



बैंक ऑफ़ बड़ौदा  
Bank of Baroda



BCC:HRM:117/ 74

Date : 28.01.2025

LETTER TO :-

1. CGM – OPERATIONS, HO, BARODA
2. GM (FM, COA & DMS), BCC, MUMBAI
3. ALL ZONAL AND REGIONAL AUTHORITIES
4. GM, GOVT. BUSINESS, NEW DELHI
5. DGM, DR SITE, HYDERABAD
6. DGM, GIFT CITY, GANDHINAGAR
7. PRINCIPAL, APEX ACADEMY, GANDHINAGAR
8. BARODA ACADEMIES AND BSLUs

Madam/Dear Sir,

**Re: Delay in sanction of leave by Leave Sanctioning Authorities in HR Connect.**

We refer to our circular No.HO:BR:114:73 dated 07.04.222 wherein it was advised that Baroda HR Connect leave module and Finacle user profile has been integrated and accordingly Finacle access of an employee will be disabled during leave period of the employee in order to mitigate the risk of fraud and as a preventive vigilance measure. It was also advised that the onus of timely application & prompt approval of leave in HR connect system lies with employee and the competent leave sanctioning authority, respectively.

On perusal of leave records, it is observed that in many cases Leave Sanctioning Authorities delay their decision on the leave request of employees for no specific reasons. The employees express discontent / dissatisfaction for undue delay in sanction of leaves, which sometimes entail financial losses, besides defeat the very purpose of granting leave to employees i.e. rejuvenation, family time etc.

At the cost of repetition, we inform that non approval of leave request in HR Connect in time also results in revenue leakage, causes administrative difficulties in recovery of salary, benefits / reimbursement being paid to employees in case of Unauthorised absence, Extra ordinary leave on loss of pay, Sabbatical leaves etc.. Albeit, leave of any kind cannot be claimed as a matter of right and it is not obligatory on the part of the leave sanctioning authority to sanction leave, it is imperative on the part of Leave Sanctioning Authority to take timely decision on the leave requests of employees in view of the aforementioned reasons.

Therefore, we once again request to take a serious note of above and advise all concerned suitably in regard to timely application and prompt approval of leave in HR connect systems in order to mitigate the risk of fraud and also as a preventive vigilance measure.

Yours faithfully,

(C M Tripathy)

GENERAL MANAGER (HRM)