

F.No.9/20/2011-IR
Government of India
Ministry of Finance
Department of Financial Services

Jeevan Deep Building
Parliament Street
New Delhi – 110001
Dated, the February 28th, 2012

To,

The Chief Executive Officers of all Public Sector Banks

Sub: Grant of Sabbatical leave of 2 years to the women employees of PSBs to meet their special problem during their career

Sir,

I am directed to say that the Khandelwal Committee in its report has recommended the introduction of Sabbatical leave to the women employees of Public Sector Banks(PSBs) to meet their special problem during their career. The recommendation has been examined in this Department and accordingly, it has been agreed to introduce sabbatical leave in all PSBs on the following broad terms:-

- (i) Sabbatical Leave of upto 2 years shall be admissible to women employees of Public Sector Banks during their entire career;*
- (ii) Sabbatical Leave shall be without Pay, Salary, Allowances and any consequential monetary and non-monetary benefits;*
- (iii) The employee applying for leave should have put in a minimum of 5 years of service. Sabbatical Leave before completion of 5 years of service shall be sanctioned only in exceptional circumstances by the authority next above the leave sanctioning authority;*
- (iv) The leave shall be taken for a period of atleast 3 months at a time and the leave shall not be taken more than once in a year;*
- (v) No increments will be earned during the Sabbatical Leave and the employee will rejoin at the same stage of pay as was existing at the time of her availing the Sabbatical Leave.*
- (vi) Employees on Sabbatical Leave shall not be eligible to participate in any promotion exercises during the Sabbatical Leave period, even if otherwise eligible.*

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(vii) Eligible and willing employees can request for Sabbatical Leave for any purpose like medical grounds, care of family members or children, higher studies, visit spouse etc.

(viii) The employee shall not take up any employment / vocation / business /profession elsewhere during the Sabbatical Leave.

2. Public Sector Banks are requested to place the proposal of introduction of Sabbatical Leave before their respective Boards for decision and its introduction w.e.f 1.4.2012.

3. The receipt of this letter may kindly be acknowledged and the action taken in the matter be intimated to this Department.

4. This issues with the approval of the Competent Authority.

Yours faithfully

Sd/-

(Manish Kumar)

Under Secretary to the Government of India

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