



**Canara Bank Officers' Union[Regd.]**

[AFFILIATED TO ALL INDIA BANK OFFICERS' ASSOCIATION]

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**REF: CBOU/18/2020-GS**

**DATE : 08-05-2020**

**To**

**THE MANAGING DIRECTOR & CEO  
CANARA BANK, HR WING  
HEAD OFFICE  
112 J C ROAD  
BANGALORE 560 001**

**Dear Sir**

SUB :: COVID-19 & LOCKDOWN – SPECIAL LEAVE REGARDING

REF :: OUR LETTER CBOU/12/2020 DATE : 07-04-2020

A very good morning to you sir. We had represented to HR Wing vide the letter referred referring to the circular no 263/2020 dated 04.04.2020, wherein it has been clearly mentioned that the employees/officers coming under Exempted category are not eligible for "SPECIAL LEAVE". We understand that since "the Employees with Health High Risk including Pregnant Ladies and Divyangans- persons with disabilities" are exempted from attending office, they shall be treated "ON DUTY". However, it is being reported from various branches across the state that Branch Heads/Administrative Officers and insisting on debiting leave of such "EXEMPTED OFFICER's".

Sir, we place our views once again that the "EXEMPTION" is given to them as per Government of India, DoPT, DFS & IBA guidelines and that the branches should exclude such employees/Officers while drawing the daily roaster (List of employees/officers required to maintain the minimum strength of 15% for performing basic banking services). All category of employees of the bank including Orthopaedically handicapped, Paraplegic Persons, Blind persons, Deaf & Dumb Persons should be "EXEMPTED" under the clause.

Sir, in case the Employees with Health High Risk including Pregnant Ladies and Divyangans- persons with disabilities are debited with their leave's, then the concept of "EXEMPTION" will be defeated, and would have been treated at PAR with the normal employees/officers. EXEMPTED employees are not staying at home on their personal obligation, rather they are following the Directions of the Higher office.

Hence, we request your good office to kindly advise the Circle's & Regional Office's and pass on necessary instructions to the Branch in charges not to debit "Personal Leaves" of exempted category of workforce as per Government guidelines.

Also, request your good office to consider our earlier representations vide letter no. CBOU/04/2020 DTD 19.03.2020 to provide "SPECIAL LEAVE" - for QUARANTINE to the employees who have been Quarantined by the health authorities and letter no. CBOU/07/2020 DTD 26.03.2020 to provide "SPECIAL LEAVE" to those employees /officers who have been "unintentionally" stuck/ forcefully held up at home's due to sudden announcement of lock down/ and Local Government restrictions, till such date of lifting of National Lockdown and restoration of Transportation facilities.

An early action from your good office is expected to reduce the hardships of our workforce. Sir, the encashable leave of those officers who had retired from active services have already been debited for no fault of theirs and the same is being done to those in service and going to retire shortly.

Hope you'll consider our representation favourably and neccessary guidelines at the earliest and oblige.

*Thanking you*

*Yours faithfully*

A handwritten signature in black ink, appearing to be 'H Vinod Kumar', written over a faint rectangular stamp.

**H VINOD KUMAR**  
**GENERAL SECRETARY**