

## HOURS OF WORK

Subject to the provisions of Clauses 14.3 and 14.12 below, the actual hours of work of full time workmen exclusive of recess period shall be as specified below:

### HOURS PER DAY

	Weekdays	Saturdays
(a) Workmen other than members of the Subordinate staff (excluding Category (b) below)	6 ½	4
(b) Godown-keepers engaged solely for that work other than those required to remain in attendance at the bank during office hours	8	8
(c) Members of the subordinate staff other than Drivers & watch-ward staff	7	4½
(d) Drivers	7½	5

(Para 14.2 of BPS dated 19-10-1966)

(a) The provisions regarding hours of work and overtime shall not apply to godown-keepers and godown-watchmen who are similarly excluded by the Labour Appellate Tribunal in paragraphs 194 and 195 of its Decision dated 28th April, 1954. Such workman shall be paid an "Other Allowance" of Rs. 25/- per month, if he is a godown-keeper and Rs. 15/- per month, if he is a godown-watchman.

(b) At places where an enactment governing working hours and over time of godown-keepers and godown-watchmen is in force, or subsequently comes into force, such workmen shall be governed by the provisions of

such enactment and the "Other Allowance" mentioned in sub-clause (a) of this Clause shall not be payable to them.

(Para 14.3 of BPS dated 19.10.1966)

There shall be a recess for lunch which shall not be less than half an hour and not more than one hour on week days (excluding Saturdays) subject, however, to the requirements of any statutory provisions like the Shops and Commercial Establishments Act. Primarily it will be for the workmen to decide the actual length of recess within the limit fixed as aforesaid and the majority decision of the workmen in any branch or establishment shall be adopted in case of difference of opinion with the management. Where, by any arrangement with the Bank, recess is availed of by any workman or workmen on Saturdays, such recess shall be duly marked in the Attendance Register.

(Para 14.4 of BPS dated 19.10.1966)

(c) The hours of work of a member of the watch and ward staff shall be 8 hours in a period 24 hours provided that the hours of work of a 'Watchman-cum peon' for the period during which he is required to work as a peon, as also of a peon, for the period during which he is required to work as a 'Watchman' or 'Armed Guard' shall be the same as those laid down in Clause 14.2(c) above.

(Para 14.5 of BPS dated 19.10.1966)

The banks can require a workman, without his consent, to work beyond the aforesaid hours of work prescribed for him (called overtime work for the purposes of this Settlement) subject, however that such overtime work shall not exceed 175 hours in any calendar year. As far as possible, prior intimation for overtime work will be given to the workman concerned, before overtime work is to begin.

(Para 14.6 of BPS dated 19.10.1966)

To regulate the proper distribution of such overtime work the management may in their discretion, prescribe from time to time, within aforesaid overall annual limit of 175 hours, a monthly or quarterly limit beyond which a workman shall not be required to do overtime work. No bank shall pay to any workman Overtime Allowance in excess of 175 hours.

(Para 14.7 of BPS dated 19.10.1966)

Normally, the total period of work including overtime shall not, on any day, exceed, in the case of workman other than members of the subordinate staff, 82 hours, and in the case of the members of the subordinate staff, 9 hours, excluding the period of recess. In the case, however, of an emergency, of which a responsible officer of the bank concerned shall be the sole judge, or when in the case of the subsidiaries of the State Bank of India, the exigencies of Government work at the close of the financial year so require, a workman can be required to work in excess of the aforesaid hours. The provisions herein shall be subject to the provisions of any law relating to the ceiling on the hours of work or overtime applicable to the establishment concerned.

(Para 14.8 of BPS dated 19.10.1966)

Any days declared as holidays under the Negotiable Instruments Act, 1881 for half yearly and yearly closing of accounts shall be deemed to be normal working days for all workmen employed in all banks.

(Para 14.9 of BPS dated 19.10.1966)

The provisions of this Chapter shall be subject to the provisions made by or under any enactment applicable to the establishment concerned.

(Para 14.10 of BPS dated 19.10.1966)

For the first one-quarter of an hour of overtime work (herein after called the cushioning period) on any working day, there shall be no payment for the workmen other than members of the Subordinate staff. If, however, the overtime work extends beyond the cushioning period, overtime payment shall be made for the whole period of overtime work including the cushioning period. There will be no such cushioning period for work done on Sundays and holidays, there will be no such cushioning period for members of the subordinate staff.

(Para 14.10 of BPS dated 19.10.1966)

The first quarter of an hour of overtime work, if not paid for as provided above, shall not be taken into account for the purpose of the prescribed annual overtime limit of 175 hours.

(Para 14.11 of BPS dated 19.10.1966)

Part-time workmen, bank workmen engaged in domestic service, gardeners and sweepers are excluded from the scope of the provisions regarding working hours and overtime contained in this Chapter.

(Para 14.12 of BPS dated 19.10.1966)

The hours of work of a member of the Watch and Ward Staff shall be 8 hours in a period of 24 hours PROVIDED that the hours of work of a 'Watchman-cum-Peon' for the period during which he works as a peon, as also of a peon, for the period during which he is required to work as 'Watchman' or 'Armed Guard' shall be the same as those laid down in Clause 14.2(c). A Watchman cum peon, will, for the period during which he works as peon, be entitled to any intervening holidays observed by the Bank.

(Para 14.13 (c) of BPS dated 19.10.1966)