



SyndicateBank

Head Office: Manipal - 576 104 (Karnataka)

Organisation & Methods Division

Circular No.034-2006-BC-HRD

Date: 24-02-2006

PERMANENT UTILITY

APPOINTMENT OF TEMPORARY EMPLOYEES IN SUBSTAFF CADRE (ATTENDER/ SWEEPER)

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Keeping in view the need for optimum utilisation of staff and organisational need for efficiency, guidelines have been issued to the erstwhile Zonal Offices, Regional Offices/General Managers' Offices in the matter of engaging the services of eligible persons in posts of Attender, Sweeper etc., on temporary basis. Based on the guidelines issued by the Government of India from time to time, panels of eligible candidates have been drawn up by the erstwhile Zonal Offices and communicated to the branches with advice to take only such candidates who are on the approved panel in temporary vacancies/arising due to absence of Regular Attender/Sweeper on account of leave. **No branch/office has been authorised to engage anyone including those on the approved panel on temporary basis in permanent vacancies without the specific prior sanction from the controlling office.**

In terms of the existing guidelines, the panels of candidates to be appointed on temporary basis are as follows:

1. District-wise panels of those candidates who had worked on temporary basis for 240 days and more in a period of 12 consecutive months between 1.1.1982 and 31.12.1989 (Panel I) and those who had worked on temporary basis for less than 240 days but more than 90 days during the period from 1.1.1982 and 31.12.1989 (Panel II).
2. Panel of eligible candidates from Employment Exchange and maintained district-wise for temporary entrustment of Attender duties where, no candidates were available as per Pane I and II mentioned above.

Instances have come to our notice that despite clear instructions from the erstwhile Zonal Offices/Regional Offices/General Managers' Offices, branches engage persons as temporary Attender/Sweeper without prior sanction and as a matter of routine even when more than one Attender/Sweeper is available in the branch. Such irregular/unauthorised appointments will be viewed seriously and the heads of Branches/Offices are hereby advised that the expenditure incurred by the Bank towards such unauthorised appointments will be recovered from the head of the Branch/Office besides disciplinary action.

All heads of Branches/Offices are hereby advised to scrupulously follow the following guidelines in the matter of engaging the services of persons from the approved panels as temporary Attender/Sweeper, as the case may be.

1. Branches/Offices may entrust Attender/PTS duties temporarily to the existing empanelled candidates, only where, the Branch/Office has a single Attender/PTS and he/she proceeds on leave and seek approval of the Controlling Office.
2. The entrustment of temporary duties to the empanelled candidates shall be in writing as per Annexure I specifying the number of days for which the temporary entrustment is given. A copy of such entrustment letter shall be marked to the Controlling Office without fail. The candidate appointed temporarily as Attender with the approval of Controlling Office, **shall be paid salary**

and allowance on the basis of the starting Basic Pay of substaff cadre viz., Basic Pay, D.A., HRA and CCA if applicable.

3. **No Branch/Office shall entrust temporary Attender duties to Part Time Sweepers/sanitation workmen** as the Hon'ble High Court of Chennai has quashed circular No.128/87/BC/18 dated 18.04.1987 in respect of entrustment of temporary duties to Part Time Sweepers during the absence of regular Attenders. Any person making such appointment shall be liable for suitable action besides recovery of payment made to them.
4. The Branches/Offices shall obtain the list of empanelled candidates from their respective Controlling Offices.
5. The Controlling Offices shall ensure that all the Branches under their jurisdiction have sufficient number of empanelled candidates. If there is no panel, steps shall be taken to prepare a panel by drawing candidates from the Employment Exchange after seeking prior approval from HO:HRDD.
6. Whenever permanent vacancy is expected to arise in a Branch/Office (**i.e. when the number of attender will fall below the sanctioned strength**), on account of retirement, resignation etc of the incumbent Attender/PTS or opening of new Branch, Branch concerned may entrust duties of Attender/PTS temporarily to the senior most candidate in the district panel after obtaining prior approval from the Controlling Office and under intimation to HO:HRDD.
7. It must be noted that mere retirement, resignation of the incumbent Attender will not result in the permanent vacancy. As our Bank is having overall surplus of Attenders, Controlling Offices shall take necessary steps to fill up the vacancy through deployment wherever possible or such a vacancy need not be filled up if the branch was already having adequate/optimum number of Attenders.
8. **Branches/Offices engaging the services of temporary employees in any month shall submit the statement as per the format enclosed so as to reach the Regional/GM's Office before 10th of succeeding month under copy to HO: HRDD (Annexure II).**
9. **The Controlling Offices shall closely monitor the engagement of temporary employees by the Branches/Offices coming under their jurisdiction through control returns such as DPD statements, B-42 register etc. and stop irregular engagement of temporary employee as soon as it is noticed.** A close review of the cases of temporary employees will reveal that there is no justification for entrusting temporary duties in many cases. The Controlling Offices, while scrutinizing the DPD statements received from the Branches shall ensure that no unauthorized candidates are engaged on temporary basis in the Branches/Offices. If the Controlling Offices come across any instances of Branches/Offices engaging candidates not empanelled or selected through prescribed procedure, they should immediately advise the concerned Branch/Office to dispense with such entrustment.
10. **The Controlling Offices shall convey approval for temporary appointment only in such cases where temporary employment is in conformity with procedure and in sanctioned vacancies.**
11. **The Controlling Offices shall send the consolidated statement relating to their Region to HO:PD:PAD(AS) on quarterly basis so as to reach before 20th of the succeeding quarter (Annexure III).**
12. Similarly, Controlling Offices shall scrutinize the B-42 statement received from the Branches/Offices and ascertain whether any wages have been paid to the temporary candidates during the month/quarter. If they come across any such instances, details should be called for from the concerned Branch/Office and reported to **HO:PD:PAD.**

13. In the DPD Review certificate, Controlling Offices shall furnish the following details in respect of temporary entrustments made by the branches/offices during the month :

SI	Name of the Branch	Name of the Candidate	Date of Appointment	No. of Days worked	Amount Paid

14. **Concurrent Auditors/Inspecting Officers during the course of the audit/inspection of the branches/offices are advised to verify the details of the temporary appointments made by the Branches/Offices during the review period. If any unauthorized appointments are detected, the same should be reported to General Manager (P) through their respective RIs.**
15. Adequate care shall be taken while dispensing with the services of temporary employees. The Branches/Offices shall seek permission of Controlling Office before dispensing with services of temporary employees who have worked for more than 240 days in the preceding 12 months of the date of proposed disengagement. The controlling offices may seek the advice, if any required, in respect of such cases from Nodal IR Cells. .
16. The Controlling Office shall examine all cases of termination/retranchment under the provisions of ID Act and advise the branches suitably. They may also take up the matter with HO: IRD/ Nodal IR Cells in case they require any clarification.
17. Branches/Offices concerned will be held responsible for the financial burden if any arising subsequently due to non-compliance of the guidelines issued from Head Office and Controlling Offices in this regard. Besides fixing accountability, the Bank will be constrained to recover the salary and allowances paid to the appointees whose engagement was contrary to the guidelines, from those who authorized or condoned such engagements.
18. Branches/Offices shall also review the cases of all temporary employments in their Branch/Office and cases where there is no specific approval shall be referred to the Controlling Office with full details such as date of first appointment, total number of days worked, sanctioned/existing strength, whether from the panel or local etc.

All the Branches/Offices are advised to scrupulously follow the above guidelines while engaging/termination of temporary employees so that disputes/court cases relating to this area can be avoided.

Clarifications required if any, to this circular may be sought from **PERSONNEL DEPARTMENT - HUMAN RESOURCE DEVELOPMENT DIVISION** at Head Office, Manisal through respective RO/GMO as per extant guidelines.

EHYLV:YRTIR:YRUCC
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(ALLEN C A PEREIRA)
GENERAL MANAGER

ANNEXURE-I
(Appointment Order format for Temporary Attenders)

Ref. No.

Branch/Office:

Date:

Shri/Smt.....
(Address)

Dear Sir/Madam,

Sub: Temporary appointment as an Attender in sub-staff cadre.

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1. We are pleased to offer you appointment as an Attender on purely temporary basis from \_\_\_\_\_ to \_\_\_\_\_ during the leave period of Sri \_\_\_\_\_ who is granted leave from \_\_\_\_\_ to \_\_\_\_\_ during regular vacancy.
2. Your temporary employment ceases at the close of office hours on \_\_\_\_\_ and no separate relieving order/letter will be issued.
3. The place of posting, period of appointment and the details of salary payable are given below:

|                      |   |                      |
|----------------------|---|----------------------|
| Place of posting     | : |                      |
| Period               | : |                      |
| Working Hours        | : |                      |
| Basic Pay            | : | Rs..... per month.   |
| Dearness Allowance   | : | At the rate in force |
| House Rent Allowance | : | At the rate in force |

4. This appointment is subject to all rules and regulations governing the staff of the Bank. You will keep confidential all affairs of the Bank, its employees and customer.
5. This is purely temporary appointment and does not entitle you for a regular appointment in the service of the Bank or any preferential treatment on that behalf.
6. No Travelling Allowance shall be paid to report at the place of posting.
7. The Bank can terminate your services at any time, without giving any reason whatsoever.
8. If you are agreeable to the terms and conditions of this appointment, you shall report for duty at the place of posting on the appointed date, before commencement of working hours.
9. In case you do not report for duty at the place of posting on the appointed date, this offer of appointment stands cancelled.

Yours faithfully,

Accepted the above terms and conditions

**Head of the Branch/Office****(Signature & Date)**

c.c. The Regional/Dy./General Manager, Regional/GM's Office:.....: for information

**ANNEXURE -I**  
**(Appointment order format for temporary Part Time Sweepers)**

Ref. No. \_\_\_\_\_ Branch/Office: \_\_\_\_\_  
Date: \_\_\_\_\_  
Shri/Smt.....  
(Address)

Dear Sir/Madam,

**Reg : Temporary appointment as a Part Time Sweeper in Sub Staff cadre.**

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1. We are pleased to offer you appointment as a Part Time Sweeper on purely temporary basis from _____ to _____ during the leave period of Shri/Smt. _____, who has been granted leave from _____ to _____ in the regular vacancy.
 2. Your temporary employment ceases at the close of office hours on _____ and no separate relieving order/letter will be issued.
 3. The place of posting and period of appointment are given below :
Place of posting : _____
Period : _____ From _____ to _____
 4. The appointment is subject to all Rules and Regulations governing the staff of the Bank. You will keep confidential all affairs of the bank or any preferential treatment on that behalf.
 5. You shall sweep and wetmop dailysq .ft. of office premises along with the incidental work like fetching water, removing cob webs, dusting/cleaning furniture, cleaning/wiping windows/grills and other incidental works.
 6. You shall perform any other duties of the cadre that may be assigned to you by the Manager/Head of the Department/Office as the case may be from time to time, within your normal total working hours per week.
 7. Your normal working hours per week shall be..... and you will be paid wages as under :
(Please indicate the scale wages as per the area of the branch/office i.e. Full scale, ¾ scale, ½ scale, 1/3 scale whichever is applicable depending upon the carpet area of the branch/office)
- In addition to this you will be paid D.A. and HRA at the rate in force.
8. Your actual daily timings for the work shall be from _____ a.m./p.m to _____ a.m./p.m. However, these are subject to change by the Bank from time to time with the prior intimation in the exigencies of the office.
 9. This is purely temporary appointment and does not entitle you for a regular appointment in the services of the Bank or any preferential treatment on that behalf.
 10. No traveling allowance shall be paid to report at the place of posting.
 11. The Bank can terminate your services at any time, without giving any reason whatsoever.
 12. If you are agreeable to the terms and conditions of this appointment, you shall report for duty at the place of posting on the appointed date, before commencement of working hours.
 13. In case you do not report for duty at the place of posting on the appointed date, this offer of appointment stands cancelled.

Yours faithfully,

Accepted the above terms & conditions

Head of the Branch/Office

(Signature & date)

c.c.The Regional/Dy./General Manager, Regional/GM's Office, _____ for information.

ANNEXURE –II**STATEMENT ON ENGAGEMENT OF TEMPORARY ATTENDER/PTS DURING THE MONTH _____ 200****NAME OF THE BRANCH:****BIC:**

Sl. No.	Name of the regular Employee on Leave	Whether Attender/ PTS	Carpet Area of the Branch/ Office	Name of temporary employee	SC/ST/ OBC/ PH/ Ex-Serviceman	Education Qualification	Date of Birth	Nature of duties (Attender/ PTS)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

Date of first appointment as Attender/ PTS as per record	Whether candidate in Panel I/II	Whether sponsored by Employment Exchange and empanelled	No.of days worked during the month	Total wages paid	Ref.No./ Date of entrustment letter	Total No.of days worked since January 2005	Total No.of days worked so far
(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Place:

Date:

Asst. Manager/Manager**Head of the Branch/Office**

To: RM/DGM/GM RO/GMO Personnel Cell _____ (To be submitted in duplicate)

FOR OFFICE USE AT RO/GMO

The entrustment as above is approved / The entrustment is not approved for the reasons*:

(* Strike off which is not applicable, Mail duplicate to the Branch)

Place:

Date:

MANAGER**SENIOR MANAGER/CHIEF MANAGER****REGIONAL/DY./GENERAL MANAGER**

To: The Branch Manager, _____ Branch

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ANNEXURE - III**REGIONAL/GM's OFFICE:****ENGAGEMENT OF TEMPORARY ATTENDERS/PTS DURING THE QUARTER ENDED AS ON _____**

Entrustment of Temporary Attender duties						
No. of Branches which engaged Temp. Attenders			No. of Temp. Attenders engaged below 90 days since 01.01.2005	No. of Temp. Attenders engaged above 90 days and below 180 days since 01.01.2005	No. of Temp. Attenders engaged above 180 days since 01.01.2005	Total wages paid during the quarter
Month	No. of Branches	No. of Temp. Attenders				

Entrustment of Temporary PTS duties						
No. of Branches which engaged Temp. PTS			No. of Temp. PTS engaged below 90 days since 01.01.2005	No. of Temp. PTS engaged above 90 days and below 180 days since 01.01.2005-	No. of Temp. PTS engaged 180 days & above since 01.01.2005	Total wages paid during the quarter
Month	No. of Branches	No. of Temp. PTS				

Contd.....

Details of Temporary Attender /PTS who have worked more than 180 days since 01.01.2005.

Details regarding Temporary Attenders								
Name of the Branch	Name of Temp. Attender	SC/ST/OBC/PH/Ex-Serviceman	Edn. Quali-fication	Date of Birth	Date of first appointment	No.of days worked from 1.1.05	No.of days worked so far	Reasons for continuous entrustment

Details regarding Temporary PTS								
Name of the Branch	Name of Temp. PTS	SC/ST/OBC/PH/Ex-Serviceman	Edn. Quali-fication	Date of Birth	Date of first appointment	No.of days worked from 1.1.05	No.of days worked so far	Reasons for continuous entrustment

Date:

SR. MANAGER/CHIEF MANAGER

REGIONAL/DY./GENERAL MANAGER

Forwarded to: PD:PAD(AS): HO:MANIPAL

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