

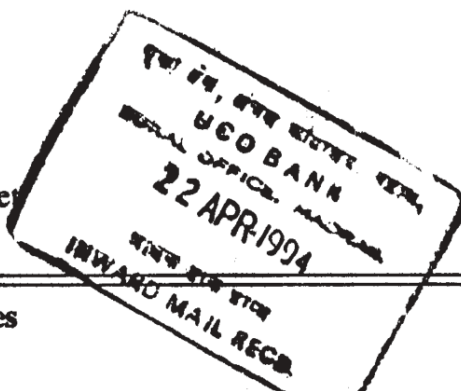


**UCO BANK**

**Head Office :**  
Personnel Department  
12, Old Court House Street  
Calcutta - 700 001.

CRN  
337/93-94

Circular No. CHO/PMG/12/94  
Date : 09.03.94



**To All Branches & Offices**

### **GUIDELINES COVERING SPORTS ACTIVITIES**

We invite reference to our Circular No. CHO/PMG/19/87 dated 29.7.1987 advising guidelines for sanction of **special leave** for participation in sports activities. With the formation of Banks' Sports Board comprising all banks under the auspices of IBA, various guidelines concerning sports and sportspersons have been framed for maintaining uniformity and consistency among member banks.

In order to expedite decisions concerning sports matters, it has been decided that Zonal Offices will consider and decide the issues on the basis of the under-mentioned guidelines :

#### **I. Recognised Games :**

Banks' Sports Board has recognised the following games for the purpose of recruitment, exemption from rural posting and granting of such facilities as increments, promotion and special leave etc :

(1) Football (2) Hockey (3) Volleyball (4) Basketball (5) Cricket (6) Athletics (7) Table Tennis (8) Powerlifting (9) Shuttle Badminton (10) Body Building (11) Weight Lifting (12) Aquatics (13) Kabaddi (14) Kho Kho (15) Chess (16) Carrom (17) Wrestling

#### **II. Time-Off for practice :**

Those who represent the Bank's team may be given upto a maximum of two hours "Time-off" preferably after business hours. Only in exceptional cases may "time-off" be given in the morning.

The "Time-off" may be permitted on the basis of a recommendatory letter issued by the captain of the team/sports-in-charge of the game and a letter of request from the player-employee. For international and national level players and coaches, "time off" for practice would be given for the desired period on the basis of recommendation of appropriate authorities at the national/state level.

#### **III. Trekking/Mountaineering Expeditions :**

- i) Special leave for trekking/mountaineering expedition may be granted provided the expeditions are approved by Indian Mountaineering Foundation, New Delhi.
- ii) Special leave facilities shall not exceed 30 days on one occasion and not more than three

occasions in an employee's entire career. There should be a gap of minimum of two years between two expeditions. In exceptional cases, the gap of two years could be relaxed at the discretion of Head Office.

- iii) For each such expedition there should be prior approval of Indian Mountaineering Foundation, New Delhi; and also a certificate of having participated in such approved expedition should be submitted by those candidates who participated.

#### **IV. Supply of Kit :**

- i) In tournaments of national/international importance and in all-India inter-bank tournaments, the Bank may provide kit to the members of the team and officials. The kit is to be given once every calendar year.
- ii) Where the teams from banks participate in tournaments organised by Regional Sports Board or in other local/regional tournaments, there is no need to provide kit, the Bank may however provide at its discretion some essential items as considered appropriate, for which sanction will be accorded by Head Office.

#### **V. Payment of TA/DA etc :**

- i) Bank employees participating in tournaments, championships etc. organised by Banks' Sports Board of IBA, or by Regional Sports Board of IBA, or by individual banks on behalf of Banks' Sports Board team of IBA should be provided with the following facilities irrespective of their cadre and eligibility when they travel.

(1) On duty leave (2) First class travel by train (3) Lodging, boarding and halting allowances as applicable to Junior Management Scale I grade officers.

- ii) Local players, coaches, officials etc. participating in inter-bank tournaments/championships etc. at the all-India level or regional level are to be paid out-of-pocket allowance of Rs.25/- per day per person.

#### **VI. Special leave to sportsmen employees who sustain injuries while representing the Bank in tournaments/practice :**

If an employee sustains injury while representing the Bank or the Banks' Sports Board in a tournament, championship etc. or while practising as a part of the Bank's team or Banks' Sports Board team, he should be extended all the benefits as are applicable to an employee who sustains injury in the course of duty.

#### **VII. Special leave/On-duty leave :**

- i) On-duty leave will apply to players, coaches, officials etc. for participating in inter-bank tournaments and for representing the combined banks' teams.
- ii) Special leave will apply to employees acting as players, coaches and officials for participating in national school games, all-India University tournaments, sub-junior, junior and senior national championships and international tournaments. No TA/DA will be payable in these cases.

- iii) No special leave shall be given for representing outside club teams.
- iv) Period of **on-duty** leave and special leave will include actual days of participation in tournament, journey time and pre-participation training camps, if any such camps are conducted.
- v) However, special leave for a period not exceeding 30 days in a calendar year will be applicable to players, coaches and officials for :
  - (1) Attending pre-selection trial camps connected with sporting events of national/ international importance.
  - (2) Attending coaching or training camps under Rajkumari Amrit Kaur coaching scheme; or a similar all-India coaching or training scheme; or at the National Institute of Sports, Patiala.
  - (3) Attending coaching camps in sports organised by National Sports Federation/ Sports Board recognised by All-India Council of Sports.

Branches/Offices should note the contents of the above Circular and ensure compliance. Kindly note that this Circular supersedes all earlier instructions on the subject.

Please acknowledge receipt of this Circular.



Deputy General Manager  
Personnel

**UCO BANK**  
(A Govt. of India Undertaking)  
**HONOURS YOUR TRUST**

**CRN**  
**238/ 2006-07**

**Head Office-2 :**  
Personnel Admn. & IRM Department  
3-4, DD Block,  
Sector- , Salt Lake  
Kolkata - 700 064

**Circular No. :**  
**CHO/PMG/15/2006-07**  
**Date : 03.11.2006**

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**TO ALL BRANCHES & OFFICES**

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Sub : Formulation of Bank's Sports Policy - Particulars  
of Sports Person

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**ACTION POINTS :**

1. **For Branches/Offices :** To bring this circular to the notice of all employees, irrespective of category, of the branch/office against proper record and to send the requisite particulars of sport persons along with their bio-data in the prescribed format to RO /Head of the Office within 11-11-06.
2. **For RO/Head of the Departments of HO/Principal, Central Staff College :** To send a consolidated statement of sport persons along with copies of bio-data in respect of their Regions/Department/ Office to Head Office, Personnel & IRM Department (Est. & W) by 14-11-2006

Our Bank is going to put in place a comprehensive policy to promote sports activities in the Bank. Under an appropriate policy, the Bank intends to explore the possibility of registering its presence in maximum number of sports events organised under the auspices of IBA in order to enhance its image and publicity in the industry level. In the process, the Bank will not only give scope to the employees having sports background to exhibit their talent/expertise to earn due recognition they deserve but also, would like to involve them in framing guidelines on different sports activities for the Bank on an on going manner.

For accomplishing the above, it is necessary to have a data-base of sport persons of our Bank at Head Office.

The Bank views sport persons broadly under two categories, namely

- i) Employees who have been recruited in the Bank under 'sports person' category and



- ii) Employees who have sports background and have been associating themselves in the sport activities at various level (Bank/Club /District/ State/ Nation)

The Bank wants to have data-base for both the above categories of persons. **Employees belonging to above two categories are hereby advised to submit their bio-data in the enclosed format to their respective Branch Manager/Head of Office within 10-11-2006.**

Branches/Offices are hereby advised to bring this circular to the notice of all employees of the Branch/Office and ensure submission of a consolidated statement of sports persons along with copies of bio-data, in respect of their Branch/Office to RO/Head of office within **11-11-06**. Branches/Offices are to send a nil statement if no such sports person is available in their Branch/Office.

Regional Offices/Head of Departments of H. O. /Central Staff College are requested to send a consolidated statement of sport persons in respect of their Region/Office along with copies of bio-data, to Head Office, Personnel & IRM Department within 14-11-2006 positively. Regions/Offices where no such persons are available are to send a nil statement within the aforesaid date i.e. 14-11-2006. R.O. / Departments of H. O. /CSC may note that we have already advised them vide our E-mail dated 01-11-2006 for sending us the particulars of sport persons in respect of their Region/Office in the prescribed format, by the aforesaid date i.e. **14-11-2006**. It may please be noted that this circular is issued in addition to the above, with a view to securing response from all available sport persons of the Bank and to avoid any omission.

**Regional Heads/Head of Departments of H. O. /Principal, Central Staff College are requested to bestow their personal attention in the matter and ensure that the requisite particulars of sport persons in respect of their Region/Office is submitted to Head Office within 14-11-2006 positively.**

**Asstt. General Manager**  
**( Personnel & IR)**

Enclo : Stated as above.