

Date. 05.08.2022

ASN/55

To,  
The Chief General Manager,  
State Bank of India,  
Local Head Office,  
Bhopal

Respected Sir,

**COMPENSATORY LEAVE ON ACCOUNT OF WORK PERFORMED ON SUNDAY/HOLIDAY  
ADDITION OF COMPENSATORY LEAVE TO PRIVILEGED LEAVE**

Apropos above, we refer to our previous letter no ASN/81 dated 8/11/2021 on the captioned subject wherein we had referred excerpts of SBIOSR,1992 on the subject. We again would like to draw your kind attention towards the instructions contained in HR Volume-I (updated up to 31.03.2022- page no. 522 & 523) on the subject referred above.

The said provision is as under:-

**3.2.13 : COMPENSATORY LEAVE(CC No. CDO/PM/06/CIR/29 dt 11.9.2000)**

If an officer is called upon to work on a Sunday / holiday, he should be granted compensatory off during the week following the Sunday / holiday on which he has been required to work. Such compensatory off is to be availed of, as far as possible, by the officers who are eligible for casual leave.

If any Officer on Contract is called upon to work on a Sunday/holiday, he/she should be granted compensatory off during the week following the Sunday/holiday on which he/she has been required to work.

It is also mentioned on the page no. 522 & 523 that:-

- i. If an officer is called upon to work on a Sunday / holiday, he should be granted compensatory off during the week following the Sunday / holiday on which he has been required to work. Such compensatory off is to be availed of, as far as possible, by the officers who are eligible for casual leave.
- ii. As it is not possible to grant compensatory off to a Branch Manager / Accountant / Cash Officer (and other officers who are ineligible for casual leave) for performance of any routine duty on a Sunday / holiday in connection with the inspection of sub-offices and / or godowns at the outstations, attending dispatch of remittances, etc., leave in lieu of compensatory off should be added to his privilege leave account subject to the maximum permissible limit. Each case of work on a Sunday / holiday should be referred to the controlling authority for sanction to add to the privilege leave.

- iii. **In unavoidable circumstances, the facility of credit to privilege leave account within the maximum permissible limit may be permitted to an official who is eligible for casual leave but is not allowed to avail of the compensatory off due to exigencies of services with the approval of the competent authority**

The instructions are very clear; however the officers, who are called upon to perform duties on Sunday / Holiday, are neither being permitted to avail Compensatory Leave/off in the succeeding week nor being given credit of their denied compensatory leave by crediting the same in Privilege Leave account. Needless to mention, that they are deprived of their legitimate right. This also affects their work life balance adversely. The service rule is still in existence; however the same has been diluted arbitrarily by the controllers for one or the other reason.

We, on the backdrop of the above, request your good office to arrange for issuance of the instructions in this regard to all concerns to sanction the Compensatory Leave/off to all eligible officers.

With assurance of all time best possible support,

Yours faithfully,

**(SANJEEV SABHLOK)**  
**GENERAL SECRETARY**

Copy to: Dy General Secretary Bhopal/Indore/Jabalpur/Gwalior/Raipur/Bilaspur Modules for information. Please ensure that no compensatory leave for eligible officers are declined by the controllers under the guise of staff shortage.

**GENERAL SECRETARY**