travel by Bank's car to the places connected by air or train in case the petrol and oil expenses incurred are less than the air fare or AC I class train fare payable to the officer and members of his family on LTC. In case, the air fare or AC I class train fare is less than the petrol and oil expenses for travelling by Bank's car, for the same distance the officer shall have to meet the difference.

For the purpose of reimbursing to the Bank, petrol and oil expenses, mileage may be taken as under w.e.f. 1.11.2004.

For Ambassador/ Ford Icon / Indigo car at the rate of 1 Litre of petrol for 8 Kms.

For Indica Car at the rate of 1 Litre of Petrol for 10 Kms.

For Maruti Car at the rate of 1 Litre of Petrol for 12 Kms.

OR

Kilometer per litre of the vehicle whichever is higher.

While using the Bank's Car, the officer cannot use the Bank's driver, and if they use their own personal driver, the Bank will not reimburse such driver's expenses.

The officer and his family members have to go together in the Bank's car, on leave travel concession. This means that the entire family will have to go in the car. The officer cannot travel by the car and his family by train or some other conveyance and claim separately Leave Travel Concession for himself and the members of his family.

The Competent Authority for granting permission to the officers to use Bank's car under LTC will be the General Manager (Personnel) HO Manipal.

2.12 Encashment of Privilege leave

The Officers may while travelling in one block of 2 years to their home town and in other block to any place in India, be permitted encashment of PL with a maximum of 15 days in each block or 30 days in one block.

The following allowances constitute the emoluments for the purpose of encashment of privilege leave:

1. Basic pay.
2. Dearness allowance.
3. House rent allowance being received by the officer.
4. City compensatory allowance
5. Split duty allowance

6. Special area allowance
7. Project area allowance
8. Hill and fuel allowance
9. Allowance for professional qualification in terms of proviso to Regulation 5(2).
10. Fixed Personal Allowance
11. Deputation allowance payable in terms of Regulation 23(v) .

NOTE: In the case of Officers provided with quarters, notional HRA i.e. Minimum HRA applicable to the place of posting is to be included. However, for the purpose of encashment of PL, notional HRA on FPA is not to be taken into account in case where FPA has no HRA component, i.e., to officers who would have been enjoying quarters facility at the time FPA was sanctioned to them.

An officer at his option shall be permitted to encash one day's privilege leave for donation to the Prime Minister's National Relief Fund subject to his giving a letter to the Bank to that effect and authorising the Bank to remit that amount to the fund.

The officer employees shall give an application to the sanctioning authority authorising him to debit his Privilege leave account provided he/she has privilege leave to his credit and remit a day's salary to the Prime Minister's National Relief Fund through our South Block, New Delhi Branch.

Salary and allowances for this purpose is as defined above.

The sanctioning authority shall accede to the request of the officer, provided the officer has PL at his/her credit. The sanctioning authority has to recover one day's salary and allowances from the concerned officer and remit the amount to "Prime Minister's National Relief Fund Account" at South Block, New Delhi branch by issuing a credit advice furnishing the name of the officer, employee number etc.

South Block, New Delhi Branch will consolidate remittances received from employees at various branches/offices of the Bank and remit the same in one lumpsum to Prime Minister's National Relief Fund.

Encashment of PL should be permitted only if the officer employee avails of/ encashes Leave Travel Concession from the Bank and it is not permissible for an employee to apply for encashment of PL, after LTC/LFC has been availed/encashed.

Encashment of PL will not be allowed at the time of termination of service in respect of officers. The Officer/Workmen employees resigning from the Bank's Service on or after 1.4.2001 are eligible for leave encashment to the extent of half the PL to his credit on the date of cessation of service on account of resignation subject to a maximum of 120 days.

Privilege leave encashed shall not be reckoned for the purpose of calculation of PL. The period in respect of which encashment has been taken will affect only the balance of PL available to the credit of that officer employee and not the calculation of entitlement.

Amount pertaining to encashment of PL to the officer concerned shall be released on receipt of the sanction letter but not before 15 days from the date of proceeding on leave on LTC.

Once in every 4 years, while availing LTC, an officer may encash Privilege Leave not exceeding one month (one month for this purpose is 30 days). Alternatively, an officer may encash maximum of 15 days of Privilege Leave in each 2 year term in a block of 4 years. The encashment of PL may be allowed when an officer avails of Leave Travel Concession by taking any kind of leave i.e., Privilege Leave, Sick Leave, Casual Leave etc., or encashes the LTC. Encashment of PL will not arise when an officer is availing of Leave Travel Concession on Extra-Ordinary Leave on Loss of Pay & allowances since such leave will not be sanctioned if the officer has Privilege Leave to his credit.

Sanctioning of Sundry Advance for the purpose of booking tickets under LTC/LFC

An employee who desires to draw Sundry advance for availing of LTC/LFC facility, should give 60 days advance notice in the case of train journey and 30 days advance notice in the case of air travel to the sanctioning authority along with applications for leave, LTC/LFC, Leave encashment, if any, and Sundry advance furnishing the circumstances that had necessitated the employee to approach for Sundry advance well before the date of commencement of the journey. Sanctioning authority, if satisfied with the reasons put forth by the employee, can release the advance, not earlier than 60 days before the actual date of travel in case of travel by train and not earlier than 30 days before actual date of travel by air/bus/steamer, subject to fulfillment of conditions as laid down hereunder :

- a) There shall be prior sanction of leave to the employee for the purpose of availing LTC/LFC. In case the family intends to avail of the LTC/LFC separately (i.e, not along with the employee), he/she should obtain necessary permission of the Competent Authority.
- b) In case of outward journey, the employee should furnish an undertaking to produce the ticket within 3 days of releasing the amount.
- c) In respect of return journey, the employee should produce the tickets of return journey within 3 days of release of sundry advance for that purpose. In case the employee is not booking return journey tickets at the time of booking his outward journey tickets, Sundry advance for return journey can be released against the estimate submitted by the employee 3 days before the date of commencement of outward journey.
- d) Sanctioning authorities are required to ensure that LTC/LFC bills are submitted promptly within the time stipulated for this purpose

2.13 Postponement of Leave Travel Concession

If an officer does not avail of Leave Travel Concession within his eligible block, his entitlement for the particular block will lapse, except where his leave for availing of Leave Travel Concession has been refused by the sanctioning authority, in writing, due to the exigencies of administration.

The permission to carry over LTC at the request of the officer employee shall not be granted. The carry-over is permissible only when the sanctioning authority refuses leave to the concerned officer employee on account of exigencies of administration. All cases of refusal of leave on account of exigencies of administration may be referred to the Regional Offices concerned to enable them to examine requests for granting carry over of LTC from the concerned officers.

While considering requests for carry-over of the Leave Travel Concession facility, the Regional Offices shall be guided by the following norms.

- a) Accumulation of LTC to the extent of two terms only may be granted by the competent authority.
- b) Whenever the competent authority extends LTC in view of administrative exigencies, the officer may be advised to avail the same before six months from the date of expiry of the term, failing which the extended term lapses automatically.

- 2.14 An officer on leave may be recalled for 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. If he was availing of LTC during the 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 LTC during the same term of LTC block. In addition to

travelling expenses in such cases, the officer concerned will be eligible for 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. Sundry advance granted against LTC if any, shall be adjusted by the officer immediately on his reporting for duty.

2.15 Leave Travel Concession to Officers posted to North-Eastern Region

An officer transferred from another part of the country to North-eastern region is entitled to LTC once in a year to the place where his family is residing. In this connection it may be noted that:

- a) LTC facility as above is admissible only if the family of the officer is not residing with him at the place of posting.
- b) It is admissible to the officer only to travel from place of posting to the place where his family resides and back. It is not available to the officer's family for travelling to the place of posting of the officer and back.
- c) The term one year is to be reckoned from the date of joining the branch/office in the North Eastern Region.
- d) The facility is non-cumulative, i.e., there will be no carry-over of unavailed facility.
- e) LTC facility as above is in addition to the LTC admissible in the normal course in terms of SBOSR 1979.

The following States/Union Territories are considered as constituting North Eastern Region for this purpose.

Assam, Meghalaya, Arunachal Pradesh, Nagaland, Mizoram, Manipura, Tripura.

2.16 Misuse of Leave Travel Concession

Officer employees who are found to have made bogus/non genuine claims under LTC, shall be liable for disciplinary action. Such misutilisation is generally done by producing bogus receipts issued by travel agents, without actually performing the journey or by performing the journey in a mode of transport where the fare is cheaper than the one for which the receipt is issued and also by preferring claims in respect of the relatives/persons who are not dependents on them. Such misutilisation of LTC facility will be viewed as major misconduct and the officer employees concerned will be liable for disciplinary action as for major Penalty including that of dismissal.

2.17 The following standard forms are required to be made use of by the officers and sanctioning authority under LTC of officers.

- 1) OF 1868 (STF 95) - Application for Leave.
- 2) OF 1910 - Application for Leave Travel Concession.
- 3) OF 1866 - Bill for Leave Fare Concession/Leave Travel Concession.
- 4) MS 1419 (STF 46) - TA/LFC/LTC Bill Sanction Letter.

2.18 The Sanctioning Authorities for LTC facility and LTC Bills

- | | |
|--|---|
| a) Officers working in Branches/Offices like CAO, Currency Chest, LDO, Regional Office, except of head of the Branch / Office. | Branch/Office Head or any other Executive/Officer of the Branch/Office through delegation |
| b) Branch/Office Heads | Head of the Region or AGM/CM authorised by him |
| c) Officers working in RIs, including Inspection Unit and concurrent auditors. | Head of RI or Executive/Officer authorised by him. |

- | | |
|--|---|
| d) Heads of RIs | G M at H O Inspection Department |
| e) Regional Heads | PD:PAD, HO:Manipal |
| f) Officers working in CO Bangalore/
HO Manipal. | Departmental Head or Executive/Officer
authorised by him. Bills of GMs will be
sanctioned by HO:PD:PAD. |
| g) Officers working in SIBM Manipal./
Head of TCs | GM, SIBM, Manipal or Executive/Officer
authorised by him. |
| h) Officers working in Training Centres | Head of Training Centre |
| i) Officers working T&IBD, FIM Mumbai. | GM (T&IBD) or Executive/Officer
authorised by him. Bills of GM will be
sanctioned by HO:PD:PAD. |

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Annexure-1

PARTICULARS OF EOL ON LOP SOUGHT/AVAILED BY OFFICERS.

1. a) Name of the Officer & Emp. No. :
- b) Name of the Branch/Office :
- c) Scale :
- d) Designation :

2. Total EOL on LOP already sanctioned so far :-

Sl. No.	Purpose	From	To	No. of days	Sanctioning Authority
1.					
2.					
3.					
4.					
5.					

3. Whether annual increment date has been Postponed and if so, by how many days :
4. Any other absence on loss of pay or unauthorised Absence yet to be approved (give details) :
5. Extraordinary leave on LOP now applied for (or for which sanction/approval is sought)
 - a) Total No. of days :
 - b) Period (from-to) :
 - c) Whether the Officer has given sufficient notice about the absence and if so the date of his application :
6. Remarks by the Head of the Branch/ Office :

Date:

HEAD OF THE BRANCH / OFFICE

Remarks/recommendation of RO/ other Admn. Office/
Department Head at CO/HO :

Date:

ASST./DY./ GENERAL MANAGER

Annexure-2

DRAFT NOTICE

SYNDICATEBANK

Branch/Office : _____

Place :

Date :

To :

.....
.....
.....

Dear Sir,

Sub : Your abstaining from duty unauthorisedly/without proper sanction of leave.

<<>>

It is observed from our records that you have been/had absenting unauthorisedly /absented yourself from duty during the following period/s :

.....
.....

You have reported for duty on

Please note that we are permitting/we have permitted you to rejoin duty on Subject to your submitting a proper written explanation along with acceptable proof on or before for your absence from to as to why such absence shall not be treated as unauthorised within 3 days of receipt of this notice failing which the above absence will be treated as unauthorised.

This is without prejudice to the rights of the Bank to proceed against you for unauthorised absence, in case you fail to explain your absence to our satisfaction.

Yours faithfully,

(AUTHORISED SIGNATORY)

- CC: 1. RO.....
- 2. PD:PAD:HO Manipal

Note: If the employee does not respond to the notice or explains with unsatisfactory reasons , a letter has to be issued to him/her giving all reasons informing that the period has been treated as unauthorised with consequent cut in his/her salary leading to postponement of Annual date of increment and the period will not be treated as service for any purpose.

Annexure-5

REQUEST FOR SPECIAL CASUAL LEAVE/TIME-OFF

From

To

Dear Sir,

Special Casual Leave/Time-off for exercising franchise.

I resident of hereby declare that I am a regular resident and/or registered voter of the Parliamentary/State Assembly/Local Authority Constituency inarea *. I may please be granted time off from to today the to cast my vote.

*I have to actually cast my vote at on and I may therefore be granted a day's Special Casual Leave.

Yours faithfully,

(Signature)

* Strike out whichever is inapplicable.

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Annexure-6

NOTICE

NO WORK, NO PAY

This is to notify to all our employees that in terms of the contract of service/terms and condition of appointment, they are expected to turn out full day's work for full day's salary.

If any employee of the Bank does not report for work or does not work during any part of his working hours, he/she will be in breach of his/her contract of service and will not earn salary for that day and consequently need not report for work for the rest of the working hours in that day. In all such instances, the principle of "**NO WORK, NO PAY**" takes effect automatically and employee will not earn salary for that day. Management is under no obligation to issue separate/individual notices in this behalf to employees concerned and will be well within its rights to proceed with wage cut rightway.

This is without prejudice to our right to take disciplinary action against the employee/s concerned.

HEAD OF BRANCH / OFFICE

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OR 1997

Annexure-3

Branch Name:

BIC:

STATEMENT OF EOL/LOP/UNAUTHROISED ABSENCE FOR THE QUARTER ENDED _____

Emp. No.	Name	Designation	Branch/ Office	Unauthorisedly absenting from (specify date)	Whether submitted leave application/ MC	Whether leave sanctioned/ not sanctioned	If not, action proposed to be initiated/ already initiated	No. of days of EOL/LOP already sanctioned, if any (sanctioning authority : Branch/RO/HO/ Board)

Date: _____ Senior Branch Manager/Chief Manager/Asst.Gen./Dy.Gen.Manager

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Annexure-4

STATEMENT OF LEAVE POSITION OF OFFICERS/ WORKMEN AS ON 1st JANUARY, _____

Branch Name:

BIC:

I. Officers

Sl. No.	Name of the Officer & Emp. No.	Leave balance as on 1 st Jan..... (previous year)			Leave availed during the year (including encashment)							Leave accrued on 1 st Jan.	Balance in leave account as on 1 st January.....			Remarks		
		PL	SL*	UCL	PL	SL	UCL	EOL	ML	CL	Spl. Lave	PL	PL	SL*	UCL			

II . Workmen

Sl No	Name Of the employee & Emp.No.	Leave balance as on Ist January (previous year)			Leave availed during the year							Privilege leave accrued during the year	Total SL availed so far as on 1 st Jan	Balance in leave account as on 1 st Jan.....		Remarks	
		PL	SL*	UCL	PL	SL	UCL	EOL	ML	CL	Spl. Leave		PL	UCL			

Date: _____ Senior Branch Manager/Chief Manager/Asst.Gen./Dy.Gen.Manager

Note : * In the case of Sick Leave, total leave availed so far shall be reported.

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