

महाराष्ट्र ग्रामीण बँक

(भारत सरकार द्वारा स्थापित शेड्युल्ड बँक)
पुरस्कृत बँक: बँक ऑफ महाराष्ट्र
मुख्य कार्यालय: प्लॉट नं. ४२, गट नं. ३३ (भाग), गोलवाडी गाव, ग्रोथ सेंटर,
वालुज महानगर ४सिडको, औरंगाबाद ४३१ ०१०.

**MAHARASHTRA GRAMIN BANK**

(A Scheduled Bank established by Government of India)
Sponsor Bank: Bank of Maharashtra
Head Office: Plot No.42 in Gut No.33 (Part), Village Golwadi, Growth
Centre, in WalujMahanagar IV of CIDCO Aurangabad 431 010.

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MGB/HO/HRD/CIR NO- 07 /2022

Date: 02.03.2022

To,
All Branches & Offices of the Bank
Dear Sir,

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Reg :- MANDATORY LEAVE POLICY FOR EMPLOYEES POSTED IN SENSITIVE POSITIONS OR AREAS OF OPERATIONS

RBI vide its circular no. DBR.No.BP.BC.88/21.04.048/2014-15, Dt. April 23, 2015, advised all Banks (Excluding RRBs) to implement a 'Mandatory Leave' policy for the employees posted in sensitive positions or areas of operation. Again, RBI vide its circular no. DoR.ORG.REC.31/21.06.017/2021-22, July 9, 2021 included RRBs to implement a 'Mandatory Leave' policy for the employees posted in sensitive positions or areas of operation.

In line with RBI directions, bank has to frame a policy for Mandatory Leave/Vacation Policy for Employees posted in Sensitive Positions or Areas of Operations & identification of Sensitive positions / Areas of Operations wherein the officers working in sensitive positions were advised to avail 10 days mandatory leave in a single spell every year, during his/her posting in such areas, also Banks shall ensure that the employees, while on 'mandatory leave', do not have access to any physical or virtual resources related to their work responsibilities, with the exception of internal/corporate email which is usually available to all employees for general purposes.

Hon'ble board in its meeting dt. 17.12.2021 has approved the Mandatory Leave Policy for Employees Posted in Sensitive Positions of Areas of Operation.

All employees are advised to take a note of the guidelines enumerated in the policy ~~in the policy~~ and ensure the guidelines contained therein are followed scrupulously.

Policy Enclosed


Chief Manager, HRD




General Manager(C)

MANDATORY LEAVE POLICY FOR EMPLOYEES POSTED IN SENSITIVE POSITIONS OR AREAS OF OPERATIONS

1) Objective of the Policy:-

- Towards a Prudent Operational Risk Management Measure
- As a risk containment measure
- To Off-set/pre-empt frauds
- To control / mitigation of operational risk

2) Applicability:-

The policy is applicable to staff members working in sensitive post / positions as identified by the Bank. The detail list is attached as Annexure-I. Such Staff members holding sensitive posts or areas of operations shall be compulsorily subjected to Mandatory Leave policy during the posting in such areas. **These employees should compulsorily be sent on leave i:e for a period of 10 working days in a single spell every year, without giving any prior intimation to the employee,** thereby maintaining an element of surprise .

The leave sanctioning authorities i:e Department Head for Offices at Head Office, Regional Managers for officers working as Branch Managers or at Regional Offices , Branch Managers for Officers working at Branches & other authorities etc. shall prepare a “confidential schedule of proposed leaves” under mandatory leave policy for eligible officers working under them & issue necessary instructions as and when required.

The list of sensitive posts identified by the Bank is exhaustive and any other post may be included as and when required and any officer not included in sensitive posts list may also be subjected to Mandatory leave, at the discretion of Management and as decided from time to time.

Operational Guidelines & Policy Prescriptions:-

- (i) List of sensitive positions or areas of operations to be brought under mandatory leave policy, shall be identified by HR Department every year. (Latest Sensitive posts identified by the Bank is enclosed as Annexure-I)
- (ii) Such employees will be advised by the competent authorities to proceed on mandatory leave for a period of 10 working days in a single spell every year which is excluding of prefixing / suffixing holidays or any deputation period, without any prior intimation.
- (iii) The competent authorities should not reveal the mandatory leave period in advance & it is to be intimated to concerned employee only after closing of office hour.
- (iv) During such leave/absence, the employees shall not have access to any physical or virtual resources to his/her work responsibilities with an exception to corporate e-mails.
- (v) The above vacation may be of any kind including Privilege Leave, Sick Leave, Un-availed Casual Leave (UCL) etc. Interim Sundays/holidays and those at prefix / suffix will not be counted for the purpose and leave will be availed as per existing Leave rules.
- (vi) Absence of the employee from their workplace for ten continuous working days on account of any type of leave/training / deputation (outside Bank) / transit leave etc. will also qualify for the above purpose provided their IDs are de-activated during such period.
- (vii) It is the responsibility of the respective Branch Managers/Regional Managers / Departmental Heads to take appropriate action as deemed fit, keeping in mind the spirit of



the policy. The authorities shall prepare a “confidential schedule of proposed leaves” under mandatory leave policy for eligible officers working under them & issue necessary instructions as and when required at the beginning of the year to ensure smooth functioning of the Branches/Departments.

- (viii) Such leave will be monitored through Leave Management System / Leave Record maintained at Branch/office and concerned employees will be reminded by text message / e-mail.
- (ix) The respective Departmental Head of Head Office / Regional Manager / Branch Manager will ensure that the concerned Employee-ID is disabled in the ‘System’(CBS, HRMS etc.) during the period of his/her leave. It is the responsibility of Department Head/ Regional Manager/Branch Manager who shall communicate the CBS ID number / Name details to PMO, H.O IT / concerned IT officials at H.O for disabling the user ID’s of officers proceeded on Mandatory Leave.
- (x) It will be the responsibility of the Departmental Head of Head Office / Branch Manager / Regional Manager to ensure compliance of above instructions. At the end of the financial year, the compliance report shall reach HRD Department before 31st May of succeeding financial year in the format attached as Annexure - II
- (xi) As per the RBI guidelines, the internal auditors as also the concurrent auditors shall invariably examine the implementation of this policy and point out instances of breaches irrespective of apparent justifications for non-compliance, if any. The decision taken / transactions effected by officers and staff not rotated / availing leave as per policy should be subjected to comprehensive examination by the internal auditors / inspectors including concurrent auditors. The findings thereon should be documented in a separate section of the audit / inspection reports.



LIST OF SENSITIVE POSTS / POSITIONS IDENTIFIED BY BANK

Sr. No	Name of Department/Branch/Offices	Sensitive Posts
1.	All Officers	All Officers in Grade/Scale –IV & above, irrespective of the post. (Excluding of posts in Exemptions Category, mentioned as under)
2.	Information Technology (IT) , IT Enabled services, Digital Banking Department (Alternate delivery Channel & Card products)	(i) Officers involved in procurement, maintenance process, dealing with vendors and floating with RFP / Tender process /Admin Passwords. (ii) Officers dealing with system and database administrator handling SWIFT, ATM Switch, Reconciliation & Cash tally etc. (iii) Officers working in payment gateway settlement / Retail Internet Banking / Corporate Internet banking & officers involved in generating / resetting passwords. (iv) Officers processing payment Vendors bills like ATMs Rent, Card printing, PoS/MPoS, QR rent, UPI QR printing charges etc.
3.	Alternate Business Channel,(ABC) & Operation Department	Officers dealing with vendors and exercising their delegation
4.	Corporate Service/ GAD Department	(i) Officers involved in procurement and maintenance, processes and having financial delegations. (ii) Officers dealing with Request for proposal (RFP) /Tendering Process. (iii) Officers looking after Banks premises & properties matter , stationary & expenditure etc.
5.	Marketing & Publicity	Officers dealing with vendors , advertisement & sponsorships etc
6.	Security	All officers dealing with Vendors
7.	Card Cell	All officers in Card Cell Department
8.	Treasury (HIGHLY SENSITIVE)	All Dealers in Treasury Department (Irrespective of Scale)
9.	Inspection & Audit KYC & AML	(i) Officials working in Inspection Cells (ii) All Officers working KYC-AML Cell
10.	Risk Management (IRM) & Fraud Monitoring Cells (FMC) (HIGHLY SENSITIVE)	(i) Officers handling Credit rating module & Processes (Model development) (ii) All Officers working in FMC
11.	Recovery & Legal Services	Officers engaged in processing / vetting / sanctioning of OTS / Settlement relief casers in NPA accounts



12.	Accounts & Investment	Officials dealing with tax compliance & Reimbursement expenses to auditors
13.	Vigilance	All officers working in Vigilance Department
14.	HRM	(i) All Officers working in Recruitment Cell / Promotion / Transfer & posting / Insurance Section / Disciplinary Matter Cell (ii) Head of Training college (STC)
15.	Credit (Corporate Credit , Credit Priority , Retail & MSME)	All officer working in credit Department doing processing & sanctioning credit proposals
16.	Regional Offices	Officers working in following Departments, <ul style="list-style-type: none"> ➤ General Administrative Department (GAD) ➤ Credit Department (Commercial, Agriculture & Retail) ➤ Recovery Department ➤ Officers dealing with Legal / Recovery process ➤ Inspection & Audit ➤ Staff Officer ➤ IT Officer ➤ Regional Vigilance Officer/s
17.	Branches	(i) Branch (ii) Officers handling Credit and Recovery portfolio

Exemptions:-

- (i) Officer working as AGM & CM of Planning Department, Personal Secretaries(PS) of Executives etc. & other officers posted at administrative offices / Branches , other than the above listed posts.
- (ii) Staff members attached to staff training colleges, RDC & RSETIs etc.
- (iii) Staff members under probation period.



Format for sending compliance report by the Departmental Head of Head Office / Branch Manager & Regional Manager

Maharashtra Gramin Bank

_____ Department / Branch / Regional Office

To,

Chief Manager,

HRD, Head Office

Aurangabad

Dear Sir,

SUB: Compliance of Mandatory Leave/Vacation Policy for employees posted in Sensitive Positions or Areas of Operations

With reference to the above subject, we hereby certify as under:

1	Total No. of employees posted in sensitive positions or areas of operation during the Financial Year-	
2	Out of (1) above number of employees have availed 10 days leave in a single spell during the Financial Year OR	
3	Out of (1) above number of employees were out of work place for ten continuous working days on account of training / deputation / transit leave etc.	
4	During such leave/absence, the employees had no access to any physical or virtual resources to his/her work responsibilities.	
5	Out of (1) above, number of employees have not availed 10 days leave in a single spell / were not out of work place for ten continuous working days during the financial year. The List of such employees with reasons for not availing leave for 10 days in a single spell is to be enclosed as per format enclosed as Anx-III .	
6	During such period of leave / absence of employees, their IDs were de-activated / employees were disabled in the system.	

Yours faithfully,

Branch/Regional/Chief Manager



ANNEXURE- III

LIST OF EMPLOYEES NOT AVAILED MANADATORY LEAVE

SR	Name of EMP	Designation	Branch(Code)	Region	Mandatory Leave		If not availed reason thereof
					From Leave	To Leave	



