



## **PUNJAB AND SIND BANK**

### **EQUAL OPPORTUNITY POLICY FOR DIVYANGJAN**

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules 2017, the Bank strives to ensure that the work environment is free from any discrimination against Divyangjan. Further, the Bank will take all actions to ensure that a conducive environment is provided to divyangjan to enable them to perform their role and excel in the same.

The systems and processes of the Bank to ensure that:

- the divyangjan employees enjoy the right to equality, life with dignity and respect for his or her integrity equally with others.
- to utilise the capacity of divyangjan employees by providing appropriate environment.
- no divyangjan employees shall be discriminated on the ground of disability, unless it is shown that the impugned act or omission is a proportionate means of achieving a legitimate aim.
- no person shall be deprived of his or her personal liberty only on the ground of disability (divyangjan).
- the Bank shall take necessary steps to ensure practical and wholesome workplace environment for divyangjan.

#### **1. Direct Recruitment**

Under direct recruitment, 4% of the vacancies are to be reserved for persons with bench mark disabilities, of which, one percent each shall be reserved for divyangjans under clauses (a), (b) and (c) and one percent, for persons with benchmark disabilities under clauses (d) and (e) namely:-

- (a) Blindness and low vision;
- (b) Deaf and hard of hearing;
- (c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack 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 in the posts identified for each disabilities.

#### **2. Promotion**

The divyangjans employees shall be given a fair and equitable chance to compete for promotion and to pursue their career as effectively as others. Further, reservation in promotion shall be in accordance with instructions issued by the appropriate Government from time to time in the matter.

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### 3. Identification of Jobs

List of posts identified suitable for divyangjans by the Govt. shall be adopted by the Bank to provide employment to divyangjans in the Bank. Also Bank shall give an equal opportunity to divyangjans to work in all fields/ departments in the Bank based on their skill and ability.

### 4. Training

The bank shall provide necessary training to the new recruits to enable them to carry out their jobs effectively. This shall include Induction Training for newly recruited SWOs and Orientation training for newly recruited Probationary Officers. Further, to ensure equality of career outcomes for person with disabilities, Bank shall provide pre-promotion training to divyangjan (person with disabilities) employees together with SC/ ST/ OBC employees in accordance with the Training Policy and Government guidelines effective from time to time.

### 5. Facilities and Amenities

Bank shall ensure that the work environment is free from any discrimination against divyangjan; and

- The Bank shall strive to provide suitable infrastructure and barrier free access to work areas to enable differently abled employees to have access to common facilities including physical environment, access from main building entrance to their work place etc, subject to practical feasibility.
- The Bank shall provide such software and other hardware as far as possible to enable the divyangjans to perform their duties efficiently.

### 6. Transfer and Postings

The person with disabilities employees shall be given postings, as far as possible and subject to availability of vacancy in that branch/ zone/ office, near to their native place.

### 7. Record Management

HRD Department at Head Office and the HRD Cell at Zonal Offices shall undertake maintenance of information and records in respect of employment and facilities provided to employees with disabilities. Bank shall maintain records containing the following particulars, namely:

- The number of divyangjan who are employed and the date from when they are employed;
- The name, gender and address of divyangjan;
- The nature of disability of such persons;
- The nature of work being rendered by such employed person with disability; and
- The kind of facilities being provided to such divyangjan.



## **8. Chief Liaison Officer**

The Bank shall have in place a Chief Liaison Officer for divyangjan of the rank of General Manager in respect of matters relating to the representation of divyangjan.

## **9. Grievance Redressal Mechanism for Divyangjan**

A grievance redressal mechanism for addressing the matters related to the employment of divyangjan shall be in place in the Bank. The Chief Liaison Officer for divyangjan shall also act as the Grievance Redressal Officer for divyangjan.

## **10. Applicability**

This Equal Employment Opportunity Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

## **11. Review of Policy**

The Equal Employment Opportunity Policy will continue to have its effect till any amendments are issued by the Government of India.

## **12. Deviation**

Any deviation from the policy may be authorised by Managing Director & CEO. In case the post of MD & CEO is vacant, ED (HRD) shall be authorised to approve any deviation in the policy.