



Chhattisgarh Rajya Gramin Bank Employees Association
Chhattisgarh Rajya Gramin Bank Officer's Organisation

Affiliated with AIRRBEA (NFRRBO/NFRRBE)

B-122 Capital City Phase 2, Saddu Raipur -492014

Central Office AIRRBEA: Golders Green, Ground Floor, F-G Block, 1 Nazrul Islam Avenue
(VIP Road), Kaikhali, Kolkata 700 052

Email- crgboogs@gmail.com, union.crgbea@gmail.com

Mobile- 98515 54101 / 95461 41090

General secretary - Ramesh Singh

General secretary - Rahul Kumar

Letter No. – JF/21/2024-25

Date – 27.03.2025

To,
The Chairman
Chhattisgarh Rajya Gramin Bank
Head Office – Nava Raipur, C.G.
as- chairman.crgb@cgbank.in

TREATMENT OF MANDATORY LEAVE UNDER VACATION POLICY AS “SPECIAL LEAVE”
FOR EMPLOYEES / OFFICERS POSTED IN SENSITIVE POSTINGS / AREAS OF OPERATION

Ref - SBI Circular No. CDO/P&HRD-PM/80/2024-25 Dated - 26-03-2025

Dear sir,

With reference to the captioned subject, as per the instructions of RBI, bank is implementing mandatory leave under vacation policy for employees / officers posted in sensitive postings / areas of operation. Under the above policy, employees / officers are required to be on leave for 10 (Ten) continuous working days during a financial year.

IBA, vide Ltr. No. HR&IR/MBR/RBI/10578 dated November, 20, 2021 has issued advisory to banks to treat the above leave as special leave having no impact on usual leave entitlement and many PSB's and RRB's are treating the above leave as special leave over and above the various types of leave available to an employee / officer and is not being debited to any leave of the employee / officer. However, till date the same has not been implemented in our bank and leave account of the officers / employees is being debited during mandatory leave.

Now, on 26.03.2025, vide Circular No. CDO/P&HRD-PM/80/2024-25 our sponsor bank SBI is treating the mandatory leave under vacation policy as special leave over and above the various types of leave available to the employees / officers as per the respective service conditions. A copy of the above circular is enclosed to this letter for ready reference.

In view of the above, we request you to kindly implement similar guidelines in our bank also to treat the mandatory leave under vacation policy as special leave having no impact on the leave balance of the employee / officer.

Thanking you

Yours Faithfully

Rahul Kumar
General Secretary – CRGBOO

Ramesh Kumar Singh
General Secretary – CRGBEA

1. The CGM (IDD)< NABARD, HO, Mumbai – as- idd@nabard.org
2. The CGM (A&S), SBI, HO, MUMBAI – as- cgm.ans@sbi.co.in



eCircular

Department: P&HRD

Sl.No : 1334/2024 - 25

Circular No.: CDO/P&HRD-PM/80/2024 - 25

Date: Wed 26 Mar 2025

STRICTLY FOR INTERNAL CIRCULATION ONLY

The Chief General Manager,
State Bank of India,
Local Head Office
All Circles/SARG/CCG/CAG/IBG etc.

Madam/Dear Sir,

TREATMENT OF MANDATORY LEAVE UNDER VACATION POLICY AS "SPECIAL LEAVE" FOR EMPLOYEES / OFFICERS POSTED IN SENSITIVE POSITIONS / AREAS OF OPERATION

Please refer to Circular No. [CDO/P&HRD-PM/64/2024-25](#) dated 27.01.2025 on Review / Revision of 'Vacation Policy' for FY. 2024-25.

2. In terms of RBI instructions issued vide letter no. RBI/2021-22/70 dated 9th July, 2021, employees manning the identified 'Sensitive Positions' under the 'Vacation Policy' are required to be away from their regular work / office for ten continuous days (not less than 10 working days) in a single spell every year, without any prior intimation to these employees during a financial year to maintain an **element of surprise**.

3. In this connection, the Executive Committee of Central Board has accorded approval to treat the Mandatory Leave period under vacation policy of the Bank as "Special Leave" having no impact on usual leave entitlement of the employees / officers posted in 'sensitive positions or areas of operation' subject to following terms and conditions:

- (i) **Mandatory Leave under Vacation Policy will be treated as "Special Leave" over and above the various types of leave available to the employees / officers as per the respective service conditions. Such period shall not be deducted from employee's available balance of Privilege Leave, or any other leave.**
 - (ii) **Special Leave shall only be available to the employees / officers who will be sent on mandatory leave under the Vacation Policy maintaining element of surprise as per the policy.**
-

- (iii) The treatment of Mandatory Leave period under Vacation Policy as "Special Leave" for the employees / officers posted in 'sensitive positions or areas of operation' will be applicable from financial year 2025-26 i.e. from **01.04.2025**.
- (iv) The official posted in the identified 'Sensitive' position shall be deemed to be in compliance of the "Vacation Policy", if he/ she has not worked in the sensitive position for the entire financial year. Thus, the Special Leave (Mandatory Leave period) is not applicable to these employees / officers.
- (v) The 'Special Leave under Vacation Policy' for the employees / officers posted in sensitive positions will be through HRMS only. Operational guidelines in this regard will be issued separately.
- (vi) All other existing instructions regarding Vacation Policy / Leave Rules shall remain unchanged.

4. Please arrange to bring the contents of this Circular to the knowledge of all concerned.

Yours faithfully,

(Binod Kumar Mishra)
**Deputy Managing Director (HR) &
Corporate Development Officer**