

**CHAPTER 10**  
**LEAVE RULES**  
(HRD Cir. NO. 90 dt. 28/6/02)

**KINDS OF LEAVE (Regulation 31)**

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

- a) Casual Leave
- b) Privilege Leave
- c) Sick Leave
- d) Special Sick Leave
- e) Maternity Leave
- f) Extraordinary leave on loss of pay
- g) Special Casual Leave & Special Leave

**A) CASUAL LEAVE (Regulation 32)**

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

**Clarification**

- (1) Casual leave is intended to meet special or unforeseen circumstances. Ordinarily, prior permission of the Competent Authority shall be obtained before taking such leave.
- (2) The word '4 days' mentioned in Sub-Regulation I shall mean 4 working days.
- (3) Public Holidays and Weekly Off days, falling within the sanctioned period of Casual Leave will not be treated as a part of Casual Leave.
- (4) Public Holidays and weekly Off day may be prefixed or suffixed to Casual Leave.
- (5) Casual Leave, as the case may be, for the entire period at the discretion of the Competant Authority.
- (6) Casual Leave will not be granted in combination with any kind of leave.
- (7) Casual Leave shall be non cumulative. However, utilized Casual Leave in any Calender year may be suffixed or prefixed to the Sick Leave or availed of as Sick Leave in the following 3 years.
- (8) An officer who joins Bank's service at any time during the calender year, would be entitled to Casual Leave for one day per month in the first calender year, Fraction of month will be treated as full month to calculate entitlement of leave.

Leave Encashment is not applicable to those officers who have been imposed penalty under Regulation 4 of PNB officer Emp ( P & A ) Req. 1977 i.e. such officers whose services are terminated / compulsory retired as a Punishment.

**B) PRIVILEGE LEAVE (REGULATION 33)**

- 1) An officer shall be eligible for privilege leave computed at 1 day for every 11 days of service on duty provided that at the commencement of service no privilege leave may be availed of, before completion of 11 months of service on duty.
- 2) An officer on privilege leave shall be entitled to full emoluments for the period of leave.
- 3) The period of privilege leave to which an officer is entitled at any time shall be the period which he has earned, less the period of leave availed of.
- 4) On and from 1.1.90, privilege leave may be accumulated upto not more than 240 days except where leave has been applied for and it has been refused.

**Explanation**

The competent Authority while rejecting the leave is required to specifically prescribe the period within which the rejected PL is to be availed, so as to avoid accumulation of PL over and above the maximum limit permissible. Whenever the Competent Authority does not specify the period for availing the rejected leave, the officer is required to avail the same within the subsequently year and in case the officer does not avail the same within a period of 1 year, the same shall be deemed to have lapsed. Further, there should be no 2 consecutive rejection of Privilege Leave.

The Competent Authority to allow accumulation of PL over 240 days due to rejection of Privilege Leave shall be RM/CM/Divisional Chief.

- 5) An officer desiring to avail of privilege leave shall ordinary give not less than one month's notice of his intension to avail of such leave.

**Clarification**

- (1) For the purpose of calculation of privilege leave, total number of days of all kinds of leave except casual leave availed of during a calender year shall be deduction from the total period of service during the calender year and the remaining period shall be divided by 11, which will give the number of days of privilege leave earned by an officer. Fraction of a day of earned leave, if any, shall be taken as full day.  
Actual privilege leave availed of by an officer upto 31st December of each year should be first debited to the leave account and thereafter credit for the year as on 1st January should be given.
- (2) Special leave granted to the officer shall also be deducted for the purpose of calculation of Privilege Leave.
- (3) Privilege Leave encashed, if any, shall not be deducted from the period of service on duty for the purpose of calculating of Privilege Leave.

- (4) On and from 1.6.91, once in every four years, when an officer avails of leave concession, he may be permitted to surrender and encash his privilege leave in one block of 2 years to his 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. For the purpose of leave encashment all the emoluments payable for the month during the availing of the Leave Travel Concession commences shall be admissible.

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

Note : Encashment of one day's PL for donation to Prime Minister's Relief Fund may be allowed every year without linking it to the availing of LTC.

At the time of encashment of PL, no contribution to the Provident Fund is to be deducted

In cases where Officers have been provided with the facility of bank / leased accommodation are not entitled to any HRA, notional HRA equivalent to the amount payable on fixed basis is to be taken into consideration while computing leave encashment.

- (5) Normally encashment of PL be made not before 15 days from the date of proceeding on leave.
- (6) The Officer shall normally submit at the commencement of the year his leave programme for the year.
- (7) Proportionate credit of Privilege Leave should be given to officers who retire during the calendar year.
- (8) Though there is no provision in the regulation for restricting the sanction of Privilege Leave to 3 times in an year, it has however been decided that Privilege Leave shall normally not be sanctioned beyond 3 times in a calendar year. However, in exceptional circumstances, the Competent Authority may consider sanctioning Privilege Leave beyond 3 times.
- (9) If the period of suspension of an officer is treated on duty, such period shall be reckoned as service for the purpose of calculation of Privilege Leave.
- (10) Privilege Leave cannot be allowed for half day.

**C) SICK LEAVE (Regulation 34)**

- (1) On and from 1.1.1989, an officer shall be eligible for 30 days or sick leave for each completed year of service subject to a maximum of 18 months during the entire service. Such leave can be accumulated upto 540 days during the entire service and may be availed of only on production of medical certificate by a medical practitioner acceptable to the Bank or at the Bank's discretion nominated by it at its cost.

- (2) In respect of the period of sick leave an officer shall be eligible to receive one half of the full emoluments

Provided that if an officer so desires, the Bank may permit him to draw full emoluments in respect of any portion of the sick leave granted to him twice the amount of such period on full emoluments being debited against sick leave account.

**D) ADDITIONAL SICK LEAVE (Regulation 35)**

One and from 1.1.1989, where an officer has put in a service of 24 years, he shall be eligible to additional sick leave at the rate of one month for each year of service in excess of 24 years subject to a maximum of three months of additional sick leave. Further additional sick leave is admissible can be commuted on & from 24/06/99

**CLARIFICATION**

- (1) Completed year of service shall mean one year of continuous service including the period spent on duty and any kind of leave availed of.
- (2) An officer may be granted sick leave during the first year of service on prorated basis at the discretion of the Competent Authority.
- (3) Additional sick leave can be availed without exhausting other kinds of leave.
- (4) For the purpose of calculating 540 days, sick leave availed of from the date of joining the Bank including the period spent in workmen cadre, is to be taken into account. However, if any officer has already availed more than 540 days as on 1.1.89, he will not be entitled to any further sick leave for the remaining part of service.
- (5) Only in the cases of officers where the sick leave record from the date of joining the Bank's cannot be built up (due to non-availability of old leave records) calculation of sick leave and grant of credit of sick leave be done as under :
  - a) Officers who have put in more than 12 years or less as on 1.1.89 will continue to get annual credit of sick leave of 30 days every year, till they complete 18 years of service so as to get the maximum permissible credit, i.e. 540 days as per Regulation 34 (1).
  - b) Officers who have put in more than 12 years of service as on 31.12.88 be given further credits at the rate of 30 days for each completed year of service from 1.1.89 subject to a maximum of 180 days.
- (6) In the event of the officer's inability to submit medical certificate for the purpose of availing sick leave along with fitness certificate on resuming duty on expiry of sick leave, the officer may not be permitted to join duty.
- (7) If the period of suspensions of an officer has been treated as duty, such period shall be reckoned as service for the purpose of accruals of sick leave.

**E) MATERNITY LEAVE (Regulation 36) on & from 1.5.2010**

a) 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.

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

c) Within the overall period of 12 months, leave may also be granted in case of hysterectomy upto a maximum of 45 days.

(HRD Cir No. 628 dt. 12/06/2010)

**Clarification**

- (1) An officer is entitled to 12 months maternity leave during the entire period of service including service in workman cadre.
- (2) Maternity leave will be sanctioned on production of medical certificate issued by a Regd. Medical practitioner, Inter alia indicating the number of days of rest required. Maternity leave on account of miscarriage/MTP/Abortion shall not normally exceed six weeks at a time, but in special cases the Bank may sanction leave upto 6 months on one occasion during the entire period of service of the officer (within the overall limit of 12 months). An officer on maternity leave shall be entitled to full emoluments for the period of leave.
- (3) Maternity leave is available only on production of medical certificate acceptable to Bank. In case of doubt, bank may subject to application for maternity leave for miscarriage / abortion/MTP to closer scrutiny as deemed fit. Appropriate disciplinary action should be taken in proven cases of misuse. It should be ensured that the officer requesting for maternity leave as a consequence of miscarriage / abortion / MTP has not committed breach of any provisions under the Indian Penal Code (Act. XLV of 1860) and an appropriate certificate from the Regd. Medical Practitioner who attended the employee should be obtained.
- (4) The leave sanctioning authority may grant any other kind of leave (except Casual Leave) admissible to the officer in combination with / in combination with / in continuation with maternity leave if the request for its grant is supported by a medical certificate acceptable to the Bank.
- (5) An officer who has been initially sanctioned maternity leave on the basis of the medical certificate for a period of less than 6 weeks on account of miscarriage / abortion shall not be entitled to further extension of maternity leave upto the maximum limit on grounds of ill health even if supported by a medical certificate. However, in such a case the officer may be sanctioned sick leave or any other kind of leave provided it is supported by medical certificate acceptable to the Bank.
- (6) The probation of female officer shall stand extended by the number of days of maternity leave availed by her during the period of probation.

**F) EXTRAORDINARY LEAVE (EOL) (Regulation 37).**

An Officer should be eligible for extraordinary leave on loss of pay for not more than 360 days during the entire period of service. Such leave may not be availed of except for sufficient reasons on more than 90 days at a time provided that in very special circumstances, the Board may grant extraordinary leave on loss of pay to an officer upto a total period of 720 days. Competent Authority to sanction extraordinary leave would be as under :

- |     |  |   |   |
|-----|--|---|---|
| (1) | If EOL to be upto 90 days at a stretch but total not exceeding 360 days      | - JMG Scale I<br>- MMG II / III<br>- SMG IV / V<br>- TEG VI / VII | Circle Head<br>Circle Head<br>GM (Admn.)<br>CMD |
| (2) | If total EOL sanctioned exceeds 90 days at a stretch but is within 720 days. | The cases may be referred to HRD HO                               |   |

**CLARIFICATION**

- (1) Extraordinary leave may be allowed when no other kind of leave is due to an officer.
- (2) Extraordinary leave may be granted in any combination with or in addition to any kind of leave except casual leave.
- (3) The period spent on leave on loss of pay shall not count for increments.
- (4) In view of the fact the increments in the case of officers are released on the first of the calendar months in which the date of increment falls due, such anniversary date will be postponed and notionally be determined, The effect of postponement would be given when the notional date of increments shifts to the next calendar month. The increment date in

**Regulation 37A.**

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

The new provision is being made to consider grant of special leave for sports, donation of blood, family planning, defending another officer in any enquiry and for joining Civil Defence Services.

**g) LAPSE OF LEAVE (Regulation 38)**

**Encashment of Leave**

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

- 1) On retirement :- Payment / encashment of accumulated privilege leave not exceeding 240 days to officer employee.
- 2) ON death - Payment / encashment of accumulated privilege leave not exceeding 240 days to legal representative.

3) On Resignation :- On & after 1-4-2001 after giving due notice as in Sub-regulation (2) of Regulation payment / encashment half of accumulated privilege leave to his credit not exceeding 120 days.

#### **FURNISHING THE LEAVE ADDRESS TO THE BANK (Regulation 40).**

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

#### **H) SPECIAL LEAVE IN CERTAIN CASES**

Leave for giving evidence in civil/criminal depts., enquiry.

Employees who are summoned to give evidence in a criminal case, a case before court material, a 'civil case' to which Government is party in a departmental enquiry held by a properly constituted authority, will be treated on duty for the period spent in complying with summons.

#### **Leave to blood donors**

The employees who donate to a "recognised Blood Bank" are treated on special leave for that day, subject to production of satisfactory proof.

#### **Leave for contagious diseases.**

In case of contagious diseases, Incumbents incharge shall have the power to order compulsory leave with a view to segregate such employees from other employees of the staff. He shall not resume duties unless the submits a medical certificate that his presence in the office is harmless and is fit to carry on his normal duties. In all such cases, the incumbents incharge shall have the discretion of exhausting such leave due to the employees as may be in his best financial interest.

#### **Leave to officers sustaining injury on duty.**

Officers sustaining injuries in the course of duty are treated on special duty for the period of absence required for treatment. Further, DGM/AGM(ZO) and DGM at HO is the Competent Authority to sanction the above. (Also for reimbursing medical expenses).

Leave to officers injured while resisting / apprehending / dacoits / robbers / terrorists.  
Employees, who sustain injuries during the course of bank robberies / dacoities or as a result of terrorists attack may be given special leave for the period of treatment on production of a certificate from the Station House Officer in whose jurisdiction the employees was injured in the bank robbery/dacoity or as a result of terrorists attack. Competent Authority to sanction such leave would be Zonal Manager/Dy. General Manager (Personnel).

#### **Incentive for promoting small family norms.**

##### **Eligible Employees**

- (i) The employees must be within the reproductive age group. In case of male employee, he should not be over 50 years and his wife should be within 20 to 45 years. In case of female employee, she must not be above 45 years and her husband must not be over 50 years.
- (ii) The employee or his spouse should have one, two or three living children.

##### **Sterilizations**

- i) Sterilizations shall mean any surgical operation performed on eligible employee or his spouse by medical practitioner with the object of rendering such a person incapable of producing an off-spring and the person shall not be deemed to be sterilized unless he / she produces a certificate in that behalf from the medical practitioner who performed such an operation.
- ii) Sterilisation must be conducted and certificate must be issued by an authorised competent authority of a General Govt. Hospital or under the auspices of the Central Govt. Health Scheme. Where this is not possible, sterilisation by an institution recognised by the Central Govt. or Private Nursing Home / Private Hospital of the purpose will suffice.

##### **Leave Facilities**

- (i) Six days special casual leave for male employees undergoing vasectomy operation.
- (ii) 14 days special leave for female employees who undergo non-pueporal tubectomy operation.
- (iii) One day's special casual leave to female employees who had IUD insertions.
- (iv) Upto 7 days special casual leave to male employees whose wives undergo nonpuerporal tubectomy operation, subject to the production of Medical Certificate from the doctor who performed the operation to the Presence of the employee was essential for the period of leave to look after his wife during her convalescence after operation.
- (v) Sundays and other holiday falling in between the period of special leave shall be taken into account for calculation of this special leave.
- (vi) This special leave shall not be prefixed or suffixed to any other kind of leave. However, if an employee is required to avail further leave as a result of complications in koperation and the application is accompanied by a Medical Certificate from the Doctor who performed sterilisation operation, the employee in such case may be sanctioned privilege leave or sick leave due to him and such additional leave should not be treated as special leave.



### **Sanction of Special Leave to employees who are absent on account of curfew**

#### **i) Where curfew is imposed during entire working hours.**

If Banks remain closed on account of curfew order imposed during the entire working hours, the Bank employees who are unable to attend office on that day should be treated on special casual leave.

#### **ii) Where curfew is imposed during a part of the working hours.**

If curfew was imposed only for a part of the working hours, the employees who attend office during the non-curfew part of the working hours should be treated as having attended for the full day and the absence of those employees who did not attend during the non-curfew hours should be adjusted against their usual leave.

#### **iii) Where the employees are compelled to stay away from duty on account of curfew in residential areas.**

Where an employee was not able to attend the office on account of imposition of curfew either at the place of residence or at the place of work, the absence should be treated as special casual leave.

However, this special leave is permissible only where on account of curfew, it is physically impossible for the employees to report for duty. No special leave will be given if it is possible for the employees to reach the office by a circuitous route avoiding curfew bound area which falls on the way to the office or if special permission has been given by the Govt. authorities to them to move through the curfew bound areas for their to and fro journeys to the Bank on production of identity cards etc.

### **Facilities For Late Sitting & For Working On Sundays/holidays For Officers Upto MMG Scale - III** Ref : HO, HRDD/MR Letter Dt. 18/4/2009

The following facilities may be given to the officers for late sitting and for working on Sundays/Holidays :

- To make reimbursement of expenditure incurred for providing dinner / refreshment to the Officers who are required to work beyond four hours after normal duty hours on week days due to connectivity / server problem and other contingencies, not exceeding Rs. 250/- per officer.
- To make payment of an amount equivalent to 1 Day Diem Allowance to Officers including the Officers working in administrative offices, for working on Sundays/Holidays as per their entitlement and per Diem shall mean a period of not less than 8 hours.

### **I) Special leave to Office Bearers of All India Officer's Organisation**

Special leave will be allowed to certain representative of Officers Association for attending meeting and conference of their Organisation as per the following limits :

1. Officer Bearers of the All India Bank Officers Confederations / All India Bank Officers Association / Indian National Bank Officers Congress Upto 21 days in a calendar year

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|----|--|---------------------------------|
| 2. | Central Committee members of the All India Bank Officers Confederation / All India Bank Officers Association / Indian National Bank Officers Congress  | Upto 17 days in a calendar year |
| 3. | Office Bearers of the Executive Committee of the State or Regional Organisation affiliated to the All India Bank Officers Confederation All India Bank Officers Association / Indian National Bank Officers Congress | Upto 7 days in a calendar year  |
| 4. | President and Secretary of the all circle of AIPNBOA (Affiliated to AIBOC)   | Upto 7 days in a calendar year  |

"Provided that an officer 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".

The branches / offices may take up the matter with their respective Regional Office / Zonal officer and H.O. Divisions may take up with Personnel Division for allowing the above facility of Special leave to the representatives of All India Officers Organisation.

#### **Special Leave for the Sports**

The facility of special leave to sportsmen / sports women provides that members of the staff who shall represent the Bank's team in individual events or in teams in open tournaments / league matches or States Championships would be treated on duty for the actual number of days they are engaged but the same may not exceed 30 days in a year. Further, sportsmen / sportswomen are selected to represent the State /Country in any National / International event may be allowed special casual leave for actual number of days spent by them to participate in the events including journey and camp period, if any, in addition to 30 days special casual leave in a calendar year already permitted to them.

The competent Authority to sanction this leave shall be AGM (HRD).

#### **Special leave to Artists**

Artists who are on the approved list of Doordarshan / All India Radio and are invited to act as Artists in Musical / Drama Programme only, organised by them for telecast / relay, may be considered for actual number of days required with a maximum 30 days in a Calendar year.

Bank employees who are engaged / invited by Doordarshan / A.I.R. as Debators, Commentators, Newsreaders, Directors, Writers, Compers etc., shall not be covered under the guideline.

The competent Authority sanction this leave shall be AGM (HRD).

### **Special leave for Mountaineering / Trekking Expeditions**

- a) Special leave facilities for mountaineering /trekking expeditions may be granted by the Bank provided the expeditions are approved by the Indian Mountaineering Foundation or Organised by the Youth Hostels Association of India.
- b) The special leave facilities for mountaineering / trekking expeditions shall not exceed 30 days on one occasion and not more than three occasions in the employee's entire career, with a gap of atleast two years between two expeditions. In exceptional circumstances the gap of two years could be relaxed at the Bank's direction.
- c) For each Expedition, there should be approval of the Indian Mountaineering Foundation / Youth Hostels Association of India and a certificate should be produced for having participated in the approve Expedition.

### **Special leave for defending another officer employee in an enquiry**

In terms of Regulation 6(7) of PNB Officers Employees (D & A) Regulations 1977, an Officer employee, against whom enquiry has been initiated may take assistance of any other officer employee but may not engage a legal practitioner for the purpose.

Officers who act as Defence Representatives for other officers shall be entitled to grant of TA/DA and grant of special leave for the period he appears before the Enquiry Officer.

Grant to TA/DA and Special Leave will be subject to the condition that if he comes from an outstation branch, it should be from within the same state. An exception however, may be made to the effect that a defence representative from outside the State may be paid TA/DA provided that the Bank is satisfied that it is not reasonably possible for the charge sheeted official to get an experienced defence representative from within the same state.

### **Leave to Part Time officers.**

Part Time Officers appointed in the Bank, who attend officer daily, shall be entitled to consolidated leave of 21 days in a calender year with remuneration.

### **Leave during elections.**

Special Casual Leave may be granted to employees to facilitate them to exercise their franchise during General / By Elections to Lok Sabha / State Assemblies / Local bodies, as per the following guidelines :-

#### **I. General Elections to Lok Sabha / State Assemblies .**

If any officer residing and enrolled as a voter in a place / constituency (where election is to be held), is employed in any office located at some other place, he/she may be granted special casual leave if his / her officer does not happen to be closed on that particular day, to enable him/her to exercise his/her franchise.

## **II. By-Election.**

### **i) Lok Sabha :**

Special Casual Leave may be granted on the same grounds / circumstances as in the case of General Elections as mentioned above, provided State Govt. has not declared a local holiday in that particular area / continency where the officer is working.

### **ii) State Assemblies :**

In case of by-elections to State Assemblies the Bank should not be closed. Eligible Officers should be given facility to exercise their franchise either by way of coming late to officer or leaving office early, subject to exigencies of the service. Only those officers who are placed on election duty be permitted to absent themselves from officer on the polling day(s). However, Special Casual Leave may be granted on the grounds / circumstances as in the case of General Elections.

### **iii) Panchayat / Corporation / Municipalities or other local bodies :**

The bank shall not be closed on the day(s) of election. The bank employees who are bonafide voter and desire to exercise the franchise should however be offered reasonable facility, subject to the normal exigencies of service, either by way of coming late to officer or by being allowed to leave office early or a shorter absence on that day.

## **General**

1. Leave of any kind cannot be claimed as of right. When the exigencies of the service so require, discretion to refuse/defer or revoke leave of any kind is reserved by the Authority empowered to grant it.
2. All kinds of leave will be reckoned in a calender year, i.e. January to December, every year and credit will be afforded on the 1st day of January every year. However, where an officer joins service or is due to retire in the middle of a calender year, the proportionate credit in respect of pro-rata Privilege Leave and Sick Leave will be allowed to him.
3. An Officer, who desires to obtain leave of absence other than Casual Leave, shall apply in writing to the Competent Authority. Generally, such application for leave, shall be made not less than one month before the date from which the leave is to commence, except in urgent cases or unforeseen circumstances including illness when it is not possible to do so. The Competent Authority, shall communicate the decision as soon as practicable and in case of an urgent nature immediately. When the leave is sanctioned, the date of commencement of the leave and the date on which the officer will have to resume duty shall generally be intimated to the officer.
4. I an officer after proceeding of leave desires an extension thereof, he shall make an application in writing to the Competent Authority. Such application should state the full postal and telegraphic address of the officer and should be made in sufficient time to enable the Competent Authority to consider the application and send a reply. to him before the expiry of the leave desired to be extended. A reply either of grant or refusal of extension shall be sent to the Officer at the address given by him.

5. An officer who overstays his leave (except under circumstances beyond his control, for which he renders a satisfactory explanation) shall not be paid his salary and allowances and shall further render himself liable to such disciplinary action as the Bank may deem fit.
6. An officer on leave will not be entitled to return to duty before the expiry of the period of leave granted to him, unless he is permitted to do so by the Authority which granted him leave.
7. An officer on leave shall, unless otherwise instructed to the contrary, return for duty to the place at which he was last posted ( at the time of granting the leave).
8. The Competent Authority may require an officer who has availed himself of leave for reasons of health to produce a medical certificate of fitness before he resumes duty.
9. No leave shall be granted to an officer under suspension. however, if any suspension period is treated as period spent on duty by specific order on Disciplinary Authority, the officer will be eligible to accumulate privilege leave in excess of 240 days, subject to the condition that such accumulated leave in excess of 240 days, subject to the condition that such a accumulated leave in excess of 240 days should be proportionate only to the period spent under suspension by the Officer, until such time the Bank is in position to grant him privilege leave.
10. The Bank for this purpose shall mean and include 'Competent Authority' empowered to grant leave to officer staff.
11. On promotion from clerical cadre, an officer will be permitted to carry over accumulated leave balance as on the date of promotion.
12. An officer proceeding on leave shall hand over charge on his post at the close of last working day proceeding the day on which he proceeds on leave. His leave shall be considered to commence from the next succeeding working day and end on the last working day proceeding that upon which he reports for duty.
13. In the case of an officer availing leave in the months of December and January, the balance of leave availed in January and onwards should be debited only after affording credit as on 1st January.
14. No advance leave is admissible.
15. The credit for the Privilege leave earned by the officer till the date of availment may be allowed in the following circumstances only :-
  - i) Self marriage
  - ii) Sickness of the officer duly supported by an acceptable medical certificate.
  - iii) Death of near relative, i.e. father, mother, spouse, child etc.

16. Where an officer had applied for leave giving a particular reason and later on it was found that leave so sanctioned was used for participating in dharna / demonstration / agitation etc., the leave sanctioned in such cases should be cancelled and no wages be paid for the period of leave on the ground that the leave was obtained on false pretext, without prejudice to the banks right to take disciplinary action (proforma of letter to be served on the employee is available in Annexure -I)

**Rules for leaving station**

No officer should leave the station of his posing without prior permission of the Competent Authority. Such permission is necessary even for leaving the station on weekly offs and other holidays. Incumbents incharge are required to stay at the stations of their postings. In case of emergency or unforeseen circumstances, an Incumbent Incharge may leave station after making satisfactory arrangement during his absence but he should inform his Regional Manager immediately, the reasons for his inability to seek his prior permission, the arrangements made by him during his absence and also give his address during his absence from station. Such leave address should also be left with his office while leaving station.

Violation of these instruction will be seriously viewed and will render the officers at fault liable for disciplinary action.