



Canara Bank Officers' Union[Regd.]

[AFFILIATED TO ALL INDIA BANK OFFICERS' ASSOCIATION]

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REF: CBOU/07/2020

DATE : 26-03-2020

To

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

Dear Sir

SUB :: REGARDING COMPULSORY MARKING OF LEAVE DURING LOCKDOWN

REF :: OUR LETTER CBOU/03/2020 Dtd 05-03-2020 & 04/2020 Dtd 19-03-2020

The Union registers its appreciation for the proactive steps taken by our bank regarding the precautions, prevention and other safety directions with regard to the Covid-19. Our bank under the able guidance of your goodselves has brought out many measures to care of the entire workforce at the right time.

In continuation to our letter referred we wish to request your good office to consider the following.

Sir, it is a fact that the entire nation had entered into a total lockdown since 23rd of March. On 22nd we had the first ever Janata Curfew initiative too. The entire Central Government machinery along with all State Government administration is trying best to contain the spread of the Virus and our bank also is playing a lead role to support the Government initiatives.

1. Sir, our bank has also proposed a mandatory rotation of 3 days amongst its staffs as mandatory leave or "Work from Home". Bank has advised for minimum staff with suitable roster for rotation of staff with Work from Home Concept. However, it has come to our notice that certain branches/RO's under Circle's like Guwahati Circle and Bangalore Circle to point out still are not allowing the "Work at Home" and are compelling officers/Managers to attend office, exposing our workforce to severe and lethal infection. Even when the roster has been prepared, the absence of staff has been directed to be marked as leave. This is in violation of DoPT, DFS, IBA & HO guidelines. We advice your good office to kindly intervene at the earliest and advice the Circles accordingly.
2. Sir, there are some instances wherein some of our Officers/Managers working in other states had gone to their home place just before the Lockdown was announced. All such Officers/Managers had reached their houses for various genuine reasons. Some had been given mandatory off for a 1 week prior to the sudden Lockdown, some had come due to health issues and others due to certain urgencies at home. The Officers/Managers who had so visited their houses prior to the announcement of Total Lockdown are now stuck up at their native places, unable to travel back. Such officers/Managers may be permitted to "Work from Home" from their home state.
3. Many other officers who are in the same district of work are also unable to make it to the office due to Curfew like situation, without any public conveyances.
4. Sir, as is a practice an employee of the bank is eligible for 12 days Casual Leave in a year. Such leave is given, to the employee to be availed to meet any urgent personal needs. Now, since last 10 days almost 3 Casual Leaves of many Officers/Managers might have been debited mandatorily. We now have another 18 days to go, as of now, under Total Lockdown. We wish the matter ends with the 21 days Lockdown. By such time all our workforce might have exhausted their entire Casual Leaves. Those

employees who are in their Probation are the most affected. They will not have any other leaves too to be availed on a later date.

5. Sir, many State Government offices are also shutdown or are working with skeletal staff. These offices are permitting attendance to all the employees for the entire days of "Lockdown". We being in the essential services category have to keep open our branches nationwide and we happily accept our role in exigency.

Sir, taking into consideration of the above we request your good office to kindly treat the absence of all the officers/Managers from 19th March 2020 till such dates the normal functioning of our banks are reinstated as "ON DUTY LEAVE" as a special case. Our workforce is our treasure and we need to preserve it preciously.

We also request your good office to consider

- a. Postpone all Disciplinary action proceedings involving personal appearance of employees till such date the normal banking is reinstated. And

- b. Payment an amount equivalent to 1 month salary as an advance to all the employees to tide through the financial difficulties faced by them at present, due to purchase of precautionary materials, stocking of extra house hold groceries on account of Lockdown.

We believe that such an action from our bank will boost the morale and build confidence among our entire workforce.

Hope you'll consider our request favourably.

Thanking you

Yours faithfully



**H VINOD KUMAR
GENERAL SECRETARY**