

## **Arrangement of Sweepers in Leave Gap Arrangement of Part Time/Full Time Sweepers**

In terms of PAD Circular No. 15 dated 26.03.2014, no appointment in any cadre including subordinate cadre is to be made on temporary basis and/or lump sum payment or on casual basis. Thus, temporary appointments are strictly prohibited in the Bank. Any deviation in this regard is subject to appropriate disciplinary action under the provisions of PNB Officer Employees' (D&A) Regulations, 1977.

Instances have come to our notice that in branches while engaging persons on stop gap arrangements/against permanent sweepers on leave, the eligibility of the candidates in respect of educational qualification & age are not verified. It is, therefore, requested that while engaging outsiders on stop gap arrangement, the age & educational qualification invariably be checked as per bank's guidelines and the same should be kept in record.

In case a sweeper or part time sweeper proceeds on leave and an outsider is engaged on stop gap arrangement, he may be paid emoluments as admissible at the initial salary in the prescribed pay scale applicable to employees on leave. For instance, if a part time employee was being paid 1/3<sup>rd</sup> scale wages, the person working in leave vacancy may be paid emoluments (Basic+DA+HRA) equivalent to the wages payable at the initial stage of prescribed pay scale applicable to part time employees getting 1/3<sup>rd</sup> scale of pay. However, under no circumstances the number of days for which outsider is engaged should exceed the number of days the permanent sweeper/part time sweeper has remained on leave.

The emoluments paid to the outsiders engaged on stop gap arrangements should be debited to the Establishment head of respective offices where he has worked.

Notwithstanding what has been stated above, such temporary appointments must be in accordance with Para 20.7 & 20.8 of 1<sup>st</sup> Bipartite Settlement, which, inter alia, lays down:

### **“TEMPORARY EMPLOYEES**

20.7 In supersession of paragraph 21.20 and sub-clause (c) of paragraph 23.15 of the Desai Award, “Temporary Employee” will mean a workman who has been appointed for a limited period for work which is of an essentially temporary nature or who is employed temporarily as an additional workman in connection with a temporary increase in work of a permanent nature and includes a workman other than permanent workman who is appointed in a temporary vacancy caused by the absence of a particular permanent workman.

20.8 A temporary workman may also be appointed to fill a permanent vacancy provided that such temporary appointment shall not exceed a period of three months during which the bank shall make arrangements for filling up the vacancy permanently. If such a temporary workman is eventually selected for filling up the vacancy, the period of such temporary employment will be taken into account as part of his probationary period.”

**(PAD Circular Letter No. 09/2014 dated 11.09.2014)**