

## **Posting of Part Time Sweepers and Fitment on their Enhancement to Higher Wages/Peon**

There should be atleast one sweeper (PTS/FTS) in every branch/office according to the sweeping area. The following norms are to be followed in fixing the wages payable to part-time employees (sweepers) in subordinate cadre:

<b>Hours of work per week</b>		<b>Area to be swept/cleaned (in Sq. Ft.)</b>	<b>Category of PTS</b>
<b>A</b>	Upto 13 hours	Upto 2200	1/3 scale wages
<b>B</b>	13-19 hours	2201 to 3300	1/2 scale wages
<b>C</b>	19-29 hours	3301 to 5000	3/4 scale wages
<b>D</b>	Full Time	Above 5000 & upto 8500	Full

The above will be applicable to offices excluding Head Office premises and the offices where sweeping job is done by outside agencies in terms of the existing arrangements between the bank and outside agencies.

2(a) It is agreed that the vacancies of the part-time sweepers eligible for  $\frac{1}{2}$ ,  $\frac{3}{4}$  & full wages arising 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) 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  $\frac{1}{3}$ rd,  $\frac{1}{2}$  or  $\frac{3}{4}$ 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 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.
- 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  $\frac{3}{4}$  scale wages, and lastly, the vacancies in  $\frac{1}{2}$  scale wages are to be filled up through conversion process.
- 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.
- 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.

- 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, 2<sup>nd</sup> request transfer after 03 years from first transfer and 3<sup>rd</sup> 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.
- Upon final selection on the basis of their seniority as on the last date of receipt of the 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.

The seniority of the PTS for conversion from lower scale wages to higher scale wages 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:** 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.

For the purpose of fixing the salary of part time employees consequent on their appointment on full time basis, the pro-rata increments earned by them in the course of their part time service should be converted (notionally and only for the purposes of fitment) into full increments and their salary fitted from the date of their appointment as full time employees after taking into account such notionally additional increments, the fraction of an increment, if any, being granted to them by advancing the date of their next increment suitably. The advanced date of the increment in such cases will become the date of their annual increment in future years. An example of fitment on the above basis is given below:-

**EXAMPLE:**

Date of appointment as part time sweeper: 01.01.1974

Emoluments as part time employee: three-fourths

Date of appointment as full time sweeper: 01.01.1980.

In the above case, the employee had earned 4½ (6x3/4) full increments.

The employee will be fitted in the subordinate cadre scale at the 5<sup>th</sup> stage and given the benefit of the extra half increment by allowing him to draw the next increment on 1<sup>st</sup> July 1980. He will thereafter draw his annual increment on 1<sup>st</sup> July each year.

Further when wages of part time employees are re-fixed from 1/3<sup>rd</sup> to 1/2<sup>nd</sup> or 3/4<sup>th</sup> or from 1/2<sup>nd</sup> to 3/4<sup>th</sup> in the wage scale, the pro-rata increments earned by them in the course of their service in the lower proportionate wage scale should be taken into account for the purpose of fitment in the higher proportionate wage scale together with the benefit of advancing the date of increment where the fraction of increment is involved as in the case of their absorption as full time employees.

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' (Discipline & Appeal) 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 and 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 same procedure is to be followed in case of vacant position of PTS/ FTS also.

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 and such temporary appointments must be in accordance with Para 20.7 and 20.8 of 1<sup>st</sup> Bipartite Settlement.

It is clarified that the subordinate staff working as House Keeper-cum-Sub Staff in UBI and Peon-cum-House Keeper in OBC will continue to have their existing designation & job profile in the amalgamated entity till any further changes are made in the existing policy.

The extant criteria as to educational qualification, age and physical fitness for appointment on full- time /part-time basis in the subordinate cadre of the Bank are as under:-

- **Educational qualification:** Maximum not passed 10th class/standard. There is no minimum qualification and even illiterates are eligible for appointment as PTS.
- **Age:** Above 18 years & below 24 years as on 1st January of the year if the vacancies are notified within 30th June and as on 1st July, if the vacancies are notified in the 2nd half of the calendar year.
- **Relaxation of upper age limit:** SC/ST candidates by 05 years, SC/ST Physically/orthopedically handicap candidates by 15 years, OBC candidates by 03 years, OBC Physically/orthopedically handicapped candidates by 13 years, Physically/orthopedically handicap candidates by 10 years, Ex-servicemen candidates by 03 years in addition to the length of military service and for children/family members of those who died in the 1984 riots by 03 years. The maximum age limit of all relaxations combined should not exceed 45 years unless it is so provided in Govt. Directives.
- **Physical Fitness:** The candidates are required to submit a medical certificate of fitness issued by a Medical Officer not below the rank of Civil Surgeon of an authorized Govt. hospital in the format prescribed by the Bank from time to time. Those who are physically challenged, besides producing a general medical fitness certificate, shall also furnish a medical certificate by the authorized Govt. hospital clearly indicating the nature and extent of disability.

For the purpose of fixing the salary of part time employees consequent on their appointment on full time basis, the pro-rata increments earned by them in the course of their part time service should be converted (notionally and only for the purposes of fitment) into full increments and their salary fitted from the date of their appointment as full time employees after taking into account such notionally additional increments, the fraction of an increment, if any, being granted to them by advancing the date of their next increment suitably. The advanced date of the increment in such cases will become the date of their annual increment in future years. An example of fitment on the above basis is given below:-

**EXAMPLE:**

Date of appointment as part time sweeper: 01.01.1974

Emoluments as part time employee: three-fourths

Date of appointment as full time sweeper: 01.01.1980

In the above case, the employee had earned  $4\frac{1}{2}$  ( $6 \times \frac{3}{4}$ ) full increments. The employee shall be fitted in the subordinate cadre scale at the 5<sup>th</sup> stage and given the benefit of the extra half increment by allowing him to draw the next increment on 1<sup>st</sup> July 1980. He will thereafter draw his annual increment on 1<sup>st</sup> July each year.

Further when wages of part time employees are re-fixed from  $\frac{1}{3}$  to  $\frac{1}{2}$  or  $\frac{3}{4}$  or from  $\frac{1}{2}$  to  $\frac{3}{4}$  in the wage scale, the pro-rata increments earned by them in the course of their service in the lower proportionate wage scale should be taken into account for the purpose of fitment in the higher proportionate wage scale together with the benefit of advancing the date of increment where the fraction of increment is involved as in the case of their absorption as full time employees. Fitment will be effected from the date of reporting/conversion on elevation. It must be ensured that when the employee elevated and joined the duties on higher scale of wages, the fixation must be done immediately through HRMS.

When a PTS converted to Peon, then the fitment is to be made as if he has converted to Full Time Sweeper and after fitment, change the designation as Peon through job reclassification.

(PAD Circular No.72 dated 11.02.2012, HRMD Circular No. 494 dated 26.03.2020 and HRMD Circular Letter Nos.: 24/2021 dated 18.12.2021 and 03/2022 dated 22.03.2022)