

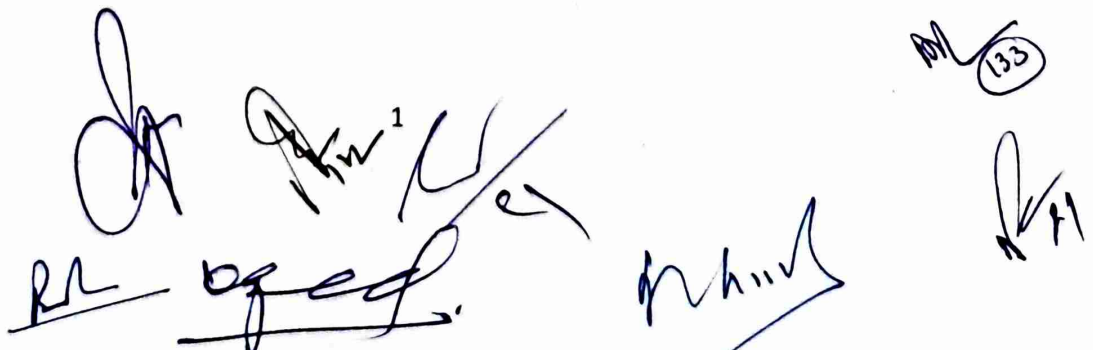
**JAIN COOPERATIVE BANK LTD.**  
**HO: 80, DARYA GANJ, NEW DELHI - 110002**

**Chapter-VI- Leave Rules**

**Section-1- General Rules relating to leave**

**Amended by Staff Sub Committee on 16.07.2022 vide resolution no. 4.2**

1. Leave cannot be claimed by an employee as a matter of right.
2. **Kinds of leave**  
Subject to the provisions of these regulations, the following kinds of leave may be granted to an employee.
  - i. Casual leave
  - ii. Earned leave
  - iii. Medical leave
  - iv. Maternity leave
3. **Authorities empowered to grant leave**  
The power to grant leave will vest in the Chief Executive Officer, subject to such general or special directions as may be issued by him/her. All applications for leave will be addressed to the Authority empowered to grant leave.
4. **Power to refuse leave or recall an employee on leave**  
When the exigencies of the service so require, discretion to refuse or revoke leave of any description is reserved to the authority empowered to grant the same, and an employee already on leave may be recalled by that authority when he/she considers it absolutely necessary in the interest of the Bank.
5. An employee will not take up any employment elsewhere during leave period without obtaining the permission in advance from the competent authority.
6. Leave will not be granted to an employee to whom the competent authority has decided to dismiss/discharge, remove or compulsorily retire from the service.
7. **Lapse of leave on cessation of service**  
Leave earned by an employee lapses on the date on which he/she ceases to be in the service provided he/she fails to avail the leave at his/her credit at the time of the cessation of his/her service.
8. **Commencement and termination of leave**
  - i. The first day of an employee's leave will be the working day succeeding that on which he/she makes over charge.
  - ii. The last day of an employee's leave will be the working day preceding that on which he/she reports his/her return to duty.
9. **Obligation to furnish leave address**  
An employee will, before proceeding on leave, intimate to the competent authority his/her address while on leave, and will keep the said authority informed of any change in the address previously furnished during the leave period.
10. **When medical certificate of fitness be demanded**



- i. The competent authority may require an employee who has availed himself/herself of leave for reasons of health to produce a medical certificate and fitness certificate from Govt. Hospital when he/she resumes duty even though such leave was not actually granted on a medical certificate.
  - ii. Medical Officer will not recommend the grant of leave in any case in which there appears to be no reasonable prospect that a bank employee concerned will ever be fit to resume his/her duties and in such case the opinion that the bank employee is permanently unfit for the service will be recorded on the medical certificate. However, the competent authority, if so desire, may obtain the second opinion of the medical superintendent of a Government Hospital as decided by the competent authority.
11. Leave not admissible to an employee under suspension  
Leave may not be granted to an employee under suspension period or against whom proceedings are pending under Chapter-IV of these Regulations.

#### Chapter-VI- Section-2

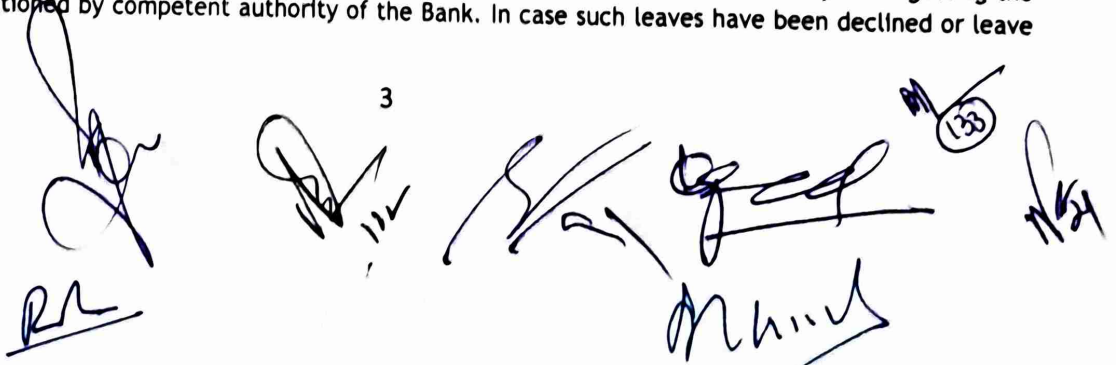
12. Casual Leave
- i. An employee will be entitled to avail a maximum of 8 days casual leave in a calendar year. This will be applicable on all employees including those appointed on contract basis from the calendar year 2023.
  - ii. Rules for availing Casual leaves:  
An employee is entitled to avail a maximum of 8 days casual leave in a calendar year. Not more than two days casual leave can be availed of at any one time. It is hereby clarified that casual leave can be availed by an employee on pro- rata basis i.e. two casual leaves in one calendar quarter. Casual leaves cannot be accumulated beyond calendar year. Moreover, the same cannot be prefixed or suffixed with medical leaves or privilege leaves.
  - iii. Casual leave may be prefixed or suffixed to or combined with Sundays/Holidays. Such Sundays/Holidays will not be treated as part of the casual leave. Intervening holidays will not be counted as part of casual leave.
  - iv. Casual Leave can be taken for half-day subject to approval of the Competent Authority.
  - v. No casual leave will be allowed during notice period.
  - vi. Encashment of casual leaves will not be permitted in any of the circumstances.
13. Privilege Leave/Earned Leave
- i. Privilege leaves / Earned Leave will be first earned by an employee by way of continuous service on duty and then only may be credited to his earned leave account once in 12 months period as on the last day of every calendar year subject to compliance of other provisions of rules.
  - ii. Entitlement of Earned Leave will be 15 days after every 12 months of continuous service on duty. This rule will be applicable commencing from the calendar year 2022. Contract employee will earn Privilege/ Earned Leaves for the calendar year 2022 subject to compliance of other conditions.
  - iii. The employees including contract employees will not be eligible to earn or avail any Earned Leaves/Privilege Leaves during probation period of one year or during first year of contract period.
  - iv. After satisfactory completion of continuous service on duty in the Bank for a period of one year, earned leave on pro rata basis including probation period or first year of service will be credited to the leave accounts of all the employees including contract employees on last day of calendar year. Thereafter, these employees will be eligible to earn 15 days leave for every completed year of

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service on duty in the bank, but the same will be credited to respective leave accounts on last day of calendar year.

- v. Maximum Earned Leave that can be carried forward/ accumulated will be 45 days at any time.
- vi. In case accumulated earned leave to the credit of an employee are more than 45 days, the same will not be disturbed consequent upon implementation of revised leave rules.
- vii. At the end of every calendar year, leave earned by an employee during that calendar year will be credited to his Earned Leave Account subject to the condition that such earned leaves will be considered as lapsed if credit balance in this account is already more than or equal to 45 days. If the account is showing credit balance of less than 45 days, leaves earned during that particular calendar year will be credited to his account subject to the condition that maximum balance in the account should not exceed 45 days. Remaining leaves earned will be treated as lapsed.
- viii. A bank employee who retires in a normal way after attaining the age of superannuation or leave the bank by way of VRS or resignation from bank service with prior approval of competent authority of the Bank or due to death will be entitled to get en-cashed the earned leave at his/her credit subject to a maximum of 45 days in his / her entire service or actual balance to his / her credit whichever is less at the time of existing the bank even if his earned leave account is showing credit balance of more than 45 days at the time his superannuation, VRS or resignation or death. This rule will come into force from the date of amendment of leave rules by competent authority of the Bank. Contract employees will be entitled to get earned leave encashed at his / her credit, if he / she works with Bank for a minimum period of 24 months subject to a maximum of 45 days in his / her entire service.
- ix. Without prejudice to any other provisions of Employees' Service Rules, competent authority of the Bank will pass speaking order whether or not the employee exiting the bank in circumstances stated above will be allowed encashment of earned leave and to what extent, subject to a maximum number of 45 days earned leave in his entire service or actual balance to his credit whichever is less at the time of exiting the bank.
- x. Encashment of earned leave will not be allowed to any employee while in service. If an employee has already en-cashed earned leave in the past while in service, number of days of such encashment will be deducted from 45 days or actual balance to his credit whichever is less at the time of his superannuation/death/VRS/Resignation for deriving quantum of leaves that can be allowed to be en-cashed.
- xi. Basic Pay and Dearness Allowance on Basic Pay paid to the employee in the last month of his service in the bank will only be considered for encashment of earned leaves subject to compliance of other rules and regulations.
- xii. Privilege leave / Earned Leave can be availed maximum two times in a calendar year with prior permission of the competent authority. Sixty days cooling off period is required before taking earned leave for the second instance subject to compliance of other provision of leave rules. An employee can avail a maximum 30 days earned leave in a calendar year w.e.f. 01.01.2023.
- xiii. Privilege Leave / Earned leave can also be availed on medical grounds for a period of minimum 03 days or more on production of medical certificate acceptable to the competent authority.
- xiv. An employee who wants to avail earned leave should apply for the same to the competent authority at least seven days in advance. The employee should proceed on leave applied for only after getting the same sanctioned by competent authority of the Bank. In case such leaves have been declined or leave

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application is pending for decision and the employee still proceeds on leave, the same will be treated as un-authorized absence from duty on loss of pay in addition to other implications thereof in terms of relevant service rules.

- xv. Earned leave cannot be availed in half day interval.
  - xvi. Competent Authority of the Bank at his sole discretion can grant special leave looking to the circumstances of the case. Such special leaves can be granted either on loss of pay or against future leaves to be earned by the employee.
  - xvii. Earned leaves may be prefixed or suffixed or combined with Sundays/Holidays. Such Sundays/Holidays will not be treated as part of the earned leaves. Intervening Holidays will be counted as part of earned leave.
  - xviii. An employee who is exiting the Bank is not entitled to avail any earned leave during notice period. He/ She shall not be entitled to set off any leave earned and not availed of by him against the period of such notice. In case he/she absents himself / herself from duty during the notice period, it will be on loss of pay and his /her act may attract penal provisions as may be decided by competent authority of the bank at his sole discretion.
  - xix. If an employee remains un-authorizedly absent from duty continuously for a period exceeding fifteen days including intervening Holidays shall at the discretion of the Competent Authority of the Bank be declared to have voluntarily abandoned / resigned from his employment of his / her own volition and be treated as having ceased to be in the employment of the Bank.
14. Maternity Leave – As per Maternity Benefit Act 1961 as amended from time to time and guidelines / directions issued by the Competent Authority
15. Chief Executive Officer will be the competent authority to sanction leave without pay to the extent of 30 days and beyond this period, it will at the sole discretion of the Board of Directors/Chairman.

**(3) Medical Leaves or Sick Leaves:**

1. **Combined entitlement of Casual Leave & Sick leave rule in Delhi State: Sick Leave or Casual Leave both combined:** 12 days in a calendar year or one day after one month of continuous employment.

**Revised rules of sick leave for employees of our Bank:** We have our separate rules for 8 days casual leave in a calendar year. As such, in line with Delhi Government rules, an employee will earn 4 days sick leave (12 days – 8 days) on full pay and allowances in a calendar year.

2. It is hereby clarified that employees including contract employees will not be eligible to earn or avail any sick Leaves during probation period of one year. If availed, the same will be on loss of pay and allowances.
3. After satisfactory completion of continuous service on duty in the Bank for a period of one year sick leave on pro rata basis including first year of service will be credited to sick leave account of all the employees including contract employees on last day of calendar year. Thereafter, these employees will be eligible for 4 days sick leave for every completed year of service on duty in the bank but the same will be credited to respective sick leave account on last day of calendar year. Medical / Sick if not availed, will accumulate subject to a maximum of 90 days in entire service. It will be ensured that the employee does not avail more than 90 days sick leave during his entire service.
4. Maximum sick Leave for which an employee will be entitled in his entire service on duty in the Bank will be restricted to 90 days on full pay subject to compliance of other regulations.

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5. Medical / Sick leave can be granted to an employee on production of medical certificate from Govt. Hospital/reputed Hospital. This condition can be relax by the sanction authority on the basis of supporting documents submitted by the employee.
6. Record of Sick leave availed by an employee will be maintained by Establishment Cell at Head Office.
7. Un-availed sick leave, if any, will lapse on the date of retirement/cessation of service and the same cannot be en-cashed.

**Approved by Board of Directors in its meeting held on 20.03.2020**

16. System of marking attendance- Clarifications:
  - (i) Biometric attendance should be marked by all the employees at the time of joining duty as well as at the time of leaving office only in the bank premises where the employee is permanently posted.
  - (ii) Real time attendance, if marked, will not be considered for the purpose of payment of salary to the employees covered under sub paragraph 2(i) above. Salary will be paid only on the basis of biometric attendance.
  - (iii) In case an employee goes out on official duty from the place of his permanent posting, either to another office/branch or to the customers for verification of business/service residence/property or for recovery purposes/any other official purpose or to any other office/courts etc, he will mark his real time attendance, both in and out from the point of destination. On duty attendance without real time attendance, if marked by an employee in the above cases will not be considered.
  - (iv) In case the employees come back in the office of his posting before close of the office hours, he will be required to mark his biometric attendance in his office both IN and OUT.
  - (v) In case any employee goes out on official duty, he will enter his movement detail with purpose of visit in the Movement Register and obtain prior written approval in this register itself from CEO/GM in case of Head Office staff as also Branch Heads, in case of LPC staff from Advisor to BOD and in case of staff posted in respective branches from Branch Head.
  - (vi) Duly certified copies of Movement Register should be submitted by CEO/GM/Advisor to BOD/Branch Heads every month latest by 24th day of that month to the Establishment Cell. Duly authorized official of Establishment Cell will be responsible for cross checking the entries in Movement Registers from the record of real time attendance. If and deviations are observed in the checking process, the salary of such employee for the days of non compliance of instructions should not be released without obtaining prior written permission from the Head of Establishment Cell only for 2 instance in a year and this permission should be obtained by the individual & submitted to Establishment Cell. All branch head should also ensure that the movement register should be authenticated by them in token of his having checked the same.
17. Clarifications about Leave Rules:
  - (i) Employees who are found to be in the habit of availing 4-5 or more leaves regularly in a month will be subjected for review of the purpose of their leaves. In case reasons for leaves as stated by them in the leave applications are not found correct or convincing after checking their purpose, such employees will be subjected to face disciplinary action.
  - (ii) Leaves to contract employees:

As per extent instructions of the Bank, all the employees appointed on contract basis are entitled to avail twelve days ordinary leave in a calendar year. In this connection, it is hereby clarified that a contract employee can avail only one ordinary leave per month that too as per his actual need and maximum 3 leaves on medical ground at one instance but maximum leaves will be 12 in a year. Special leaves can be allowed at the discretion of Competent Authority. This rule will be discontinued from calendar year 2023 and contract employee will earn or avail all types of leaves at par with other employees who are appointed on regular basis.




- (iii) **Compensatory off:**  
Leave granted for having worked on non-working day can be termed as compensatory off. This type of leave will have a very short expiry period ranging from 7 to 15 days at the sole discretion of authority empowered to sanction leave. This type of leaves cannot be accumulated or carried forward beyond prescribed expiry period. If not availed within expiry period, the same will be treated as lapsed.
- (iv) All the employees are not eligible for banking holidays on every 2nd & 4th Saturdays. These two Holidays every month are meant only for those employees who are engaged in banking activities. It is hereby clarified that these Holidays will not be allowed to those employees who are not engaged in banking activities for example, employees who are looking after court cases. Such employees will be on duty on all the Saturdays and no compensatory off will be granted to them for having worked on Saturdays.
- (v) Only medical leave can be allowed during notice period subject to submission of medical certificate and compliance of other rules regarding medical leave.

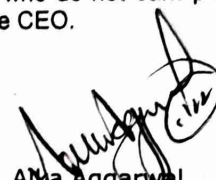
**18. Mandatory Leave for employees posted in Sensitive Positions or Area of operation approved by Board of Directors in its meeting held on 21.08.2021**

1. Reserve Bank of India has recently issued Circular No. RBI/2021-22/70:DoR. ORG. REC.31/21.06.017/2021-22 dated 09.07.2021 on the above subject. A copy of this circular is enclosed for ready reference.
2. As a prudent operational risk management measure, RBI has desired that the Banks should put in place a 'mandatory leave' policy wherein the employees posted in sensitive positions or areas of operation shall be compulsorily sent on leave for a few days (not less than 10 working days) in a single spell every year, without giving any prior intimation to these employees, thereby maintaining an element of surprise.
3. As per RBI directives, the Banks should ensure that the employees, while on 'mandatory leave', do not have access to any physical or virtual resources related to their work responsibilities, with the exception of internal/ corporate email which is usually available to all employees for general purposes.
4. It has also been stated in RBI circular that the Banks should, as per a Board-approved policy, prepare a list of sensitive positions to be covered under 'mandatory leave' requirements and the list should be reviewed periodically. Implementation of this policy shall be reviewed under the supervisory process.
5. In view of the above, we propose undernoted policy on the subject for approval by the Board of Directors.
6. **Aim of the policy:**
  - (i) To prevent perpetration of frauds.
  - (ii) To un-earth housekeeping deficiencies and mal-practices, if any, on the part of staff working on sensitive positions.
  - (iii) To un-earth negligence in conduct of duty by Bank staff posted in sensitive positions.
  - (iv) To un-earth collusion by the Bank staff with the borrowers/customers with an intention to cheat the Bank.
  - (v) To manage operational risk.
7. **List of Sensitive positions or area of operations to be covered under 'Mandatory Leave' requirement have been identified as under. This list will be reviewed by the CEO periodically.**
  - (i) Branch Heads of all the branches.
  - (ii) Joint custodians of cash in all the branches.
  - (iii) Officer looking after recovery cases of the bank.
8. **Mandatory Leave Policy of our Bank:**
  - (i) Year for this purpose will be considered as calendar year i.e. from 1st of January to 31st of December.

- (ii) Employees posted in sensitive positions or areas of operation shall be compulsorily sent on leave for not less than 10 working days in a single spell every year, without giving any prior intimation to these employees, thereby maintaining an element of surprise.
- (iii) During the year, if an employee posted in sensitive position or area of operation is transferred elsewhere where he is not able to continue involving himself in any mal-practices of his previous assignment, there will not be any need for sending him compulsorily on mandatory leave in that year.
- (iv) Authority to send such employees compulsorily on mandatory leave for specified period of time is vested with the Chief Executive Officer, who is required to maintain element of surprise.
- (v) CEO will ensure that the employees while on mandatory leave do not have access to any physical or virtual resources related to their work responsibilities, with the exception of internal/corporate e-mail which is usually available to all employees for general purposes.
- (vi) CEO will ensure that internal relief arrangement in place of the officer being sent on mandatory leave should not be done from the same office/branch so that housekeeping deficiency or mal-practice, if any, on his part can be detected by new incumbent.
- (vii) CEO will also ensure that new incumbent is posted suddenly and he should take over complete charge from the officer being sent on mandatory leave after proper verification. The new incumbent should submit his complete charge taking report to the CEO immediately.
- (viii) Internal or Concurrent Auditor or any Senior Officer of the Bank may be deputed as an observer to see process of charge handover/takeover and submit his report in writing.
- (ix) Period of mandatory leave of such employees will be debited to their Privilege Leave Account. If sufficient credit balance in the Privilege Leave Account of an employee is not available, debit balance created due to mandatory leave can be adjusted out of Privilege Leaves earned by the employee at a future date.
- (x) As regards employees appointed on contract basis who do not earn privilege leave, may be allowed extra ordinary special leave without loss of pay by the CEO.


  
Parminder Jain  
Officiating Manager


  
Gyan Ranjan Sahoo  
Officiating Manager

  
Anka Aggarwal  
Officiating Manager

  
Anuradha Gughani  
Manager (HO & Est. Cell)


  
Narender Bhardwaj  
OSD

  
R. R. Tandon  
General Manager - II

  
V.K. Goel  
Advisor to Board

  
Upender Garg  
Chief Executive Officer

Confirmed by BOD in its meeting held on 22/07/2022

  
22/07/2022