

INSTRUCTIONS FOR CONVERSION OF PART TIME EMPLOYEES TO FULL TIME EMPLOYEES

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The Corporation is having Part-Time Employees in various offices of the Corporation who work for two hours, three hours, four hours etc. depending upon the requirements of the Office. The matter regarding conversion of these part-time employees into full time employees of the Corporation was discussed in the Board Meeting held on 08.05. 2017. We are pleased to inform that the Board has accorded its approval for conversion of Part-Time Employees to Full Time Employees.

Accordingly, the following instructions are issued by Chairman for implementation of the decision of the Board for conversion of Part-Time Employees to Full Time Employees.

Applicability & Eligibility

1. These instructions shall be called as the “LIC of India Instructions for Conversion of Part Time Employees to Full Time Employees, 2017.
2. These instructions shall be applicable only to those Part Time Employees who are on duty in various offices of the Corporation as on day. Those Part Time Employees on probation as on day shall be converted as Full Time Employees from the first of the following month after their confirmation in the cadre or from 01.12.2017, whichever is later. In case of Part Time employees who have been charge sheeted or against whom disciplinary proceedings are pending; only those Part Time Employees who are exonerated of the charges on conclusion of the proceedings will be eligible to be converted as Full Time Employees.
3. No further appointment shall be made on part time basis.

Application for conversion

4. All eligible Part Time Employees will have to apply for conversion to Full Time Employees. The application has to be given within 15 days from the date of these instructions i.e. on or before 25/10/ 2017 to the Senior /Divisional Manager In-charge of the Division where the applicant is employed. This will be a One Time Opportunity for Conversion and those who are not willing for conversion will continue as Part Time Employees without claiming for conversion at any time in future.
5. The Senior Divisional Manager In-charge will form a Committee for verifying the documents of all the eligible candidates who have applied for conversion. After the verification of

documents by the Committee, eligible candidates will be considered for conversion to Full time employees.

Designation

6. The Part Time Sweepers on conversion to Full Time Employees will be designated as Sweeper –cum- Attendant. Other part time employees who are currently placed in ‘Sweeper Scale’ will be designated as Attendant and part time employees currently placed in peon scale will be designated as Peon.

Working Hours & Work Profile

7. The working hours of the converted Full Time Employees will be Eight Hours inclusive of Lunch Break of 45 Minutes as applicable to Class IV employees of the Corporation.
8. They are liable to be posted/ transferred to any office of the Corporation all over India.
9. After conversion of Part Time Employees to Full Time Employees, they will continue to perform their original duties for the same number of hours which shall be equal to their part time working hours. For the remaining part of the day, they will be required to perform all such duties that may be delegated to him/her, as shown in the Annexure ‘A’ to these instructions. As the job of a Sweeper involves Cleaning /Dusting which is normally done outside office hours, the actual timings may be decided by the Controlling Divisional Office.
10. Deployment on conversion to full time will be subject to availability of vacancies and the conversion of part time to full time will not result in creation of vacancy in their existing post.

Continuation of Salary Roll Number, Leave Carry Forward & Service

11. These employees will continue with the same Salary Roll Number allotted to him on his appointment as a Part-Time Employee. The balance unutilized leave to the credit of such Part-Time Employees shall be carried forward on their conversion as Full Time Employees
12. The service of the Part-Time Employee prior to conversion as Full Time Employee shall be taken into account on pro-rata basis for the purpose of gratuity/provident fund. The option of Provident Fund/Pension as already exercised by the Part Time Employee will continue on conversion as Full Time Employee and no change of option will be allowed.

Pay Scale & Fitment

13. From the date of conversion, they will be entitled to the Pay Scale and all benefits as per Rules as applicable to the cadre of Full Time Sweeper and Full Time Peon as the case may be.

14. For fitment purposes, the pro-rata increments granted to the part-time employees during the course of their part-time service shall be proportionately converted into full increments and their fitment from the date of conversion as Full Time Employees in the Pay Scale of Full Time Sweeper shall be done after taking into account such notionally added increments. Fraction of an increment if any will be ignored.

Example: Date of Original Appointment with 2 hours duty is 1.4.1992. Increase in duty hours to 4 hours from 1.4.2004. Proportionate number of years' service will be calculated as:

From 01.04.1992 to 31.03.2004 = 12 Years with 2 Hours duty: = $12 \times 2/8 = 3$ years

From 01.4.2004 to 01.12.2017 = 13 completed years with 4 hours duty: = $6\frac{1}{2}$ years. The total service is taken as $9\frac{1}{2}$ years and pay will be fixed in the 10th stage (by giving 9 increments notionally, ignoring fraction) in the Pay Scale of Full Time Sweepers/ Full Time Peons. Any fraction in period less than one year is ignored. The Normal Grade Increment shall be released after the employee has put in one year of service from the date of conversion, as per LIC of India (Staff) Regulations, 1960.

If there are any penalties imposed on them earlier, they have to be taken in to account before fixing the revised Basic Pay.

15. **Protection of Gross Salary and Retirement Benefits:** Because of the conversion as Full Time Employees, their Gross salary as well as Retirement Benefits shall not be less than what is payable if they would have continued as Part Time Employees.

Promotion

16. They will also be eligible to be considered for promotion to higher cadre as per the existing rules for the Full Time Sweeper and Full Time Peons

Replacements & Vacancies

17. There shall be no replacement for Sweeper-Cum-Attendants/ Attendants on their exit from the services of the Corporation due to Promotion/Superannuation/Resignation/Death etc. All maintenance/upkeep work of all offices of the Corporation including sweeping, dusting,

polishing, plumbing, painting etc. will be outsourced by the Corporation in a phased manner.

18. The conversion of Part Time Employees as Full Time Employee will not result in any vacancy in the part-time cadre. With the above conversion of Part-Time Employee to Full Time Employee, no additional Part Time Employees shall be recruited. Excess of Peons which may arise due to the presence of Sweeper-cum-Attendants/Attendants/Peons in some offices will have to be adjusted against future vacancies arising due to promotion, retirement, transfer, death, resignation etc.

Rosters

19. The Full Time Employee will be included in the rosters of Full Time Employees in the same category as he was included in the Roster at the time of his appointment as Part Time Employee.

Applicability of Staff Regulations & Date of conversion

20. The Sweeper-Cum-Attendant/ Attendant/ Peon shall be governed by the Life Insurance Corporation of India (Staff) Regulations, 1960 as well other instructions issued by the Corporation from time to time from the date of conversion.
21. The date for conversion of Part Time Employees to Full Time Employees will be 1st December 2017.
22. The Executive Director (Personnel) may issue such instructions as may be necessary or expedient to give effect and carry out the provisions of these instructions.

By Order

Place: Mumbai

Executive Director (Personnel)

Date: 10/10/2017.

Annexure 'A'

The following additional duties over and above the duties of Part Time Employees are required to be performed by them on conversion as Full Time Employees as Sweeper-Cum-Attendant/ Attendant/ Peon. The following list is inclusive and not exhaustive.

- i) Dusting of office furniture, machines, files, table, equipments, fans, lights etc., removing and replacing of covers of computers, printers etc.
- ii) Opening of windows etc in the morning, switching on the lights in the morning where needed and switching off the fans and lights and closing of the windows in the evening.
- iii) Carrying messages, papers, registers, circulars, packets, (portable size) etc., from one place to another inside the office or outside.
- iv) Serving drinking water to employees and to visitors.
- v) Carrying franking machines, computers, etc., within building and franking machines and other such portable items from one place to another.
- vi) Pinning, stitching, sorting, or arranging of papers and circulars in accordance with the instructions.
- vii) Filing and replacing of policy or any other similar records identified by number or symbol.
- viii) Affixing stamps, sticking or sealing envelopes or wrappers, typing of packets or packing up or parcels etc.
- ix) Operation of Franking Machines, if required
- x) Despatch and/or hand delivery of the letters.
- xi) Any other work that may be assigned by head of office/department as per office exigency.

Application for Conversion to Full Time Employee

The Senior Divisional Manager,
LIC of India,

Date:

_____ Divisional Office,
_____.

Dear Sir,

Re: Conversion from Part Time Employee to Full Time Employee in LIC of India.

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With reference to Central Office Circular Ref. PERSONNEL/MPP&R Circular No: CO/Per/MPPR/4/2017 dated 10/10/2017 regarding conversion from Part Time Employee to Full Time Employee, I hereby apply for conversion from Part Time Employee to Full Time Employee in LIC of India. All the Terms and Conditions pertaining to the conversion as well as the following additional duties over and above the duties of Part Time Employee required to be performed by me on my appointment as Sweeper-cum-Attendant/ Attendant/ Peon are acceptable to me.

- i) Dusting of office furniture, machines, files, table, equipments, fans, lights etc., removing and replacing of covers of computers, printers etc.
- ii) Opening of windows etc in the morning, switching on the lights in the morning where needed and switching off the fans and lights and closing of the windows in the evening.
- iii) Carrying messages, papers, registers, circulars, packets, (portable size) etc., from one place to another inside the office or outside.
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- ix) Operation of Franking Machines, if required
- x) Despatch and/or hand delivery of the letters.
- xi) Any other work that may be assigned by head of office/department as per office exigency.

Yours faithfully,

Signature

Name :

Designation :

SR Number :

Place of Posting :

(To be sent to the Zonal/Divisional Office where the PTE is currently employed)