

GOVERNMENT OF KERALA

Abstract

Guidelines for regularization of existing eligible casual sweepers and appointments against future arising vacancies of sweepers in State PSUs/Boards/Autonomous Institutions etc –Orders- Issued.

FINANCE (PU-C) DEPARTMENT

G.O.(P).No. 412/2011/Fin. Dated, Thiruvananthapuram.30.09.2011

Read:- 1. G.O (P) No. 501/2005/Fin. Dated: 25.11.2005. 2. G.O (P) No.61/2010/Fin. Dated: 09.02.2010.

ORDER

Currently there are no settled norms for the appointments of Casual Sweepers in State Public Sector Undertakings, Boards, Autonomous Institutions etc. This has resulted in appointments being made in different ways and affects the scope of the casual employees adversely. Government vide order read as 2nd paper above had taken correctives measures to streamline an approach in Government departments in the similar category.

2) Government after examining the matter in detail are pleased to order the introduction of a similar procedure as detailed below to

streamline the issue in the State Public Sector Undertakings/Boards/Autonomous Institutions etc.

- a) This order will be applicable to all State Public Sector Undertakings,.
 Boards, Autonomous Institutions etc.
- b) The certification of sweeping area shall be done every five year. The guidelines regarding the sweeping area are appended as Annexure I.
- c) Where the sweeping area is less than 100 sq. mtrs, a casual sweeper may be engaged without creating a post.
- d) Where the sweeping area is 100 sq. mtrs or more but is less than 800sq. mtrs, the post of a part time contingent sweeper shall be created with the prior approval of Government.
- e) If the sweeping area is 800 sq. mtrs or above but below 900 sq. mtrs, the post of a Part Time Contingent Sweeper shall be created and in addition a casual sweeper may be engaged. If it is 900 sq. mtrs or above but below 1600 sq. mtrs, 2 posts of Part Time Contingent. Sweepers may be created. The same logic will apply if the area is or exceeds 1600 \$q. mtrs.
- f) The creation of all such posts shall be with the prior approval of Government. Proposals for creation of such posts with the approval of Board of Directors shall be forwarded to Government with all the required details as in Annexure II. The Government are at a liberty to conduct the reassessment of the sweeping area of any office, wherever necessary, by the Chief Technical Examiner or such competent authority as may be fixed by Government. Such assessment will be made subject to the provisions contained in the Annexures to this Government Order.

- ontinuing as such for more than 10 years in one and the same office, as on the date of issue of this order may be regularized in the posts: of Part Time Contingent Sweeper created as above, with the approval of Government. The regularization will take effect from the date of issue of this Government Order or w.e.f the date of order creating the post whichever is later. Such proposals for creation of post shall be forwarded to Government with the resolution of Board of Directors and also with all the required details.
 - h) The area assessment shall be carried out from the concerned Engineer of Public Works Department (Buildings) immediately and the concerned Administrative Department shall issue orders with the concurrence of Finance Department on or before 31.10.2011.
- i) The regularization will be a one time arrangement and hence forth all appointments shall be carried through the Employment Exchange by following transparent procedures. Managing Director's /Chief Executive Officers of the organizations shall take up the regularization proposals along with the proposal for creation of posts, if required with the Administrative Department concerned and the Administrative Department shall issue orders with the concurrence of Finance Department on or before 30.11.2011.
- These guidelines will be applicable to newly created offices also. The appointments against duly sanctioned post created with the approval of Government shall be made through Employment Exchanges only. However, in case of delay in making such postings, the vacancies may be filled up for a period of two months by contract through Kudumbasree in a transparent manner and they

shall be terminated on persons through Employment Exchanges. Such persons engaged from Kudumbasree shall not have any claims for regularization.

- k) The remuneration of the Part Time Contingent Sweepers and Casual sweepers shall be in conformity with the pay/wage structure of the PSU/Organisation concerned and Government approval shall be obtained in this regard.
- The expenditure if any, in creating the posts and regularizing the casual sweepers shall be met by the respective concerns and, Government will not provide any fund for this purpose.

(By Order of the Governor)

SANJAY GARG SECRETARY (FINANCE EXPENDITURE)

To

The Accountant General (Audit) Kerala, Thiruvananthapuram. The Accountant General (A&E) Kerala, Thiruvananthapuram. The Chief Executives of all PSUs/Boards/Corporations. All Departments of Secretariat.

The Director of Public Relations, Thiruvananthapuram.

The Nodal Officer, www.finance.kerala.gov.in.

Stock file/Office copy.

Forwarded/By Order

Section Officer

ANNEXURE - I GUIDELINES FOR DETERMINATION OF SWEEPING AREA

- 1. Sweeping area means the aggregate of the following:
 - i. Carpet area ie. the usable floor area, excluding the area of terrace, car porch, staircases, lift wells, escalators, ducts, toilets, air condition plant room and electrical control room.
 - ii. Area of car porch, staircase, verandah or corridor, if such car porch, stair case/verandah/corridor is under the exclusive use of the Office in question, provided it is used regularly by the office staff and /or the general public and if it is to be swept regularly. Thus for example that portion of the staircase leading to a terrace which is not used need not be swept, so will be excluded from the sweeping area.
 - iii. Toilets used exclusively by the office in question or the general public visiting such an office, if it is to be washed and cleaned regularly.
 - iv. If there is a courtyard attached to the office, then the area of the courtyard actually swept, subject to the condition that this shall not exceed one third of the aggregate of (i), (ii) and (iii) above.
- 2. In case where common areas such as car porch, staircase, verandah, corridor, landing etc are shared by the office in question with other State Government or Quasi State Government offices/ State Public Sector Undertakings/Boards/Autonomous Institutions only, such common areas shall be apportioned among the various offices in question, in proportion to the carpet area of each such office.

- 3. If the common areas of car porch, staircase, verandah, corridor, landing etc are shared with private premises, then that portion of the common appurtenant to the office in question alone will be included in the sweeping area, subject to the condition in sub para (iv) of para 1 above.
- 4. For all offices, the sweeping area will be assessed, fixed and certified, by an officer of the PWD Buildings Division, not below the rank of an Assistant Engineer. A rough sketch of the area indicating the correct measurements and calculations will be prepared by the Chief Executive Officer and made available to the Engineer for certification. The Engineer will certify after due verification with respect to the stipulation for the sweeping area etc. The certification of the sweeping area shall be done once in 5 years. All existing premises will also be got certified once again over the next 1 year. The responsibility for this shall be with the Head of the Organisation in question.
- 5. In case for any particular organization in question, there are difficulties in applying these guidelines or where further clarification is considered necessary in the opinion of the Engineer concerned, the CEO/MD/Head of the Organisation shall bring the same to the notice of the Finance Department in Government directly without attempting to interpret or extend or modify these guidelines and their application. Copies of such communication shall also be sent through proper channel.

ANNEXURE II

APPLICATION FOR CREATION OF POST OF PART-TIME CONTINGENT SWEEPER

| 1 | Name of the Organisation | | |
|----|--|--|---|
| 2 | Name & Address of the Office | | |
| 3 | Designation of Head of Organisation | | |
| 4 | Phone No. with STD code | | |
| 5 | Sweeping area in sq.mtrs (See Para I of Annexure 1) | | |
| | i | Carpet Area | : |
| | ii | Area of car porch, staircase, verandah, corridor under exclusive and regular use of the Office | • |
| | iii | Area of Toilets | : |
| | iv | Area of courtyard, normally swept (not exceeding one third of (i), (ii), (iii) above) | : |
| | v | Total sweeping area (i+ii+iii+iv) | : |
| 6 | Name and Designation of the Officer of the PWD Buildings Division who has certified the sweeping area (see Para 4 of Annexure I) | | : |
| 7 | Remuneration payable for the post required. | | : |
| 8 | Since how long is the office functioning from these premises? | | : |
| 9 | If there is a casual sweeper already being employed, name, sex date of birth, address etc. | | |
| 10 | Since when the above person been regularly engaged for sweeping? | | |

| a Through Employment Exchange : b By transfer from another office : c Other (Specify) : 12 a Has the High Court or any other : Court ordered his regularization? | |
|---|-------|
| c Other (Specify) : 12 a Has the High Court or any other : | |
| 12 a Has the High Court or any other : Court ordered his regularization? | |
| Court ordered his regularization? | , |
| | , |
| If yes, give order number and date b The date from which the incumbent: was to be regularized in accordance with the above order. | |
| c Whether regularization has been : ordered? If so from when? 13 Views of the incumbent Casual Sweeper : regarding area | |
| I agree with the assessment of the area as indicated above/Accordi | ng to |
| me, the area should be | |
| Date: Signature: | |
| 14 Any other Information : | |
| Signature of CEO/MD:/Head of Institution | n. |
| Place: Name and Designation | |

Date: