



22-03-2022

HRMD CIRCULAR LETTER NO. 03/2022

POLICY AND PROCEDURE CONCERNING CONVERSION OF PART TIME SWEEPERS FROM LOWER SCALE WAGES TO HIGHER SCALE WAGES - CLARIFICATION

The process of conversion of PTS from lower scale wages to higher scale wages was modified by way of settlement dated 18.12.2021 and the same was conveyed vide HRMD Circular Letter No.24/2021 dated 18.12.2021.

References are being received from the field seeking guidance on the procedure to be adopted in conversion process and related issues.

Accordingly, the matter was discussed with the majority workmen union, i.e., All India PNB Employees Federation in terms of para (iv) of the settlement dated 18.12.2021, and it is clarified as under:-

1. The process of conversion of PTS from lower scale wages to be done in phased manner as under:
 - (i) First, the vacancies in full scale wages are to be identified and filled up by inviting applications from PTS as per the provisions of settlement dated 18.12.2021.
 - (ii) Thereafter, the vacancies in 3/4 scale wages, and lastly, the vacancies in 1/2 scale wages are to be filled up through conversion process.
2. The PTS who had received any punishment under gross misconduct shall not be eligible for posting in higher scale wages as well as for conversion as Peon, for a period of one year from the date of order of the Disciplinary Authority.

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3. The PTS who refuse offer for posting in higher scale wages including conversion as Peon, shall not be eligible for posting in higher scale wages as well as for conversion as Peon, for a period of one year from the date of refusal.
4. The request transfer guidelines with regard to period of stay applicable to workmen employees, i.e., eligibility to seek transfer only after completion of 02 years at present place of posting, 2nd request transfer after 03 years from first transfer and 3rd request transfer after 05 years from second transfer, would also be applicable for within Circle transfer request of PTS/FTS, irrespective of the scale wages being drawn by the concerned PTS/FTS, i.e., the number of years are not to be converted into full years for arriving at the period of 02 years, 03 years or 05 years, as the case may be.

All concerned are advised to note for meticulous compliance and to ensure that the vacancies be filled up immediately, on quarterly basis as per the provisions of the settlement.

**(S.K. RANA)
GENERAL MANAGER**

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