



**Telephones**  
Office : 0612-2209117  
Fax : 0612-2209118  
President : 0612-2209115 (O)  
0612-2267513 (R)  
Genl. Secy.: 0612-2209116 (O)  
0612-2665508 (R)

स्टेट बैंक ऑफ इण्डिया ऑफिसर्स एसोसियेशन  
**State Bank of India Officers' Association (Patna Circle)**

All Letters to be  
Addressed to the  
General Secretary

Regd. No. 1872 of 1975  
(REGISTERED UNDER TRADE UNION ACT - 1926)

State Bank Building  
West Gandhi Maidan  
Patna - 800 001

CIRCULAR NO. **07**/2013

DATE : 02.09.2013

TO,  
ALL MEMBERS

We want to advise that if you find inordinate delay in sanction of undernoted facilities, you are requested to immediately call the AGS / President of your Module. You also intimate them in writing with a copy to the General Secretary.

- Delay in leave sanction.
- Delay in sanction of LFC
- Delay in relieving.
- Delay in sanction of increment.
- Delay in sanction of Medical Advance.

If you need leave on genuine grounds and it is not being sanctioned, please immediately write to the AGS with a copy to the General Secretary.

*With warm greetings,*

**(SHIVAJI SINGH)**  
**GENERAL SECRETARY**

OUR UNITY : ZINDABAD-ZINDABAD  
S.B.I.O.A. : ZINDABAD-ZINDABAD  
**A.I.S.B.OF** : ZINDABAD-ZINDABAD