

## **Policy on Payment of Compensation / Compensatory leave to the Officers attending duty on Holidays**

### **Purpose/Objective of the Policy:**

To provide Officers with facility for availing compensatory leave / payment of compensation for working on Holidays / Sundays etc.

### **Scope of the Policy:**

Applicable to all Officers.

### **Regulatory reference:**

1. RBI Circular No.DPSS(Che) No/1536/01.02.003/2013-14 dt. 07.05.2014.
2. IBA Communication dated 14.08.2014 has informed that the matter regarding compensation to staff working on public holidays / Regional holidays / Sundays etc., is of purely administrative nature and concerned Bank may take a decision in this regard as per the service terms and conditions of staff.

### **Policy Statement and Details:**

Eligibility	<ol style="list-style-type: none"><li>a. Officers whose services are requisitioned by the Bank to work on Sundays / Weekly Off days and /or Bank Holidays owing to exigencies and/or to comply with the Reserve Bank of India/Government directives, will be eligible for Payment of Compensation / Compensatory Leave for the equal number of days on some other working days. Only one of the facilities can be availed by the Officer.</li><li>b. Payment of Compensation / Compensatory Leave to the Officers will not be granted for attending the Branch / Office on Sundays / Weekly Off days and/or Bank Holidays to complete /clearance of the normal routine work as well as any other work/functions which could have been attended during normal working hours.</li></ol>
Period	<ol style="list-style-type: none"><li>a. Payment of Compensation / Compensatory Leave will be allowed to the Officers within a period of 30 days of working on the concerned Sundays/Weekly Off days and /or Bank Holidays against written application of the Officers concerned.</li><li>b. In the event of non-availment of Compensation / Compensatory Leave by the Officer concerned for any reason whatsoever within the stipulated period of 30 days, the same will automatically lapse and no encashment/accumulation/extension will be considered for the same.</li></ol>

## Competent Authority for calling upon staff to perform duties on Holidays:

At FGMO/Zones	The competent Authority to bring the staff on duty on such holidays or extended working hours as may be warranted by GOI/RBI directions shall be FGM/Zonal Manager. FGM/Zonal Managers shall identify the branches to be kept open on holidays and the staff to be brought on duty. Here staff means both Award Staff and Officers.
At Corporate Office	The Competent Authority to bring staff on duty on Holidays or extended working hours as may be warranted by GOI/RBI directions shall be General in charge of the Department or in his /her absence, the Department Head.

## Quantum of Compensation

For duty on Holidays/Sundays exceeding 4 Hours	Rs.1200/-
For duty on Holidays/Sundays not exceeding 4 Hours	Rs.600/-

❖ **To be debited to GL – Compensation to Officer.**

### General Conditions:

- a. Compensatory Leave will not be combined with other kind of Leave allowed to the Officer concerned.
- b. Compensatory Leave will not be construed as any kind of leave as classified in the Officers' Service Regulations.
- c. Compensatory Leave will be granted by the Leave Sanctioning Authority keeping in view that normal functioning of the Branch/Office is not hampered. More than one Compensatory Leave should not be sanctioned on one occasion. The Leave Sanctioning Authority will maintain proper record of Compensatory Leave granted to the officers.
- d. As Compensatory Leave will be considered beyond the extant provisions of Officers' Service Regulations, solely with the intention to compensate the officers for working on Sundays/Weekly Off days and / or Bank Holidays, the same will not construe as an entitlement of the officers.
- e. The guidelines for allowing Compensatory Leave will be applicable to the Officers only.
- f. Compensation amount mentioned above is inclusive of reimbursement of all out of pocket expenses including lunch expenses and conveyance expenses. No additional expenditure is to be permitted by the branch/office in any other form where compensation is paid as per the policy.
- g. Branch Manager / Officers in Scale IV and above shall make the application for payment of compensation on behalf of the Staff members in his/her branch /Administrative Office on HRM portal and the same is to be authorised by Zonal Manager/Head of the Administrative Office / department Head at Corporate Office.