



State Banks' Staff Union (KARNATAKA)

[Registered under the Trade Union Act [Regd. No. DRT (B II) 6/83-84]
[AFFILIATED TO ALL INDIA STATE BANK OF INDIA STAFF FEDERATION (AISBISF)]

AN AFFILIATE OF
NATIONAL CONFEDERATION OF BANK EMPLOYEES (NCBE)
C/o. State Bank of India, Local Head Office, No. 65, St. Mark's Road, Bengaluru - 560001
Telephone No. : 080-25943115, Fax No. : 080-22241558, E-mail : sbsuk@sbi.co.in
Website : sbsuk1983.in

All Correspondence to be addressed to THE GENERAL SECRETARY

CIRCULAR No. 07/2025-2028

Date: Sep 01, 2025

TO: ALL UNITS

Dear Comrades,

KNOW YOUR RIGHTS **MARKING OF ATTENDANCE:**

It has come our notice that members are being forced to sit late after working hours in branch by the Branch Managers, due to circumstances beyond their control like unexpected inflow of customers at the last minute, for checking of VVRs on the same day, delay due to system issues, power failures, unusual high volume of transactions etc, and they are not allowed to mark actual time of departure in the attendance register.

- Instead, at the behest of the branch manager, the members are forced to mark standard arrival and departure time as per their working hours and not the actual time of arrival and departure, **which is the right of the employee that cannot be obstructed.**

In this connection, we reproduce here under the Bank's relevant instructions which recognize the right of the employee conferred on him/ her by the award as well as the Karnataka Shops & Commercial Establishment Rules 1963 so as to equip our members with sufficient knowledge while asserting their rights and not to buckle to unreasonable pressure from any quarter.

Reiteration of Banks existing instructions

1. An attendance register should be maintained at all Branches. The noting in the attendance register made by the employees should always reflect the actual timings of arrival, departure and lunch recess (These entries should be made in the attendance register at the appropriate time and not later)
2. It is essential that every employee marks his/ her attendance in the presence of the official concerned and it should be initialed by the officer.
3. The time of departure marked in the overtime register should invariably correspond with the time of departure marked in attendance register.
4. The Concerned official should also ensure that, the employee marks the lunch break timing everyday in the attendance register maintained in accordance with the Karnataka Shops & Commercial Establishments Act 1963 or any other Act/ Rule prevailing in this regard.
5. As per the clause No 24 of Karnataka Shops & Establishments Rule 1963, every employer shall maintain a register of employment in "Form - L" provided that where the opening and closing hours are ordinarily uniform; the employer may maintain such register in 'Form - M'.



Clause No. 312 of the Sastry Award on the subject of attendance has been dealt as under:

"The workmen have complained that they are not allowed to sign the attendance register and that Bank officers themselves fill up the same. If this is true, there is no justification for it. The workmen must have the right to sign the register in the presence of any officer deputed for the purpose and in any unlikely case of difference between them, the officer can make his remarks in the register simultaneously."

On reading of the above instructions, rules and award relevant to the subject, it is very clear that marking of attendance, that too actual time of arrival and departure is the right of the employee and even in case of any difference also, the officer can only make his remarks but cannot prevent or cut or overrule the timings marked by the employee. Whenever our members are placed in a situation to sit late due to circumstances beyond their control, they are required to mark actual time of departure in the attendance register and the same along with a log out report is sufficient to get entitled for overtime wages. Kindly ensure that log out report, in case of late- sitting along with the copy attendance register is submitted for payment of overtime wages.

Irrespective of the fact that whether the employee is interested/ entitled to claim overtime wages or not, marking of actual time of arrival and departure in the attendance register is necessary as per the extant instructions of the Bank/Award/Labour related Laws, to establish that the employee is on duty and to establish that the employee is in the habit of sitting even after working hours to complete the day's work.

It is also observed that Attendance registers are not maintained in a few branches, and we request that such instances may be brought to our notice immediately to enable us to take up the issue with the Circle authorities. We also request our members to refrain from attending work on 2nd & 4th Saturdays/ Sundays/ Public Holidays without the approval from the competent authorities.

Yours comradely,



**M. RAVIKUMAR
GENERAL SECRETARY**

STATE BANKS' STAFF UNION (KARNATAKA)	: ZINDABAD
ALL INDIA STATE BANK OF INDIA STAFF FEDERATION	: ZINDABAD
NATIONAL CONFEDERATION OF BANK EMPLOYEES	: ZINDABAD
OUR UNITY	: ZINDABAD

