



आन्ध्र बैंक ANDHRA BANK  
(भारत सरकार का उपक्रम A Govt. of India Undertaking)  
प्रधान कार्यालय, डॉ. पट्टाभि भवन Head Office, Dr. Pattabhi Bhavan  
आन्ध्र बैंक ANDHRA BANK

From: Human Resource Department Head Office	To All Controlling Offices	
Circular Lr. No. 102	Ref. No. 03/06	Date :31.01.2018

Sir,

Reg: Operational guidelines for Housekeeper-cum-peon  
Ref: Settlement dt. 05.03.2013  
Settlement dt. 28.11.2014  
Settlement dt. 06.01.2017

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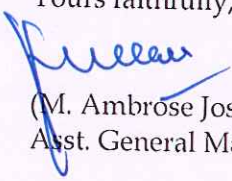
In terms of settlement dated 06.01.2017 entered into with AIABAEU, all Part Time Sweepers who have completed 8 years of service as on the cut- off date i.e. 30<sup>th</sup> September of every year were converted to Full Time Sweeper -cum- Sub Staff and designated as House keeper- cum-peon w.e.f 1<sup>st</sup> October of the respective year.

We furnish below the operational guidelines in respect of the House Keeper cum- peons:

1. The part time employees converted to full scale wages shall perform all the duties relating to sweeping and cleaning of the branch /office premises as well as the duties of Sub Staff member within the normal working hours of a sub staff.
2. The total working hours of the Housekeeper-cum-peon including the cleaning work shall not exceed the total working hours of a sub staff per day as provided under B.P. settlement.
3. The services of House keeper-cum-peon can be utilized for cash remittances as Sub Staff in place of Sub Staff where Permanent Sub Staff is not available or in the Absence/ Leave of Permanent Sub Staff.
4. The Part-Time Employees converted to Full Scale and designated as House keeper-cum-peons are eligible for payment of Special Pay for attending to Daftary duties where Permanent Sub Staff is not available or in the Absence/ Leave of Permanent Sub Staff.
5. All other service conditions as prescribed under B. P Settlement and other service conditions as applicable to Sub Staff shall be applicable to the sweepers converted to full scale wages and designated as House keeper- cum- peons.

Please ensure that the provisions contained in our above referred settlements are followed without any deviation.

Yours faithfully,

  
(M. Ambrose Joseph)  
Asst. General Manager (HR)

