



UCO Bank
Head Office
Personnel Services Department
DD Block, Sector-I, Salt Lake City
Kolkata-700 064

No. CHO/PMG/ 54 /2011-12

Dated: 30/03/2012

To: All Branches / Offices in Indian Union

Sub: UCO Bank Women Employees Sabbatical Leave Scheme to the Women Employees of the Bank, to meet their special purposes, during their service period.

GIST

- ▶ As per the Government's directive, Sabbatical Leave Scheme has been introduced for permanent Women employees w.e.f. 01/04/2012.
- ▶ Women employees should have completed minimum 5 years of service.
- ▶ Sabbatical Leave of upto 2years shall be permissible to Women employees during their entire service period.

The Board of Directors of the Bank had earlier, in September 2007, approved a Scheme of Sabbatical Leave covering all employees of the Bank. This scheme, namely "UCO Bank Employees' Sabbatical Leave Scheme, 2007", is already in force as per Head Office circular No. CHO/HRD/PMG/02/2007-08 Dated 24.10.2007

We have now received a communication from Government of India, Ministry of Finance, wherein they have directed all Public Sector Banks to introduce a scheme of Sabbatical Leave for Women employees. Accordingly, the Board of Directors of the Bank, in its meeting held on 27/03/2012, have approved a Scheme of Sabbatical Leave for Women employees of the Bank. The Scheme of Sabbatical Leave for Women employees shall be in addition to the existing scheme of UCO Bank Employees' Sabbatical Leave, 2007.

The salient features and terms & conditions of the said scheme for women employees are as under;

Name of the Scheme- "UCO Bank Women Employees Sabbatical Leave Scheme".

Purpose of the Scheme- The eligible women employees can request for Sabbatical Leave for any special purpose like medical grounds, to take care of family members or children, to visit spouse, to pursue higher studies etc. The Scheme shall be in addition to the provisions in respect of various types of leave as per Officers' Service Regulations/Bipartite Settlement.

Effective date -The scheme will be **effective from 01/04/2012.**

Eligibility- A Woman Employee applying for leave under the said scheme should have put in a minimum of 5 years of service. Sabbatical Leave before completion of 5 years of service may be sanctioned only in exceptional circumstances by the authority next above the sanctioning authority for Sabbatical Leave.

Duration of Leave-Sabbatical Leave of upto 2 years shall be admissible to Bank's women employees, during their entire service period. The leave taken shall be **for a period of at least 3 months at a time** and shall not be taken more than once in a year.

Other terms and conditions-

- i) Employees against whom disciplinary proceedings are contemplated/ pending or who are under suspension will not be eligible for sabbatical leave.
- ii) Sabbatical Leave shall be without Pay and Allowances and any consequential monetary and non-monetary benefits.
- iii) She will also not be entitled to any kind of perquisites or facilities from the Bank such as Housing, Transport, Medical, Leave Travel Concession etc. The period of sabbatical leave to the employees will not be counted towards payment of gratuity.
- iv) The employees will also not be considered for increments or qualifying service for pension, contribution to Provident Fund and employer's contribution to their Provident Fund Accounts who have opted for CPF, etc.
- v) Employees on Sabbatical Leave shall not be eligible to participate in any promotion exercises during the Sabbatical Leave period, even if otherwise eligible.
- vi) The employee shall not take up any employment/vocation/ business/profession elsewhere during the Sabbatical Leave.
- vii) An employee on Sabbatical Leave must inform the Competent Authority of the Bank indicating her return to the Bank 1(one) month in advance of expiry of the Sabbatical Leave.
- viii) After the period of Sabbatical leave is over, the employee shall rejoin the Bank in the same rank and at the same stage of pay as existing at the time of her availing the Sabbatical Leave .On her rejoining, the management shall decide her posting depending upon the exigencies of the Bank.
- ix) Application must be submitted to HO, Personnel Services Deptt, through proper channel, at least 30 days before the availment of sabbatical leave.

Competent Authority for sanctioning of sabbatical leave under the scheme shall be as under;

Category of women employees	Competent Authority for sanctioning or declining Sabbatical leave
(i) Officers in the scale of SMGS-IV and above	- Chairman and Managing Director or in his absence, the Executive Director
(ii) Officers in the scale of JMGS-I up to MMGS-III	- Chairman and Managing Director or Executive Director
(iii) Award Staff	- General Manager (Personnel Services)

A woman employee who intends to seek Sabbatical Leave under the Scheme is required to submit her application in triplicate to her Branch/Office. The Branch/Office shall forward two copies to the concerned Zonal Office with the required additional particulars as per Annexure-A (proforma enclosed) and retain one copy at their end. The Zonal Office should forward one copy of the same to Head Office, Personnel Services Department, with Zonal Head's observation and recommendation.

The applications of women employees attached with the Circle Office/FI/RTC/CSC/Head Office, should be forwarded to Head Office Personnel Service Department with the observation and recommendation of the Head of/ Circle Office /Inspection Department of HO/CSC/HO Department.

Copy of this circular should be displayed on the Notice Board for information of the concerned employees.

A proforma of the Application with Annexure- A for sabbatical leave is enclosed.

(Ajit Kumar)
Dy.General Manager
Personnel services

Enclosure: Proforma of Application & Annexure- A

Application for seeking Sabbatical Leave from the service of the Bank
Under " UCO Bank Women Employees Sabbatical Leave Scheme".

The General Manager
Personnel Services Department,
UCO Bank ,
Head Office,
Kolkata

Through proper channel *

SUB : Application for Sabbatical Leave

I hereby apply to seek sabbatical leave from the services of the Bank in accordance with the terms and conditions stipulated in the **UCO Bank Women Employees Sabbatical Leave Scheme**, vide Circular No. CHO/ PMG /54/2011-12 dated 30/03/2012

I accept the terms and conditions stipulated in UCO Bank Women Employees Sabbatical Leave Scheme unconditionally and irrevocably.

I furnish the required particulars as per proforma (Annexure- A) enclosed to seek sabbatical leave from the service of the Bank, under the above Scheme.

Yours faithfully,

Signature of the Employee

Name :Ms/Mrs.....

Designation :

EMP No. :

Branch/Zonal Office/Circle Office/FI/RTC/CSC/Department of HO:

Date.....

*Employees at Branches/Zonal Office through their Zonal Office.

*Employees at Circle Office through their Circle Office.

*Employees at Head Office through their Department.

*Employees at FI through inspection Department of Head Office

*Employees at RTC/CSC through CSC, Kolkata

Annexure-A

(Enclosure to the Application for Sabbatical Leave under "UCO Bank Women Employees Sabbatical Leave Scheme")

TO BE FILLED IN BY THE APPLICANT**PART-I**

Sl. No.	Particulars	
1-	Name of the Employee	
2-	EMP No.	
3-	Present designation & Scale	
4-	Place of Present Posting	
5-	Date of birth	
6-	Date of Appointment	
7-	Age as on the date of application	
8-	Joined as	
9-	No. of completed years of service in the Bank as on date of application	
10-	Date of attaining the age of superannuation	
11-	Last salary received (Attested copy of Pay Slip to be attached)	
11(i)	Basic Pay	
11(ii)	D.A.	
11(iii)	Fixed Personal Pay	
11(iv)	Professional Qualification Pay	
11(v)	Stagnation Increments, Special Pay, if any	
11(vi)	Gross salary	
11(vii)	Details of deductions	
11(viii)	Net take home pay	
12-	Reason for taking Sabbatical Leave –	
13-	Nature of study/Nature of activity the Officer/Employee intends to undertake during Sabbatical Leave	
14-	Has the Employee executed any Service Bond, Give details thereof.	
15-	Trainings received within the Bank or outside the Bank, give details thereof.	

SL NO.	Particulars	
16-	Details of loans/advances availed from the Bank as well as Employees' Cooperative Societies etc. (also mention the Branches at which the amount is outstanding)	
17-	Whether Bank's Flat/Leased Residential Accommodation has been availed by the employee concerned, If yes, the date by which residential accommodation will be vacated.	
18-	Whether the employee has been imposed any major or minor punishment, if yes, give details thereof.	
19-	Whether any disciplinary action is pending or contemplated to be initiated.	
20-	Whether Bank's Car/Telephone has been provided, If yes, then date of surrender to the Bank.	
21-	Address of communication and contact Number during the sabbatical leave	

PART - II

I hereby certify: –

That the information given above are complete and true.

That I hereby offer to seek sabbatical leave from the service of the Bank in accordance with the terms and conditions stipulated in UCO Bank Women Employees Sabbatical Leave Scheme, which I accept unconditionally and irrevocably as circulated vide Circular No. CHO/PMG / 54/2011-12 dated 30/03/2012.

That I hereby authorize the Bank to recover and adjust all loans/dues etc. payable by me to the bank of whatever kind or nature.

That I agree that in case any of the aforesaid statement is found to be untrue, the sabbatical leave sanctioned to me by the Bank will be withdrawn without prejudice to Bank's right to take any other action as may be deemed fit and proper.

That I do hereby declare that I am not in any manner indebted to the Bank or to any of its members of staff or to any Co-operative/Thrift Societies etc., other than those declared under Sl. No. 16 of the Annexure-A of the application form.

Signature of Employee

PART - III

- i) The information given by Ms/Mrs.
in her application to avail Sabbatical Leave is correct on the basis of official records.
- ii) No disciplinary action is pending or contemplated against Ms/Mrs.
- iii) Comments and recommendation of the Head of the Branch/Office.

Date :

Signature of The Head of the Branch/Office

PART - IV

- i) No disciplinary action is pending or contemplated against Ms/Mrs
.....
- ii) Comments and recommendation of the Head of the Zonal office/Circle office/Inspection department of HO/CSC/Departmental Head of Head Office

Date :

Signature of the Head of /Zonal Office/Circle office/Inspection
Department (in case of employee attached to FI)/
CSC/Departmental Head of Head Office



UCO Bank
Head Office
Personnel Services Department
3-4, DD Block, Sector-I, Salt Lake City
Kolkata-700 064

No. CHO/PMG/35 /2013-14

Dated: 17/02/2014

To: All Branches / Offices in Indian Union

Sub: Extension of sabbatical leave under existing UCO Bank Women Employees Sabbatical Leave Scheme to the Women Employees of the Bank.

The scheme for Sabbatical Leave to Women Employees of the Bank was introduced vide Head Office circular no. CHO/PMG/54/2011-2012 dated 30/03/2012 as per terms and conditions given by the Government of India.

In the Scheme, the following stipulation has been given,

- 1- The total leave period is upto 2 years during the entire service period,
- 2- The Sabbatical leave shall be taken for a period of at least 3 months at a time and the leave shall not be taken more than once in a year.

We are receiving requests from Women employees who were earlier sanctioned sabbatical leave for a specific period for extension of leave in continuation with already sanctioned leave within the stipulated period i.e. 2 years.

The matter was placed before the Board of Directors who have considered extension of sabbatical leave in continuation with already sanctioned sabbatical leave in genuine cases, subject to,

- (i) The extension of sabbatical leave shall be allowed for further period within the maximum stipulated period of 2 years.
- (ii) The request for extension of sabbatical leave shall be submitted at least 15 days before the expiry of earlier sanctioned sabbatical leave.

The request for extension for sabbatical leave shall be submitted in enclosed format.

All other terms and conditions contained in "UCO Bank Women Employees Sabbatical Leave Scheme" shall remain same.


(Arabinda Mishra)
Dy. General Manager
Personnel services

Enclosure: format of Application

Application for seeking extension for Sabbatical Leave
Under " UCO Bank Women Employees Sabbatical Leave Scheme".

The General Manager
Personnel Services Department,
UCO Bank ,
Head Office,
Kolkata

Through proper channel *

SUB : Application for Sabbatical Leave

I hereby request for extension of sabbatical leave in continuation with earlier sanction sabbatical leave in accordance with the terms and conditions stipulated in the **UCO Bank Women Employees Sabbatical Leave Scheme**,

Sl. No.	Particulars	
1-	Name of the Employee	
2-	EMP No.	
3-	Present designation & Scale	
4-	Place of Present Posting	
5-	Period of earlier sanctioned sabbatical leave	
6-	Period of extension for sabbatical leave	
7-	Reason for taking Sabbatical Leave	
8-	Reason for requesting for extension of Sabbatical Leave	
9-	Address of communication and contact Number during the sabbatical leave	

Yours faithfully,

Signature of the Employee

Date:

Application for seeking extension for Sabbatical Leave
Under " UCO Bank Women Employees Sabbatical Leave Scheme".

Name: Ms

Comments and recommendation of the Head of the Branch/Office.

Date :

Signature of The Head of the Branch/Office

Comments and recommendation of the Head of the Zonal office/Circle
office/Inspection department of HO/CSC/Departmental Head of Head Office

Date :

Signature of the Head of /Zonal Office/Circle office/Inspection
Department (in case of employee attached to FI)/
CSC/Departmental Head of Head Office