

# ALL INDIA UNION BANK EMPLOYEES FEDERATION

C/o Union Bank of India  
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21<sup>st</sup> June 2018

The General Manager (HR)  
Union Bank of India  
Central Office  
Mumbai

Dear Sir,

## Reasonable joining time to newly recruited clerical employees

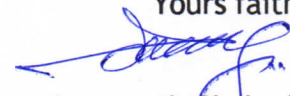
We draw your kind attention towards serious difficulties being faced by the newly recruited clerical employees in reporting to their respective places of posting on Management's expected date on 25<sup>th</sup> June 2018. Most of the postings are not in the home town of these employees or its adjacent places. It is quite natural that they might have booked their return tickets from the training center to their hometown only as they were not aware of their places posting while booking their return tickets. Now, at the fag end of their training period they have received the name of the branches to which they are to report for duty. It requires a fresh planning to reach to the branch in time; for which they are having very little time in their hand. It is more difficult for those female employees who have been posted far away from their hometown for making a safe and secured staying arrangement on 25<sup>th</sup> June itself.

In view of the above-mentioned practical difficulties, we request you to kindly advise the Regional Offices to allow these newly recruited employees to join their branches till 5 P.M. of 26<sup>th</sup> June 2018 without debiting any leave on informing the Branch Head about the genuine reason for the delay.

In this regard, we also request you to kindly look into the matter that in future the newly recruited clerical employees get their mandatory induction training to their nearest training center and the place of posting is informed to them on the 2<sup>nd</sup> or 3<sup>rd</sup> day of the training, which will alleviate their difficulties to a large extent.

We hope that our request will positively be considered by your good office which will definitely go to motivate these new comers of Union Bank family.

Yours faithfully



Jagannath Chakraborty  
General Secretary

प्रेषक / From: Human Resources Department / मानव संसाधन विभाग Manpower Planning & Recruitment Division / जनबल आयोजना व भर्ती प्रभाग Central Office, Mumbai / केन्द्रीय कार्यालय, मुंबई	प्रति / To: All Field General Managers / सभी क्षेत्र महा प्रबंधक All Regional Heads / सभी क्षेत्रीय प्रबंधक
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HRD: REC: 14195:2018

Date: 20<sup>th</sup> June 2018

**Sub.: Advance Casual Leave**

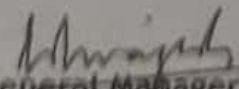
The Bank has initiated recruitment of Probationary Officers, Specialist Officers and SWO- A / Clerks for Financial Year 2018-19. SWO - A / Clerks have reported at various training centers on 11.06.2018 for mandatory induction training. Mandatory training for Probationary Officers and Rural Development Officers is scheduled to start from 25.06.2018.

The management has decided to provide advance Casual Leave up to 3 days to newly recruited Officers and SWO-A / Clerks who have been nominated for mandatory induction training to enable them to bring their belongings and make other necessary arrangements. These newly recruited Officers / Clerks can avail this leave immediately after completion of training or even at a later date but not later than 30.09.2018. Those who want to avail leave immediately after completion of training shall have to submit their leave application to In-charge / Coordinator of respective Training Centre who in turn will forward the same to the respective Field General Manager's Offices / Regional Offices under which new recruits will join. In case any of them wishes to avail this advance leave at a later date, application has to be submitted to HR Department of respective Field General Manager's Offices / Regional Office. This advance leave cannot be availed after 30.09.2018.

As the date of commencement of induction training is to be considered as the date of joining of the new recruits, these newly recruited Officers / Clerks will also be entitled for the TE / TA available to existing staff as per TE / TA rules of the Bank for their journey from Training Centre to branch where they are posted. However, the amount of TE claimed for reporting to place of posting after completion of training, should not exceed the notional fare from the training centre to his / her place of posting. We would also like to mention that the expenses incurred by the candidates

for their onward journey to training centre will have to be borne by them and this amount will not be reimbursed by the Bank. Bank will be reimbursing only for their journey from training centre to their place of posting even via their place of residence subject to maximum of notional fare from training centre to their place of posting, whichever is less.

If any Officer / Clerk reports directly from training centre to his / her place of posting without availing advance leave, he / she shall be reimbursed the fare incurred for this journey only and not for any subsequent journey. However, he / she will have the option to avail this advance leave of 3 days on or before 30.09.2018.

  
General Manager (HR)