

# **ANDHRA PRADESH GRAMEENA BANK**

## **EQUAL OPPORTUNITY POLICY 2025-26**

### **HRM Department**

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## **1. PURPOSE / OBJECTIVE OF THE POLICY**

### **Preamble**

The Bank is committed to provide a fair and equitable, safe and amicable workplace to all its employees. Adhering to this cause, Bank has put its sincere efforts to provide a healthy and secure workplace to all its employees, including the Persons with Disability.

Having indomitable spirit and courage, these employees have never failed to inspire other fellow employees of the Bank.

Bank has been ensuring that, the persons with disabilities employed in our Bank are being provided with conducive workplace to explore their abilities and perform their job to the fullest extent possible.

In this endeavor, Bank has framed a policy on “**Equal Opportunity for Persons with Disabilities**” in line with the provisions of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017 to ensure that the Persons with Disabilities enjoy the right of equality in their employment and are being provided with facilities / amenities to enable them to effectively discharge their duties. It also promises workplace free of discrimination, which they are entitled to.

The Bank shall deploy the person with benchmark disabilities in such jobs which could be easily performed by them and also ensure that they are being given equal opportunity at workplace.

### **PURPOSE / OBJECTIVE**

Empowerment of person with disability includes the following principles:

- Non-discrimination at workplace.
- Providing accessibility and barrier free environment at workplace.
- Equality of opportunity in workplace.

## **2. SCOPE OF THE POLICY**

This policy is applicable to all the staff members of our Bank.

### 3. REGULATORY REFERENCE

Relevant provisions of –

- The Rights of Persons with Disabilities Act, 2016 and
- The Rights of Persons with Disabilities Rules, 2017.

### 4. POLICY STATEMENT & DETAILS

#### 4.1. Definitions

**4.1.1. Person with benchmark disability:** It means a person with **not less than 40%** 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.

**4.1.2. Person with disability:** It means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others.

**4.1.3. Discrimination:** Discrimination in relation to disability means any **distinction, exclusion, restriction** on the basis of disability which is the purpose or effect of impairing or nullifying the recognition, enjoyment or exercise on an equal basis with others of all human rights and includes all forms of discrimination and denial of reasonable accommodation

**4.1.4. Barrier:** It means any factor including communicational, cultural, economic, environmental, institutional, political, social, attitudinal or structural factors which hamper the full and effective participation of persons with disabilities in society.

**4.1.5. Certifying Authority:** An authority who shall be competent to issue the certificate of disability under sub-section (1) of section 57 as defined under the Rights of Persons with Disabilities Act, 2016.

**4.1.6. Competent Authority:** An authority appointed under section 49 as defined under the Rights of Persons with Disabilities Act, 2016.

## 4.2. Direct recruitment

In direct recruitment, **not less than four percent of the total number of vacancies** in the cadre strength in each group of posts are to be reserved for Persons with benchmark disabilities of which, **one percent 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) 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

The candidates appearing against Person with Disabilities vacancies shall be provided with necessary support/assistance to appear for the selection process.

It shall include extra time for written exam, permitting scribe for visually challenged candidates, reimbursement of travelling allowance and any other assistance that is found suitable from time to time.

Persons with Disabilities shall apply for the posts identified suitable for them in Officer, Office Assistants (MP) & Office Attendants (MP) Cadres other than the posts like Security related etc.,

Persons with bench mark disabilities Selected without relaxed standards along with other candidates will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities if necessary, by relaxed standards, but otherwise found suitable for appointment.

The carried forward unfilled vacancies will be treated as per the Government guidelines laid down from time to time.

### **4.3. Promotion**

Employees/Officers with disabilities shall be given a fair and equitable chance to compete for promotion and to pursue their career as effectively as others. No person with disability shall be denied promotion or career advancement merely on the ground of disability

Further, reservation in promotion shall be in accordance with such guidelines /directives as issued by the Government from time to time.

### **4.4. Training**

Bank shall provide support for Persons with Disabilities candidates to equip themselves to qualify in the recruitment process. Further, to ensure career progression to person with benchmark disabilities, Bank shall provide pre-promotion training to bring them at par with their counterparts. Bank shall endeavor to impart required skills to persons with disabilities.

### **4.5. Barrier free and conducive environment at workplace**

Bank shall provide easy accessibility and barrier free environment at work / work stations for person with benchmark disabilities so as to support them in their day to day activities. Bank shall provide them assistance facilities in accessibility within the company premises and access to common utility areas wherever possible.

In order to ease them at work, their peers shall be sensitized to enable them to work in an amicable environment.

### **4.6. Amenities / Facilities**

Bank may also provide additional amenities / facilities depending upon the feasibility as and when the requirement arises.

Employees / Officers shall be given opportunities for participating in Conference / Seminars / Training / Workshop related to disability and Special Casual Leave subject to exigencies of work. Other facilities / allowance permissible to them shall be provided as per Government of India guidelines applicable to the Bank.

#### **4.7. Provisions for aids / assistance devices**

Bank shall provide or reimburse the cost of devices which assist them in their work in accordance with their requirement, which would improve their efficiency at work. The facility should be extended staff members / spouse / children with disabilities considering the price / durability of such devices and the type of disability.

Financial assistance of **Rs.15,000/- once in 3 years** will be extended to the staff members / spouse / children with disabilities for the purchase of assistive devices / aids.

Such facilities provided for aiding better working environment shall be examined from time to time and necessary assistance shall be provided.

#### **4.8. Transfers and Postings**

Person with disabilities shall be given postings, as far as possible, near to their native place, subject to administrative constraints. Notwithstanding the above, the guidelines of GOI amended from time to time will precede.

#### **4.9. Seniority**

An employee on acquiring a disability during his or her service, who may not be suitable for the work currently holding shall not be moved to a lower scale / rank which may cause reduction of pay scale and service benefits.

However, the employee may be assigned work of same pay scale after studying his modified disability and capability. Under no circumstances, the pay or service benefit of the employee shall be reduced or lowered.

#### **4.10. Liaison Officer**

The Liaison Officer appointed to look after SC/ST/Ex-servicemen Employees shall also be the Liaison Officer for matters relating to the Person with benchmark disabilities.

The Liaison Officer will look after the recruitment of person with disabilities and provisions of facilities and amenities for such employees.

#### **4.11. Grievances Redressal Officer**

Bank shall preferably put in place a Grievance Redressal Mechanism to redress the grievance of the persons with disabilities working in the Bank. Bank shall nominate a Senior Officer as Grievances Redressal Officer to redress their grievances.

Any employee aggrieved with any matter relating to discrimination / harassment in Employment against any persons with disabilities shall file a complaint with the Grievances Redressal Officer.

On receipt of a complaint in written format, the Officer shall inquire into the complaint within two weeks of its registration. The Officer shall ensure that the action is taken within two months of registration of the complaint or whenever as per the guidelines of GOI amended from time to time.

The responsibility of Grievances Redressal Officer includes maintenance of complaint register with the following particulars –

- i) Date of Complaint.
- ii) Name of Complainant.
- iii) Gist of the Complaint.
- iv) Date and Details of disposal by the Grievance Redressal Officer
- v) Any other information.

Any person aggrieved with the disposal of the complaint may prefer an appeal to the State Commissioner or Chief Commissioner for Persons with disabilities.

#### **4.12. Maintenance of Records**

The Human Resource Department is the custodian of records pertaining to Persons with disabilities employed in the Bank

The information on Persons with disabilities employed in the Bank shall be maintained and the records called for examination / inspection by the Government shall be provided.

#### **4.12. Government Guidelines**

The guidelines issued by Government of India from time to time for persons with disability shall form part of this policy and shall be communicated accordingly.

#### **5. ROLES & RESPONSIBILITIES**

The decision of Chairman of the Bank shall be final in respect of any differences regarding the interpretation of any of the clauses mentioned in this policy. In his / her absence, the General Manager shall be the Competent Authority.

#### **6. REVIEW OF POLICY**

- The policy will be reviewed by the Board every year.
- The review of the policy shall be a need-based review.