

EQUAL OPPORTUNITY POLICY

In terms of the provisions of Rights of Persons with Disabilities Act, 2016, our Bank is adopting the Equal Opportunity Policy.

1. 4% reservations or as stipulated by the Central Government from time to time shall be provided in the posts meant to be filled for Persons with Disabilities and the manner for recruitment/promotion shall be as per the provisions of 34(1) of The Rights of Persons with Disabilities Act, 2016. The roster register in the specified format shall be maintained for Persons with Disabilities.
2. Where in any recruitment year any vacancy cannot be filled up due to non-availability of a suitable person with benchmark disability or for any other sufficient reasons, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the five categories viz. Visually Handicapped, Hearing Handicapped, Orthopedically Handicapped, Intellectual Disability & Multiple Disabilities and only when there is no person with disability available for the post in that year, the employer shall fill up the vacancy by appointment of a person, other than a person with disability.
3. It is the Policy of the Bank to ensure that the work environment is free from any discrimination against persons with disabilities. Further, all actions shall be taken to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.
4. Bank shall ensure that systems and processes are in place to ensure :
 - that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
 - that provision is made for an accessible environment and of availability of assistive devices as required.
5. The Chief General Manager / General Manager - Human Resources Wing shall be the designated authority to oversee the provision of required facilities/amenities including the process of recruitment for Persons with Disabilities. The Chief General Manager / General Manager - Human Resources Wing shall also be empowered/authorized to implement/lay down operational guidelines to ensure that the guidelines issued by the Central Government under this Act is implemented for the betterment of Persons with Disabilities as laid down in The Rights of Persons with Disabilities Act, 2016/Rules.
6. To enable the Persons with Disabilities to effectively discharge their duties, the Bank may, subject to regulatory guidelines, availability of devices, administrative constraints, provide the following facilities and amenities to them :
 - a. Providing Aids and appliances, assistive devices suitable to their needs, by which the persons with disabilities could perform their duties efficiently.
 - b. Preference in place of posting at the time of transfer/ promotion to the persons with disability as far as possible and subject to administrative constraints.
 - c. Providing easy, barrier free accessibility and accessible work stations to Persons with Disabilities, wherever posted or transferred.

- d. Preferential allotment of quarters shall be considered to suit their needs wherever possible/available.
 - e. Pre-promotion training shall be imparted to Persons with Disabilities opting for promotion from Sub staff to Clerical cadre and Clerical to Officers Cadre.
 - f. Conveyance allowance shall be paid to deaf and dumb employees, blind and orthopedically challenged employees as per Government guidelines issued from time to time.
7. A person with disability or a care giver of dependent with benchmark disability may be exempted from routine exercise of transfer/rotational transfer subject to the administrative constraints.
 8. Posts identified suitable for persons with disabilities in our Bank are - House Keeper cum Office Assistant, Sub-Staff, Customer Service Associate, Group A Officers.
 9. The Liaison Officer appointed to look after the reservation matters for SCs, STs at Head Office shall also be the Liaison Officer for matters relating to persons with disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for persons with disabilities.
 10. Bank has constituted a Grievance Redressal Committee to redress the grievances of Persons (employees) with Disabilities and the members shall be nominated by MD&CEO.

SI No	Grievance Redressal Committee *	Designation
1	CGM/GM, HR Wing	Head of the Committee
2	DGM (IR), HR Wing	Member
3	An employee belonging to PwD category	Member

* One of the members of the Committee should be a lady, failing which a lady member should be co-opted on the Committee.

AGM/DM overseeing Reservation Section, Head Office will be the Convener.

11. All the related guidelines under Digital Personal Data Protection Rules, 2025 are applicable and part of this Policy.

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