



ALL OFFICES

18-12-2021

HRMD CIRCULAR LETTER NO. 24/2021

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

The provisions regarding fixation of wages of Part Time Sweepers (PTS) in the Subordinate cadre and related matters are governed by settlement dated 07.5.1984, signed between Management and AIPNBEF, during the conciliation proceedings before RLC(C), New Delhi. The said settlement was last circulated vide PAD Circular No. 72 dated 11.02.2012 and its provisions have also been circulated vide HRMD Circular No. 494 dated 26.03.2020.

Keeping in view the persistent demand of the AIPNBEF to revisit the settlement with regard to process of conversion of PTS from lower scale wages to higher scale wages, the matter was deliberated upon on several occasions and it has been agreed by way of settlement dated 18.12.2021 to revise the procedure for conversion of PTS from lower scale wages to higher scale wages in Subordinate cadre by modifying para 2 of the settlement dated 07.5.1984 as under:-

Existing Provision	Revised Provision
2(a) It is agreed that the vacancies of the part-time sweepers eligible for ½, ¾ & full wages arising in future at the station where the bank has more than one office on account of (i) retirement/death/termination of appointment of the existing incumbent; (ii) opening of new office; (iii) change of designation of the existing employee, will be filled up as per the procedure set out below:-	2(a) It is agreed that the vacancies of the part-time sweepers eligible for ½, ¾ & full wages arising in future in the Circle, will be filled up by virtue of Circle wise seniority instead of city/town wise seniority, as per the procedure set out below:-
(b) In all the above cases, unless Thikana System is in vogue, the vacancies shall be filled up on the basis of the seniority determined by converting the service put in at 1/3 rd , ½ or 3/4 th of the scale wages into full time service. For such conversion the fraction if any, less than 6 months as part time employee, shall be ignored and 6 months and above shall be treated as one year, for the purpose of determining the seniority.	(b) Unless Thikana System is in vogue, the vacancies shall be filled up on the basis of the seniority determined by converting the service put in at 1/3 rd , ½ or 3/4 th of the scale wages into full time service. For such conversion the fraction if any, less than 6 months as part time employee, shall be ignored and 6 months and above shall be treated as one year, for the purpose of determining the seniority.

(c) Those who are working under Thikana system, may also be considered for posting on higher wages as and when the vacancy of sweeper arises on the basis of city-wise seniority provided the concerned candidate gives an undertaking to the effect that the bank will be at liberty to appoint anyone else at the office and the applicant or his family members would not make any claim of whatever nature in respect of his appointment in the office concerned on the basis of Thikana system. He may also be required by the Bank to produce a certificate from the family or concerned association, which regulates thikana system, foregoing the claim for appointment at particular place in view of the existing employee's elevation to the post carrying higher wages. Those who fail to give/provide such an undertaking will not be considered for posting on higher wages.

(c) Those who are working under Thikana system, may also be considered for posting on higher scale wages as and when the vacancy of sweeper arises on the basis of **Circle** seniority provided the concerned candidate gives an undertaking to the effect that the bank will be at liberty to appoint anyone else at the office and the applicant or his family members would not make any claim of whatever nature in respect of his appointment in the office concerned on the basis of Thikana system. He may also be required by the Bank to produce a certificate from the family or concerned association, which regulates Thikana system, foregoing the claim for appointment at particular place in view of the existing employee's elevation to the post carrying higher wages. Those who fail to give/provide such an undertaking will not be considered for posting on higher scale wages in subordinate cadre.

(d) The process of conversion of PTS from lower scale wages to higher scale wages is to be done as under:

- Concerned Circle Office shall notify the vacancies fallen vacant, on quarterly basis to be filled up through conversion from lower scale wages to higher scale wages in subordinate cadre in the entire Circle and will invite applications from the PTSs willing to apply for the same. All such PTS will be asked to give choice of 3 branches (in case there is more than one vacancy) in order of preference in his/her application, as per notified vacancies. However, their preference will be considered only subject to availability of vacancy.

- Upon final selection on the basis of their seniority as on the last date of

	<p>receipt of applications, PTS will be posted in the branch out of 3 choices (in case there is more than one vacancy), as per their seniority, subject to availability of vacancy. However, while posting, endeavor should be made not to displace them to far away stations, subject to availability of vacancies.</p> <p>- The PTS who had received any punishment under gross misconduct shall not be eligible for posting in higher scale wages for a period of one year from the date of order of the Disciplinary Authority.</p> <p>- The PTS who refuse offer for posting in higher scale wages shall not be eligible for posting in higher scale wages for a period of one year from the date of refusal. The concerned PTS shall give his/her acceptance/refusal within three working days, failing which it will be treated as acceptance.</p>
--	---

The provisions of the aforementioned settlement are applicable with immediate effect.

With the above settlement, the provisions contained in HRMD Circular Letter No. 05/2021 dated 09.02.2021 only with regard to Coordinating Circles for conversion of PTS from lower scale wages to higher scale wages have become redundant as the seniority is to be reckoned within the same Circle only, even if parts of one station falls under two or more Circles. Further, offices falling in the geographical location of a Circle, though not under the administrative control of that Circle, would continue to include PTS posted at the respective offices in the seniority list of the Circle.

Transfer request of PTS/FTS within the Circle: With the signing of this settlement, the transfer requests of PTS within the Circle can be considered by the respective Circle Heads, only for the branches where PTS of the same scale wages is required. **PTS/FTS, however, will not be eligible for inter-circle transfer as their seniority is determined Circle wise.**

A copy of the settlement dated 18.12.2021 is attached herewith for information and meticulous compliance of the all concerned.

(S.K. RANA)
GENERAL MANAGER

18.12.2021

FORM-H
(See Rule – 58)

MEMORANDUM OF SETTLEMENT ARRIVED AT BETWEEN THE MANAGEMENT OF PUNJAB NATIONAL BANK AND ALL INDIA PNB EMPLOYEES FEDERATION UNDER SECTION 2(p) OF INDUSTRIAL DISPUTES ACT, 1947 REGARDING POLICY AND PROCEDURE CONCERNING CONVERSION OF PART TIME SWEEPERS FROM LOWER SCALE WAGES TO HIGHER SCALE WAGES.

NAMES OF THE PARTIES

REPRESENTING BANK (S/SHRI)	RESPRESENTING AIPNBEF (S/SHRI)
S.K. RANA, GENERAL MANAGER	M.P. SINGH, PRESIDENT
M.K. SINHA, DY. GENERAL MANAGER	P.R. MEHTA, GENERAL SECRETARY
S.K. SRIVASTAVA, CHIEF MANAGER-HR	
PRATIBHA GAUR, SR. MANAGER-HRD	
CHETANSI POSWAL, MANAGER	
DOUMINLAL, MANAGER-HRD	

SHORT RECITAL OF THE CASE

WHEREAS Punjab National Bank (hereinafter called "the Bank") and All India Punjab National Bank Employees Federation (hereinafter called "the Federation") signed a settlement dated 07.5.1984, regarding fixing of the wages of part-time employees (sweepers) in the subordinate cadre and related matters during the conciliation proceedings before RLC(C), New Delhi.

AND WHEREAS, the All India Punjab National Bank Employees Federation vide its various letters has been demanding to revisit the settlement with regard to process of conversion of PTS from lower scale wages to higher scale wages.

AND WHEREAS during the various discussions between the Management and AIPNBEF, understanding on the following terms has been arrived with respect to process of conversion of PTS from lower scale wages to higher scale wages modifying Clause 2 of the settlement as under:-

Existing Provision	Revised Provision
2(a) It is agreed that the vacancies of the part-time sweepers eligible for ½, ¾ & full wages arising in future at the station where the bank has more than one office on account of (i) retirement/death/termination	2(a) It is agreed that the vacancies of the part-time sweepers eligible for ½, ¾ & full wages arising in future in the Circle, will be filled up by virtue of Circle Wise seniority instead of City/town wise



[Handwritten signature]



**HRMD, HUMAN RESOURCES DIVISION, HEAD OFFICE
PLOT NO: 4, SECTOR-10, DWARKA, NEW DELHI-110075**

<p>of appointment of the existing incumbent; (ii) opening of new office; (iii) change of designation of the existing employee, will be filled up as per the procedure set out below:-</p> <p>(b) In all the above cases, unless Thikana System is in vogue, the vacancies shall be filled up on the basis of the seniority determined by converting the service put in at 1/3rd, 1/2 or 3/4th of the scale wages into full time service. For such conversion the fraction if any, less than 6 months as part time employee, shall be ignored and 6 months and above shall be treated as one year, for the purpose of determining the seniority.</p> <p>(c) Those who are working under Thikana system, may also be considered for posting on higher wages as and when the vacancy of sweeper arises on the basis of city-wise seniority provided the concerned candidate gives an undertaking to the effect that the bank will be at liberty to appoint anyone else at the office and the applicant or his family members would not make any claim of whatever nature in respect of his appointment in the office concerned on the basis of Thikana system. He may also be required by the Bank to produce a certificate from the family or concerned association, which regulates thikana system, foregoing the claim for appointment at particular place in view of the existing employee's elevation to the post carrying higher wages. Those who fail to give/provide such an undertaking will not be considered for posting on higher wages.</p>	<p>seniority, as per the procedure set out below:-</p> <p>(b) Unless Thikana System is in vogue, the vacancies shall be filled up on the basis of the seniority determined by converting the service put in at 1/3rd, 1/2 or 3/4th of the scale wages into full time service. For such conversion the fraction if any, less than 6 months as part time employee, shall be ignored and 6 months and above shall be treated as one year, for the purpose of determining the seniority.</p> <p>(c) Those who are working under Thikana system, may also be considered for posting on higher scale wages as and when the vacancy of sweeper arises on the basis of Circle seniority provided the concerned candidate gives an undertaking to the effect that the bank will be at liberty to appoint anyone else at the office and the applicant or his family members would not make any claim of whatever nature in respect of his appointment in the office concerned on the basis of Thikana system. He may also be required by the Bank to produce a certificate from the family or concerned association, which regulates Thikana system, foregoing the claim for appointment at particular place in view of the existing employee's elevation to the post carrying higher wages. Those who fail to give/provide such an undertaking will not be considered for posting on higher scale wages in subordinate cadre.</p> <p>(d) The process of conversion of PTS from lower scale wages to higher scale wages is to be done as under: - Concerned Circle Office shall notify the vacancies fallen vacant, on quarterly basis to be filled up through conversion from lower scale wages to higher scale wages in subordinate</p>
---	--



[Handwritten signature]



cadre in the entire Circle and will invite applications from the PTSs willing to apply for the same. All such PTS will be asked to give choice of 3 branches (in case there is more than one vacancy) in order of preference in his/her application, as per notified vacancies. However, their preference will be considered only subject to availability of vacancy.

- Upon final selection on the basis of their seniority as on the last date of receipt of applications, PTS will be posted in the branch out of 3 choices (in case there is more than one vacancy), as per their seniority, subject to availability of vacancy. However, while posting, endeavor should be made not to displace them to far away stations, subject to availability of vacancies.

- The PTS who had received any punishment under gross misconduct shall not be eligible for posting in higher scale wages for a period of one year from the date of order of the Disciplinary Authority.

- The PTS who refuse offer for posting in higher scale wages shall not be eligible for posting in higher scale wages for a period of one year from the date of refusal. The concerned PTS shall give his/her acceptance/refusal within three working days, failing which it will be treated as acceptance.

OPERATION OF UNDERSTANDING.

- i) The other terms and conditions of the Settlements dated 07.05.1984 and 9th Bipartite Settlement dated 27.04.2010, shall remain in force.
- ii) This Settlement shall be binding on the parties till further modifications.



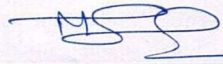
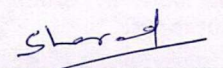
- iii) Copies of Memorandum of Settlement will be jointly forwarded by the Parties to the Authorities listed in Rule-58 of the Industrial Disputes (Central) Rules, 1957 so that the terms and conditions there of are binding on the parties as provided in the law.

FORUM FOR REMOVAL OF DOUBTS/ DIFFICULTIES

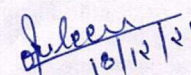
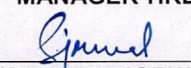
- iv) If any doubt or difficulty arises regarding interpretation of any provision of this settlement, the matter shall be taken up only at the level of Human Resources Management Division, Punjab National Bank, Head Office, New Delhi and All India Punjab National Bank Employees' Federation for mutual discussion and settlement.

Signed between the parties at New Delhi on this 18th day of December 2021.


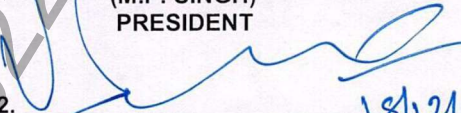
FOR PUNJAB NATIONAL BANK

1. 
(M.K. SINHA)
DY. GENERAL MANAGER
2. 
(S.K. SRIVASTAVA)
CHIEF MANAGER-HR


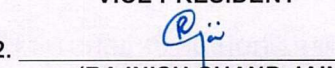
WITNESSES

1. 
(LOVLEEN TOMAR)
MANAGER-HRD
2. 
(SHANIKA JORWAL)
OFFICER-LAW

**FOR ALL INDIA PNB EMPLOYEES
FEDERATION**

1. 
(M.P. SINGH)
PRESIDENT
2. 
(P.R. MEHTA)
GENERAL SECRETARY
- 18/12/2021

WITNESSES

1. 
(NIRMAL KUMAR SHARMA)
VICE PRESIDENT
2. 
(RAJNISH CHAND JAIN)
CC MEMBER

