

**KARUR VYSYA BANK
EMPLOYEES' UNION**

(Affiliated to AIBEA)



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Circular No. 38 / 43 / 2026

April 13, 2026

Dear Comrades,

We append hereunder the text of our letter dated 10.04.2025 written to our Management in respect of **1.Provision of separate women's washroom facilities and good Infrastructure facilities in all branches.(dated 10.04.2026) & 2. Auto-closure of E-attendance – our representation** for the information of our members.

With greetings,

Yours comradely,

**T . SEKAR
GENERAL SECRETARY**

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KVBEU/38/38/2026

April 10, 2026

To

The Chief Human Resources Officer.
Karur Vysya Bank Ltd.,
Human Resources Department,
Central Office,
Karur.

Dear Sir,

**Subject: Provision of separate women's washroom facilities and
good Infrastructure facilities in all branches.**

Referring to our earlier letter dated 28.04.2025 on the captioned subject of providing separate women's washroom facilities with good infrastructure, the issue is once again being brought to your kind attention for immediate consideration.

During our visits to various branches, it has been observed that in a number of branches, separate washroom facilities for women employees are still not available.

Even in certain branches where washroom facilities exist, the same are not adequately maintained in a hygienic and proper manner. Considering the increasing number of women employees working in various cadres in our Bank, provision of separate, clean, safe, and well-maintained washroom facilities is an essential basic amenity.

It is also observed that air-conditioning facility is still not provided in many of our branches. With the summer season having already commenced and temperatures rising sharply, the absence of proper cooling arrangements is causing considerable discomfort to employees as well as customers. Employees are required to work continuously under stressful conditions while attending to customer service and therefore a reasonable and comfortable working environment has become absolutely necessary.

In this connection, it is pertinent to note that our Bank continues to demonstrate strong financial performance, with profits for the current year expected to surpass those of the previous year. Extending basic infrastructural facilities to all branches is therefore fully justified.

Providing these facilities will not only protect the health, hygiene, dignity, and welfare of employees, particularly women employees, but will also improve morale, productivity, and the overall ambience in branches. Better infrastructure will naturally contribute to better customer service and will reflect the Bank's commitment towards modern and employee-friendly workplace standards.

In the circumstances, the following is requested:

- Separate washroom facilities for women employees may be provided in all branches where the same are not available.
- Existing washroom facilities may be properly maintained with good hygiene, sanitation, water supply, and periodic upkeep.
- Air-conditioning facilities may be provided in all branches on a time-bound basis. Branch infrastructure may be reviewed comprehensively so that minimum standards of employee welfare and customer convenience are ensured uniformly across the Bank. Further, in branches where air-conditioning facilities are provided, it has to be ensured that all are in working condition and AMC's are renewed.

The matter is important and deserves urgent attention, particularly in view of the prevailing summer conditions and the Bank's strong financial position. Necessary instructions may therefore be issued to the concerned departments for early action.

Thanking you,

Yours Faithfully,

Sd/-
T Sekar
General Secretary

To

The Chief Human Resources Officer.
Karur Vysya Bank Ltd.,
Human Resources Department,
Central Office,
Karur.

Dear Sir,

Sub: Auto-closure of E-attendance – our representation.

We refer to our Human Resources Department Circular No.102/2006 dated 30.3.2026 wherein it has been informed that "Auto Closure of E-Attendance" shall be implemented with effect from 1st April, 2026 onwards. The circular outlines categories including Regular, Late Coming, Pre-Approved Leave, and Post-Approved Leave/Absence.

After receiving the feedback from our Members across the branches and offices, we highlight the following issues and suggestions for urgent consideration. This is suggested to ensure fair, practical implementation aligned with service conditions and natural justice.

1. Safeguards for Network Failures

Network issues such as low bandwidth, heavy traffic, or external disruptions frequently prevent attendance marking or regularization via the HRD portal. Employees should not face Late Coming, Unauthorized Absence (UAA), or absent status for technical lapses beyond their control nor be required to spend working hours rectifying them. While Clause 5.2 empowers supervisors to apply leave or on-duty requests on behalf of employees, this authority should extend to attendance corrections.

Request: Introduce provisions for supervisors/branch heads to certify and regularize attendance in cases of network failure, portal outages, or technical disruptions.

2. Late Branch Opening

Where employees report on time but branch premises is opened after the commencement of the business hours due to unavoidable circumstances (e.g., Premises keyholder delays), no employee should bear responsibility. The Officer responsible for opening the branch should record the reason in the system and regularize attendance accordingly.

Request: Exempt employees from adverse consequences in such cases.

3. Deputation Orders and Employee Benefits Automation (Clause 3.2)

In 50% of branches, there is only Single clerk, lack replacements from neighboring understaffed units, when such clerks apply for leave, no suitable replacement is available, potentially leading to unapproved absences and Unauthorized Absence (UAA) under the new system. Deputation orders are often issued belatedly or orally after working hours, despite distance considerations. While employees must proceed only post-order receipt, HRD must ensure timely issuance. This is not merely a matter of rights but a practical issue that could disrupt branch operations and unfairly penalize employees in rural or understaffed locations.

The Bank's auto-closure capability demonstrates potential for employee-friendly automation amid workload pressures from non-recruitment and BPS provisions. KVBEU supports the system for its transparency but urges reciprocal benefits.

Requests:

- Auto-detect extended hours (e.g., teller batch/business closures) and credit overtime as per Bipartite Settlement (BPS).
- Auto-credit deputation, FIT, and other allowances based on system-recorded data.

Technology must balance monitoring with fair compensation, not serve as a one-sided compliance tool.

4. Attendance Enablement in Non-Uniform and Stagnation Hour Branches

Several such branches lack proper enablement, risking non-compliance.

Request: Complete uniform enablement across all branches before strict enforcement.

5. Reasonable Application of Clause 7.1

Clause 7.1 reserves Bank's authority to sanction/deny/recall leave based on exigencies (except medical emergencies), requiring prior supervisor approval. Leave, including earned leave is regulated through Bi-partite Settlement, which forms part of the service conditions of the Workmen cadre in our Bank. Urgent leave is availed by the employee due to sudden health issue of self or family members or any other emergency. In such cases, Supervisors (branch or HR) must process post-facto intimations thoughtfully, without prejudice.

Request: Issue clarificatory instructions for fair, reasonable application and procedural justice.

6. Interim Manual Attendance Safeguard

Until issues are resolved, Manual Attendance (with timings) must be continued at the branches. This will support verification especially whenever there is any network issue and prevent unfair treatment.

7. On-Duty Marking and Late Coming

Supervisors should mark/approve on-duty, official duties, or branch-related assignments under Clause 5.2 with remarks, as they authorize such work. Employees need explain only personal late coming. Leave is distinct (pre/post-approved per BPS) and not akin to on-duty.

8. Flexibility for Emergencies and Post-Approved Leave

Genuine medical/family emergencies or calamities warrant flexibility beyond rigid 3-day regularization, aligning with oral intimation precedents and Clause 33 of 8th BPS (UAA applies only to un-intimated absences with no return intent).

Request: Clarify "Post-Approved Leave," extend grace periods (e.g., for health/spouse issues like Chemotherapy, radiation, dialysis etc.), and handle cases humanely without punitive UAA.

In view of the above, Management is requested to:

- Enable supervisor regularization for network failures.
- Exempt from adverse impacts due to late branch openings.
- Ensure timely sending of deputation orders and activate workflows.
- Resolve enablement in all non-uniform/stagnation branches.
- Automate overtime, deputation, and FIT allowances.
- Clarify fair application of Clause 7.1.
- Maintain interim manual records.
- Reaffirm supervisor handling of on-duty under Clause 5.2.
- Extend flexibility for emergencies/post-approved leave.

Early action from the Department will prevent hardship, enhance efficiency, and ensure equitable implementation.

Thanking You,

Yours Faithfully,

Sd/-
T Sekar
General Secretary
