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(Part -I Policy)

EQUAL OPPORTUNITY POLICY

Division : Human Resource Management Division

Version : 2025_HRD_1.0



Policy Custodian

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Policy Version Control

S. No.	Version Number	Version Date	Summary of changes
1	2025_HRD_1.0		NA, New Policy

Policy Governance

Frequency Of Review	Policy will be reviewed as and when required to incorporate changes advised by the Government/ DFS etc. In any case, the Policy will be reviewed annually.
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Approval Path	Steering Committee of Board on HR → Board
Supersedes	NA, New Policy

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1. Policy Overview

Equal opportunity means that all employees experience fairness, impartiality and equal access to all career initiatives at workplace. It promotes an inclusive work environment that values and accepts the diverse, cultural and social background of its staff. Punjab National Bank is committed to create an inclusive workplace which provides equal opportunities in employment and where every employee is treated with respect and dignity. The present policy is in compliance with the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017.

2. Policy Details

2.1 Objective

The objective of the Policy is to ensure that the work environment is inclusive and free from any form of discrimination against people with disabilities.

2.2 Scope and Applicability

The Equal Opportunity Policy shall be applicable to all Branches/ Offices of Punjab National Bank located in India and it covers all persons with disability in the Bank and who acquire disability during their service period / work tenure.

The policy applies to all facets of employment that commences from recruitment, training, working conditions, salary and allowances, staff welfare, facilities and perquisites, transfer and deployment and up to Separation etc.

2.3 Policy Contents

The following measures are being taken in the direction of inclusivity and empowerment of the Persons with disability.

2.3.1 Recruitment and Selection: Recruitment in Bank is an open and transparent process in the Bank, which is conducted as per Board approved Recruitment Policy. Recruitments are done based on merit, which is made, based on evaluation of the competencies of the candidates. In case of Direct recruitment, reservation is to be provided to Persons with Benchmark Disability as defined

under section 2 (r) of The Rights of Persons with Disabilities Act, 2016. Detailed guidelines in this regard have been issued by DoP&T on reservation for the Persons with Benchmark Disabilities OM No 36035/02/2017-Estt (Res) dated 15.01.2018.

2.3.1.1 Quantum of Reservation in Recruitment:

In case of direct recruitment, four percent of the total number of vacancies in the cadre strength in each cadre, i.e. Officer, clerical and substaff shall be reserved for persons with benchmark disabilities of which, one per cent each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one percent, for persons with benchmark disabilities under clauses (d) to (e), namely: -

- (a) Blindness and Low Vision;
- (b) Deaf and hard of hearing;
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attacks victims and muscular dystrophy;
- (d) Autism, intellectual disability, specific learning disability and mental illness;
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf - blindness.

2.3.1.2 **Age Relaxation:** Age-relaxation of 10 years in upper age limit is provided to People with Benchmark Disability during recruitment process.

2.3.1.3 **Fee Concession:** Bank provides a recruitment fee concession which is applicable for PwBD candidates.

2.3.1.4 Services of scribes, compensatory time and other concessions as per Government guidelines shall continue to be provided to the person with benchmark disabilities. These guidelines are subject to change in terms of GOI guidelines/ clarifications, if any, from time to time.

2.3.1.5 While notifying the vacancy in newspaper, Bank shall specify the number of vacancies reserved for each category of Persons with benchmark disability in accordance with the provision of Section 34 of the Act.

2.3.1.6 Bank will provide induction and on-the-job training to newly recruited employees to enable them to carry out their jobs effectively.

2.3.2. Transfer and Deployment: While deploying the persons with Disability and those having differently abled child, Government guidelines will be complied meticulously. Preference in place of posting at the time of transfer/ promotion to the persons with disability and those having differently abled child, as far as possible and subject to administrative constraints.

2.3.3. Inclusive, accessible and barrier- free work environment: The Bank shall provide suitable infrastructure subject to feasibility to enable person with disability to have access to common facilities including physical environment, information & technology without any inconvenience. Bank shall continue to provide JAWS software to all Visually Impaired Employees to enable them to discharge their duties effectively.

2.3.4. Conveyance Allowance: Bank shall continue to pay conveyance allowance to Person with Disabilities at the prevailing rates. Presently, the same is 5 % of basic pay subject to maximum of Rs 600/- per month.

In addition to the aforesaid, Bank also provides reimbursement of expenses on monthly consolidated basis to all employees, including PwDs, under either monetary limit basis or petrol limit basis.

2.3.5. Provision of aids/assistive devices- Board of the Bank has approved reimbursement of Rs. 10,000/- (Rupees ten thousand only) once in every three years to differently abled employees, w.e.f. 01.01.2025 for purchase of specialized equipment or assistive devices that facilitate their work and daily life.

2.3.6. Facilities: All the perquisites /facilities/ benefits available to staff of respective cadre shall be equally applicable to Person with Disabilities subject to fulfilling the eligibility criteria. In addition Bank provide financial assistance amounting to Rs 45,000 to the employees having Children with Special Needs (intellectual Disability).

2.3.7. Leaves: PwD employee shall be allowed leaves as per leave rules of the Bank. However, keeping in view the hardship faced by them bank has made provision

of special leave for persons with disability (other than leave allowed as per leave rules) as under:

2.3.7.1. Provision of Special Casual Leave for 4 days in a calendar year- Special Casual leave may be provided to PwD employees for 4 days in calendar year for specific requirements relating to their disabilities with prior approval of competent authority.

2.3.7.2. Provision of 10 days Special Casual Leave in a calendar year – In addition to the above, 10 days special casual leave may be provided to PwD employees in a calendar year subject to exigencies for participating in Conference/ Seminars/ Trainings/ Workshops related to their disability and development, with prior approval of competent authority.

2.3.8. Promotion and Career growth: Government guidelines defined in DoPT O.M. no. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, relating to Reservation in promotion to Persons with Benchmark Disabilities (PwBDs) which covers following aspects in promotion shall be followed/made applicable:-

- i. Quantum of Reservation
- ii. Exemption from reservation in promotion
- iii. No denial of promotion merely on the ground of disability
- iv. Identification of Posts
- v. Reservation in posts identified for one or two categories
- vi. Adjustment of PwBD candidates who are in the Zone of Consideration against General Vacancy
- vii. Relaxation of standard of suitability
- viii. Computation of number of vacancies to be reserved
- ix. Effecting reservation- maintenance of rosters
- x. Certificate by requisitioning/cadre controlling authority while sending application for selection by promotions/departmental examination including limited competitive departmental examination
- xi. Notice of vacancies for promotion by selection

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- xii. Zone of consideration, inter-se exchange and carry forward of reservation in case of promotion
 - xiii. Horizontality of reservation for Persons with Benchmark disabilities
 - xiv. Annual reports regarding representation of Persons with Benchmark Disabilities
 - xv. Liaison Officer for Persons with Benchmark Disabilities
 - xvi. Maintenance of register of complaints by the Government Establishment

Scribe services shall continue to be allowed on their request and as per government guidelines subject to change of government guidelines.

2.3.9. Training and development: Bank shall continue to impart Pre-promotion training to PWD employees in order to make them prepare well for Promotion Test and attain success in qualifying the Test.

The Bank shall continue to conduct training programs for all its employees including PwDs. Moreover, time to time special Training Programmes for PwBD employees may be designed on need basis in order to enable them to perform their duties effectively.

Further sensitization trainings and awareness drives be undertaken to educate all employees especially those without disabilities regarding disability related issues to prevent discrimination.

2.3.10. Appointment of Liaison Officer: DoPT O.M. No. 43011/153/2010-Estt.(Res), dated 4.1.2013, requires for nomination of Liaison Officer for persons with disabilities. The Bank has appointed Chief Liaison Officer in the rank of General Manager for persons with disabilities at Head Office level to look after all types of complains, grievances and welfare of our PwBD employees. Further, Liaison officer has also been appointed at Zonal Office and Circle Office level.

Bank shall continue to appoint Chief liaison officer/ Liaison Officer as per government guidelines and any instructions changed from time to time.

2.3.11. Appointment of Grievance Redressal Officer: Section 23 of the RPwD Act, 2016 states that *“every Government establishment shall appoint an officer not below the rank of a Gazetted Officer as Grievance Redressal Officer: Provided that where it is not possible to appoint any Gazetted Officer, the Government establishment may appoint the senior most Officer as a Grievance Redressal Officer.”*

The Bank has appointed a Grievance Redressal Officer in the rank of Chief General Manager, for the Persons with Benchmark Disabilities (PwBD) employees’ as per government guidelines and shall continue to appoint the same.

2.3.12. Maintenance of records: Section 22 of the RPwD Act, 2016 states that *every establishment shall maintain records of the persons with disabilities in relation to the matter of employment, facilities provided and other necessary information in compliance with the provisions of this Chapter in such form and manner as may be prescribed by the Central Government.*

Bank maintains the records of Persons with disabilities with regard to employment, facilities provided and other necessary action in compliance with the provisions of the act in digital form in HRMS. The record maintained shall be open for inspection at reasonable hour by such persons as may be authorised on their behalf by the appropriate government.

2.3.13. Maintenance of Register of Complaints: The grievances and complaints of PwD employees are maintained in a Register of Complaints (calendar wise) as per provisions of the RPwD Act, 2016 and RPwD Rules, 2017.

2.3.14. Reservation Roster: The roster register is maintained for Persons with Disabilities in formats as stipulated by the Government.

(Part -II Operational Guidelines)

OPERATIONAL GUIDELINES FOR EQUAL OPPORTUNITY POLICY

Division : Human Resource Management Division

Version : 2025_HRD_1.0



1. Standard Operating Procedure

- i.) In case of direct recruitment conducted by the Bank, it is to be ensured that reservation is to be provided to Person with Benchmark Disability as defined under section 2 (r) of The Rights of Persons with Disabilities Act, 2016.
- ii.) It is to be ensured that while deploying any employee with Disability, Government guidelines are complied meticulously and preference in place of posting at the time of transfer/ promotion is given to the persons with disability as far as possible and subject to administrative constraints.
- iii.) To facilitate and enable persons with disabilities to have access to common facilities including physical environment, information & technology without any inconvenience, it must be ensured that a suitable infrastructure is provided to PwD employees.
- iv.) It is to be ensured that benefits and facilities like conveyance allowance, aid/ assistive devices, perquisites are provided to PwD employees.
- v.) Special Casual Leave for 4 days in a calendar year for specific requirements relating to their disabilities shall be allowed to PwD employees.
- vi.) Further, 10 days Special Casual Leave in a calendar year to be allowed to PwD employees, subject to exigencies for participating in Conference/ Seminars/ Trainings/ Workshops related to their disability and development.
- vii.) During promotion process, it is to be ensured that Government guidelines defined in DoPT O.M. no. 36012/1/2020-Estt. (Res.-II) dated 17.05.2022, relating to Reservation in promotion to Persons with Benchmark Disabilities (PwBDs) are complied with.
- viii.) It must be ensured that training and development programmes including pre-promotion trainings are made available to PwD employees.
- ix.) It is to be ensured that liaison officer and grievance redressal officer are appointed for PwD employees. Further, records of PwD employees, Reservation Rosters and complaint register are to be maintained as per provisions of RPwD Act, 2016 and RPwD Rules, 2017.

2. Monitoring

- i.) Human Resources Division is responsible for ensuring implementation of recruitment and promotion related guidelines as defined in the Policy. The authority must ensure meticulous compliance of provisions as prescribed in RPwD Act, 2016 and RPwD Rules, 2017.
- ii.) Respective Incumbent of Circle Office/ Zonal Office/ HO Divisions shall monitor that proper records pertaining to PwD employees are maintained/ updated in HRMS and that they are extended benefits and facilities as prescribed in the Policy.
- iii.) Respective Incumbents of all branches and offices shall be responsible for enabling PwD employees and providing them with inclusive, accessible and barrier free environment at work.

3. Authority for Approving Operational Guidelines

Steering Committee of Board on HR will be empowered to decide the operational guidelines, terms & conditions and provisions extended in the Policy.

4. Disclosure of the Policy

This policy shall be displayed in Bank’s website.

5. Ownership of the Policy

Human Resources Management Division will be the owner of this policy.

6. Validity and Review of the Policy

The Policy shall remain valid for twelve months from the date of approval by the Board.

Further, the Steering Committee of the Board on HR shall be authorised to:

- i) Incorporate any changes necessitated in the Policy for the interim period up to the next review, due to regulatory pronouncements made during the validity period of the Policy; and
- ii) Extend the validity of the Policy for a further period of three months and the Board will be informed of such extension subsequently at the time of annual review

7. Modification/Review/Revision:

The Policy shall remain in force and it shall be modified so as to incorporate changes, as may become necessary to meet organization needs on the basis of Acts, Rules and Regulations, Guidelines and Directive of Government of India etc after obtaining approval from the Board.

8. Reporting

The Office of the Chief Commissioner for Persons with Disabilities. - A copy of the said policy shall be notified/ registered with the Chief Commissioner for persons with disabilities.

9. Relaxation/Deviation/Exclusions

Nil

Part – III Annexure

1. List of Definitions

- i) **‘Bank’** means Punjab National Bank.
- ii) **‘Board’** means Board of Directors of the Bank.
- iii) **‘Competent Authority’** means the authority designated for the purpose by the Board.
- iv) **‘Government’** means the Central Government.
- v) **‘Act’** means the Rights of Persons with Disabilities, Act, 2016
- vi) **‘Rules’** means the Rights of Persons with Disabilities, Rules, 2017

2. Frequently asked Questions

Q) Who are covered in Punjab National Bank Equal Opportunity Policy?

A) The policy covers all persons with disability in the Bank and also covers those who acquire disability during their service period / work tenure. It applies to all facets of employment that commences from recruitment up to separation.

Q) Does the Bank maintain a Register of Complaint for PwDs?

A) Yes

Q) Does the Bank provide reservation to PwBDs during recruitment?

A) Yes, as per government guidelines.