

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES (PWD)

1 INTRODUCTION:

- 1.1 This Equal Opportunity Policy is in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016.
- 1.2 Main objective of the “Equal Opportunity Policy for Persons with Disabilities” is to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect equally with others. The policy is intended to empower the employees with disabilities and enhance their engagement with the organization.
- 1.3 Bank shall take steps to utilize the capacity of persons with disabilities by providing appropriate environment.
- 1.4 No person shall be deprived of his or her personal liberty only on the ground of disability unless it is shown that the impugned act or Omission is a proportionate means of achieving a legitimate aim.
- 1.5 There shall be no discrimination against any person with disability in any manner relating to employment.
- 1.6 It shall be the endeavor of the Bank to provide reasonable accommodation and appropriate barrier free and conducive environment for Persons with disability for easy access to workstations.

2 APPLICABILITY:

The equal opportunity policy covers all persons with disability in the Bank. This policy covers all employees with benchmark disabilities under clauses (a), (b), (c), (d) & (e) of section 34(1) of the ‘Right of the Persons with Disability Act 2016’, 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 disability.

It also covers employees who acquire disability during their service period / work tenure. The policy applies to all aspects of employment which starts from recruitment, training, working conditions, salary and allowances, staff welfare, facilities and perquisites, transfer and posting and upto payment of terminal benefits etc.

3 MANNER OF SELECTION & RECRUITMENT:

- 3.1 All the candidates including persons with disabilities are recruited on the basis of merit in an open competition on the same standards prescribed for all others. Bank shall adopt the Government guidelines in reservation of persons with disabilities for various posts. In case of direct recruitment, 4% reservations shall be provided in the posts to be filled for Persons with Disabilities and the manner



for recruitment shall be as per the provisions of 34(1) of The Rights of Persons with Disabilities Act, 2016.

- 3.2 Reservations and use of scribes, compensatory time and other concessions as per instructions of Government of India are applicable to the person with benchmark disabilities. The Bank conducts pre-employment trainings as well as induction trainings post-employment, job specific post-recruitment trainings of all the employees together. However, as the case may be, special training for persons with disability is conducted to enable them to carry out their jobs effectively.

4 IDENTIFICATION OF POSTS:

Identification of posts shall be as per Ministry of Social Justice & Empowerment's Notification No.16-15/2010-DD.III dated 29.07.2013 and amendments therein from time to time and Bank should ensure that these guidelines are in agreement with the PWD act. Recommendations of the Expert Committee (Head Office) for identifying posts for PwBD persons have also been suitably incorporated as per the guidelines of the Office of the Chief Commissioner for Persons with Disabilities. The existing jobs identified for employees under Category 'Persons with Disabilities' is furnished in Annexure -I.

5 PROMOTION:

- 5.1 There shall not be any denial of promotion to a person merely on the ground of disability.
- 5.2 Bank shall not dispense with or reduce in rank, of an employee who acquires a disability during his or her service:
- provided that, if any employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits.
 - Provided further that if it is not possible to adjust the employee against any post, he/she may be kept on a supernumerary post until a suitable post is available or he/she attains the age of superannuation, whichever is earlier.
- 5.3 In order to ensure equal opportunity for growth and development, Bank shall provide pre promotion training to PwBD employees in line with Govt. of India guidelines.

6 RESERVATION:

In terms of section 34(1) of the 'Right of the Persons with Disabilities Act 2016', employees with the following benchmark disabilities will be covered under the policy:

- Blindness and Low Vision
- Deaf and Hard of hearing
- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;
- Autism, intellectual disability, specific learning disability and mental illness. Equal Opportunity Policy - Employees
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities.



Person with benchmark disability means “a person with not less than forty per cent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority;”.

Reservation in promotion to Employees with benchmark disability shall be followed as per DoPT OM no. 36012/1/2020-Estt.(Res.II), dtd. 17th May, 2022.

7 TRANSFERS:

- i. All employees are eligible for transfer, however, subject to the administrative constraints, the Bank may give preference to the request of the employees with disabilities for postings.
- ii. In case of employees appointed through direct recruitment, the persons with disabilities in clerical / substaff shall be as far as possible be posted near their native place / district subject to availability of vacancy.
- iii. For Officers appointed through direct recruitment having all India transferability shall be posted to the zone where his native place is situated or to the adjacent zones.

8 LEAVE:

Employees with disability shall be eligible for the following leave in addition to the leaves available for all the employees of the Bank-

- i. 4 days Special Casual Leave in a calendar year for physically / orthopedically challenged employee.
- ii. 10 days of Special Casual Leave in a calendar year for participating in conference, seminar, training or workshop related to disability and development to be specified by the Ministry of Social Justice and Empowerment (MoSJE) subject to exigencies.

9 LIAISON OFFICER:

A Liaison Officer of the rank not less than General Manager shall be nominated to look into the grievances of the persons with disabilities regarding discrimination on the grounds of disability and the details should be informed to chief commissioner or state commissioner as the case may be. Managing Director & Chief Executive Officer or in his absence Executive Director holding HR portfolio is empowered to nominate the liaison officer of the Bank. The details of the Liaison Officer will be shared from time to time through separate circular.

10 ADDITIONAL FACILITIES & AMENITIES:

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,

- i. Providing Aids and appliances, assistive devices suitable to their needs, by which the persons with disabilities could perform their duties efficiently.
- ii. Providing easy, barrier free accessibility and accessible workstations to Persons with Disabilities, wherever posted or transferred.



- iii. Preferential allotment of quarters shall be considered to suit their needs wherever possible/available.
- iv. Conveyance allowance to be paid to deaf and dumb employees, blind and orthopedically challenged employees as per Government guidelines issued from time to time.

Considering the welfare of the employees, bank shall take necessary steps to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.

11 PROVIDING AIDS / ASSISTIVE DEVICES:

- 11.1 The Bank, subject to the funds available for allotment of welfare activities shall frame a scheme for reimbursement of cost of devises to persons with disabilities. The amount and review of the same shall be done by the Welfare committee from time to time.
- 11.2 Bank will formulate guidelines for person with disabilities laying down the standards of accessibility for the physical environment, transportation, information and communication including appropriate technologies and systems and service provided to the public in urban and rural areas. It is the endeavor of the Bank to provide service in accordance with the rules on accessibility formulated by Govt. of India.

12 GRIEVANCE REDRESSAL MECHANISM:

- 12.1 Any employee with disability having grievance regarding discrimination on the grounds of disability can approach the Liaison officer through writing for redressal of the grievance.
- 12.2 On receipt of the grievance, the Liaison officer shall take necessary steps to look into the matter and redress the grievance if found genuine.
- 12.3 The grievance redressal Officer shall maintain a register of complaints in the manner as prescribed by Govt. Of India and every complaint shall be enquired within two weeks of its registration.
- 12.4 If the aggrieved person is not satisfied with the action taken on his / her complaint, he / she may approach the District level committee on disability constituted by state Govt. to perform function as may be prescribed by it.

13 PUBLISHING OF THE POLICY:

Bank shall notify the Equal Opportunity policy detailing measure proposed to be taken as per Govt. of India Guidelines. Also it is the duty of the bank to publish and display the policy preferably on website / at conspicuous places in the premises. In addition to that Bank shall register a copy of the said policy with Chief Commissioner or State Commissioner as the case may be.

14 MAINTAINANCE OF RECORDS:

- 14.1 Bank shall maintain records containing the following particulars;
 - a. the number of persons with disabilities who are employed and the date when they are employed;
 - b. the name, gender and address of persons with disabilities;
 - c. the nature of disability of such persons;

- d. the nature of work being rendered by such employed person with disability; and
 - e. the kind of facilities being provided to such persons with disabilities.
- 14.2 Bank shall produce for inspection on demand records maintained under these rules, to the authorities under this Act and shall supply such information which may be required for the purpose of ascertaining whether the provisions have been complied with.”
15. **REVIEW:** This policy shall be in force for a period of three years from the date of approval of policy by the Board subject to any change in guidelines issued by Govt. of India and other regulatory bodies from time to time.

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ANNEXURE - I

POST IDENTIFICATION - OFFICER CADRE

SN	POST	ID	SLD	MI	ASD	B&LV	D&HH	LD
1	Probationary Officer	---	May be Suitable	May be Suitable	-----	May be Suitable (Except Field work)	May be Suitable	May be Suitable
2	Credit	---	-----	-----	-----	-----	-----	May be Suitable
3	Marketing	---	May be Suitable	May be Suitable	-----	May be Suitable	May be Suitable	May be Suitable
4	Law	---	May be Suitable	May be Suitable	-----	May be Suitable	May be Suitable	May be Suitable
5	Rural Development Officer / AFO	---	May be Suitable	May be Suitable	-----	May be Suitable	May be Suitable	May be Suitable
6	Hindi	---	-----	May be Suitable	May be Suitable	May be Suitable	May be Suitable	May be Suitable
7	Personnel	---	-----	May be Suitable	May be Suitable	May be Suitable	May be Suitable	May be Suitable
8	Civil	---	May be Suitable	May be Suitable	---	---	---	---
9	IT / Digital	---	May be Suitable	May be Suitable	May be Suitable	May be Suitable*	May be Suitable	May be Suitable
10	Economist	---	---	---	---	---	May be Suitable	May be Suitable
11	Risk Management	---	---	---	---	---	May be Suitable	May be Suitable
12	Chartered Accountant	---	---	---	---	---	May be Suitable	May be Suitable
13	Forex	---	May be Suitable	May be Suitable	---	May be Suitable	May be Suitable	May be Suitable
14	Electrical	---	May be Suitable	May be Suitable	May be Suitable	---	---	---
15	Security	---	May be Suitable	May be Suitable	---	---	---	---

(*If appropriately qualified)

ID : Intellectual Disability

SLD : Specific Learning Disability

MI : Mental illness

ASD : Autism Spectrum Disorder

B&LV : Blind & Low Vision

D&HH : Deaf & Hard of Hearing



बैंक ऑफ महाराष्ट्र
Bank of Maharashtra

भारत सरकार का उद्यम

एक परिवार एक बैंक

LD : Locomotor Disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims & Muscular dystrophy

POST IDENTIFICATION - CLERICAL / SUBSTAFF CADRE

SN	POST	ID	SLD	MI	ASD	B&LV	D&HH	LD
1	Special Customer Service Associate (Special Assistant)	---	Suitable	Suitable	May be Suitable (face to face interactions could be difficult)	---	May be Suitable	May be Suitable
2	Customer Service Associate (SWO-A & B)	---	Suitable	Suitable	May be Suitable (face to face interactions could be difficult)	---	May be Suitable	May be Suitable
3	Senior Customer Service Associate (Head cashier)	---	Suitable	Suitable	May be Suitable (face to face interactions could be difficult)	---	May be Suitable	May be Suitable
4	Daftary / Substaff	---	Suitable	Suitable	---	---	May be Suitable	---
5	Driver	---	Suitable	Suitable	---	---	May be Suitable	---
6	Cash Peon	---	Suitable	Suitable	---	---	May be Suitable	---
7	Armed Guard	---	Suitable	Suitable	---	---	May be Suitable	---

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MI : Mental illness

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