

 <p>बैंक ऑफ महाराष्ट्र Bank of Maharashtra भारत सरकार का उद्यम एक परिवार एक बैंक</p>	<p>Human Resources Management Department मानव संसाधन प्रबंधन विभाग Head Office: LOKMANGAL, 1501, SHIVAJINAGAR, PUNE-5 प्रधान कार्यालय: लोकमंगल, १५०१, शिवाजीनगर, पुणे-५ टेलीफोन / Tel: 020-25614485 / 482 ई-मेल / E-Mail: oadplencash@mahabank.co.in</p>	 <p>भारत की जनगणना CENSUS OF INDIA 2021 जनगणना से जल कल्याण</p> 
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No. AX1/ST/BPS/IR/Cir.141/2020-21

Date: 04.02.2021

ALL BRANCHES / OFFICES OF THE BANK

Dear Sir,

Reg: Annual Encashment of Privilege Leave for Calendar Year 2020
(11th BPS / 08th Joint Note).

Ref: H.O. Circular No. AX1/ST/BPS/IR/Cir.126/2020 dtd. 29.12.2020.

As per the 11th BPS / 08th Joint Note dated 11.11.2020, a new benefit "Annual Encashment of Privilege Leave in each calendar year effective from calendar year 2020" has been introduced. Accordingly, all willing and eligible employees are being requested to apply their request for annual Encashment of Privilege leave in the below online portal:

ULC → BOMNET → Utility → Useful Links → HR Related Software → PL Encash → New Application → Annual PL Encashment (Festival)

A) Application submitted by the employees exited from the Bank in calendar year 2020

All willing and eligible employees are requested to apply their request for annual encashment of Privilege Leave for the Calendar Year 2020 in the said portal on following terms and conditions.

- Employees exited from the bank during the calendar year 2020 are eligible for the leave encashment.
- Privilege leave encashment is permitted at the rate of **05-days** for employees having age below 55-Years **or** at the rate of **07-days** for employees who have completed 55-years of age and above at the time of exit from the Bank.
- Payment for the leave encashment will be done based on the Gross Salary drawn by the employees in their exit month as per 11th BPS / 08th Joint Note dtd. 11.11.2020.

The portal for punching the request of the superannuated employees is open upto **15.03.2021**.

B) Application submitted by the existing employees

All willing and eligible employees were already requested to apply their request for annual encashment of Privilege Leave for calendar Year 2020 in the said portal vide Head Office Circular No. AX1/ST/BPS/IR/Cir.126/2020 dtd. 29.12.2020.



However, due to inaccurate leave balance of calendar year 2020 in the Leave Management System (LMS), some employees were unable to punch their request for Annual Leave Encashment for calendar year 2020 in the above portal.

Hence, to facilitate the same, the portal will be once again available for punching the application only upto **10.02.2021**.

All willing and eligible employees are once again advised to apply their request for annual leave encashment for calendar year 2020 and get it authorised / forwarded by the competent authority in the said portal.

It should be noted that payment for the leave encashment will be done based on the Gross Salary for the month of December 2020 payable as per 11th BPS / 08th Joint Note dated. 11.11.2020.

All employees & the concerned authorities are hereby again instructed to always keep the leave records updated in physical leave register as well as in online Leave Management System.

All branch heads / Dept. Heads / Zonal Heads are requested to bring the content of this circular to the notice of all concerned employees.

Yours faithfully,

M. Joglekar

(Mrudul Joglekar)
Deputy General Manager
HRM



MJ