

Leave Facility During Elections:

(i) General Elections to Lok Sabha/State Assemblies:

Grant of Special Casual Leave:

Every eligible voter is entitled to be registered in the Electoral Roll of a constituency in which he ordinarily resides. In some cases, it may happen that an employee residing, and enrolled as a voter in a particular place/constituency (where Election is to be held), may be employed in any office located at some other place. In such case, the employee may be granted special casual leave if his/her office does not happen to be closed on that particular day to enable him/her to exercise his/her franchise.

(ii) Biennial Elections to the State Legislative Councils from Graduates & Teachers Constituencies:

All employees who are University Graduates and are bonafide voters in the elections to the State Legislative Councils from Graduates & Teachers Constituencies may be allowed Special Casual Leave on the day of the poll to enable them to exercise their right of franchise in such elections.

(iii) By-Elections:

(a) Lok Sabha:

State Government normally declares a local holiday in that particular area/constituency on the polling day (s) if the Election is held on day(s) other than Sunday/closed holiday. The bank may also follow the same practice in such cases. Special casual leave may be granted on the same grounds/circumstances as in the case of General Elections as mentioned above.

(b) State Assemblies:

In By-election to State Assemblies, the bank should not be closed. Employees should be given facility to exercise their franchise, either by way of coming late to office or by being allowed to leave office early or a short absence on that day, subject to the exigencies of the service. Special Causal leave may be granted on the grounds/circumstances as in the case of General Elections.

(c) Panchayat/Corporation/Municipalities or Other Local Bodies:

The bank shall not be closed on the day (s) of election. The bank employees who are bonafide voters and desire to exercise the franchise should, however, be offered reasonable facility, subject to the normal exigencies of service, either by way of coming late to office or by being allowed to leave office early or a shorter absence on that day.

(Ref. – PD Circular Letter No. 21/95 dated 9.6.1995)