

RECRUITMENT POLICY

We direct that in the case of all permanent vacancies the candidate must produce a satisfactory medical certificate before the appointment is made.

(Para 493 of Sastry Award)

We direct that for ordinary clerical work no bank should employ part time workers except for the writing of pass books in Banks in which this practice now prevails.

(Para 498 of Sastry Award)

On a candidate's appointment as a temporary employee, a probationer or a permanent member of a staff, the bank shall give him a written order specifying the kind of appointment and the pay and allowances to which he would be entitled and that such a written order shall be given on the appointment of a part time employee also. I further direct that wherever possible the bank should, except in the case of permanent employees, specify the period of employment.

(Para 23.20 of Desai Award)

The Sastry Tribunal in paragraph 497 of its Award has directed that "the period of apprenticeship, except in the case of those who work in banks so as to qualify themselves for the examination of the Institute of Bankers, should not exceed 12 months". The direction is a statutory one. I gave a direction similar to the one given by the Sastry Tribunal.

(Para 23.22 of Desai Award)

An employee with combined designations will be entitled to the appropriate special allowance if an allowance is provided for in this Settlement for either of his designations.

(Para 20.2 of BPS dated 19.10.1966)

In banks where it is the practice to appoint only godown keepers for attending to godown work, it is understood that in the Area III offices having a complement of not more than three clerks (other

than the in-charge of the office), any person who is not a member of the subordinate staff may be required, in leave arrangements to perform godown-keepers duties.

(Para 20.3 of BPS dated 19.10.1966)

Notwithstanding anything contained in paragraph 498 of the Sastry Award for pass-book writing, all banks will be free to employ part-time clerks as pass-book writers. Apart from such persons already in employment, in future only students and retired persons (but in any case no person already in employment elsewhere) will be engaged by banks for this purpose. Their hours of work will not exceed 12 hours in a week.

(20.4 of BPS dated 19.10.1966)

Subject to a bank's recruitment rules, if any, part-time employees will be given preference for filling of full-time vacancies, other things being equal.

(Para 20.6 of BPS dated 19.10.1966)

Other things being equal, temporary workmen (other than godown keeper) will be given preference for filling permanent vacancies and if selected they may have to undergo probation.

(Para 20.12 of BPS dated 19.10.1966)

Requests from clerks in Cash Departments for transfer out of the Cash Department (where such workmen, by the terms of their employment, are not liable to such transfers) and the requests of typists for transfer to non-typing clerical work will be considered sympathetically on merits.

(Para 20.15 of BPS dated 19.10.1966)

Bank work like transmitting cash, clearing or stationery will not be entrusted to private drivers employed by bank officers. If as a result the services of a driver are required for doing such bank work the existing private driver, if he was already doing bank work, shall be given preference for appointment of a peon cum-driver. Such peon cum-driver shall, whenever called upon to do so, drive any motor vehicle being used for the bank's work.

(Para 20.16 of BPS dated 19.10.1966)

Members of the subordinate staff whose names are registered in the bank's licenses for weapons, as "Retainer" shall be given preference for filling up vacancies of "Armed Guards".

(Para 20.18 of BPS dated 19.10.1966)

In future godown inspection duty shall not be entrusted to any one lower than a "Head Cashier Category E" or "Special Assistant". Consequently, it will be open to withdraw the godown inspection duty from a workman who is at present performing it, if his status is lower than a "Head Cashier Category E" or "Special Assistant". This, however, will not preclude a bank requiring a workman to accompany and assist the person inspecting godown(s).

(Para 21.4 of BPS dated 19.10.1966)

(i) There should be no restriction on combination of designations at rural branches. A rural branch will be an office situated at a centre with a population of less than 10,000. Having regard to the special characteristics of these branches, the management shall be free to work out the staffing pattern based on the needs of the organisation. It is hereby clarified that

a. Where a person has been appointed as a 'clerk-typist' it will be a combined designation.

b. Entrustment of duties attracting special allowance will not amount to granting an additional designation.

(Para 1 of BPS dated 31.10.1979)

In partial modification of Clause 20.1 of Bipartite Settlement dated 19-10-1966, Clause VIII of Bipartite Settlement dated 08-11-1973 and Clause IX (1) of Bipartite Settlement dated 31-10-1979.

(i) As in the case of rural branches there shall be no restrictions on combination of designations at semi-urban branches.

- (ii) In case of workman employees recruited hereafter, restriction of designation shall not apply and they shall be required to perform any duty of the cadre as per vacancies advertised or appointment letters issued.

(Para 19 of BPS dated 14.02.1995)

PROBATION

Probation Period: The Sen Award fixed the period of probation at 6 months, which in certain cases would be extended by 3 months. We respectfully agree with the said direction and direct that ordinarily the period of probation should not exceed 6 months. However, in case of persons whose work is not found to be quite satisfactory during the said period but who are likely to improve and give satisfaction if a further opportunity is given to them, the period may be extended by three months provided due notice in writing is given to them (and their consent in writing is obtained before the extension of their period of probation). In all other cases probationers after the expiry of the period of six months should be deemed to have been confirmed, unless their services are dispensed with on or before the expiry of the period of probation. We further direct that on a candidate's appointment as a temporary employee, a probationer or a permanent member of the staff, the bank shall give him a written order specifying the kind of appointment and the pay and allowances to which he would be entitled and that such a written order shall be given on the appointment of a part-time employee also.

(Para 495 of Sastry Award)

Probationers should be paid the same emoluments as are fixed for confirmed workmen.

(Para 496 of Sastry Award)

EXTENSION OF PROBATION PERIOD

There is considerable force in the argument advanced on behalf of the bank that where the period of probation is sought to be extended by three months, it should be sufficient for the bank to give a notice in writing to the employee to that effect. If an employee does not desire to continue in the employment of the

Bank as a probationer for the further period, he is at the liberty not to continue further and leave the service of the bank. I do not see any necessity for a provision to the effect that he must consent in writing before his period of probation can be extended for a further period of three months as provided in the Sastry Award. I direct that in the case of a person whose work was not found to be quite satisfactory and whose probation period, in the opinion of the bank, should be extended for a further period of 3 months in order to afford to him an opportunity to improve and give satisfaction to the bank, it would be open to the bank before the expiry of his period of probation to extend the period of probation for a further period of 3 months by giving notice in writing to him to that effect. If he does not desire to continue as a probationer for such further period, it would be open to him to intimate to the bank to that effect and leave the service of the bank.

(Para 21.18 of Desai Award)

EFFECT ON CONFIRMATION

We direct that on confirmation or permanent appointment an employee shall be entitled to all the privileges enjoyed by, and shall be subject to all the liabilities passed upon, the other permanent members of the staff and that he should further be entitled to have the period of his probation added to the years of his permanent service for the purpose of the grant to him of any gratuity. We make a similar recommendation in respect of pension also.

(Para 512 of Sastry Award)

The period of probation should be added to the years of permanent service for the purpose of the grant of gratuity or pension through Provident Fund contribution on both sides will commence only from the date of confirmation.

(Para 504 of Sastry Award)