

:1:



दि न्यू इन्डिया एश्योरन्स
कंपनी लिमिटेड

**The New India Assurance
Company Limited**

Equal Opportunities Policy for Persons with Disability under the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017

Date: 23.05.2022

:2:

Index

Sl.No.	Contents	Page No.
1	Introduction	3
2	Scope	3
3	Purpose	3
4	Provisions	3 to 5
5	Responsibility	5
6	Monitoring Mechanism	5 to 6
7	Amendments	6
8	Competent Authority	6
9	Annexure 'A'	7

1. Introduction:

The New India Assurance Company Limited (NIACL) is committed to provide equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity.

This Equal Opportunity Policy is in accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 (hereinafter referred to as RPwD Act,2016) and the Rights of Persons with Disabilities Rules, 2017 (hereinafter referred to as RPwD Rules,2017).

2. Scope:

The Policy applies to all employees with disability as defined in the RPwD Act, 2016. It also covers those employees who acquire disability as defined in RPwD Act,2016, during their employment with this Company.

3. Purpose:

In view of the provisions of RPwD Act 2016, the purpose and objective of this policy is to:

- Ensure that there shall be no discrimination against any person with disability in any matter relating to employment:
- Ensure that the work environment is free from any discrimination against persons with disabilities.
- Ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.
- Ensure that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the office.
- Ensure that no promotion is denied to Persons with Disabilities, merely on ground of disability.
- Ensure to maintain data regarding employees with disabilities in relation to their employment.
- Ensure that Grievance Redressal Mechanism for addressing the grievance from persons with Disabilities is available.

4. Provisions:

4.1 Recruitment:

i) In case of Direct Recruitment, 4% (four percent) of the total number of vacancies to be filled up by Persons with benchmark Disabilities as per section 34 of the RPwD Act, 2016.

:4:

Against the posts identified for each disabilities of which 1 % (one percent) each shall be reserved for Persons with benchmark Disabilities (hereinafter referred as PWbD) under clauses (a), (b), and (c) and 1 % (one percent) under clauses (d) & (e) unless otherwise excluded under the provisions of Exemption of Reservation for Persons with benchmark disabilities for any cadre(s) fully or partly by Department of Empowerment of Persons with Disabilities, as hereunder:

- 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.

ii) The list of existing jobs identified for employees under Category 'PWbD' is furnished in **Annexure 'A'**.

The Chairman cum Managing Director may, from time to time, issue such instructions or directions as may be necessary for revision of jobs identified for employees under Category 'PWbD' in the Company.

4.2 In view of Section 20(4) of the RPwD Act 2016:

No Appointing Authority, as defined in The New India Assurance Company Limited (Conduct, Discipline & Appeal) Rules, 2014 amended time to time, shall dispense with or reduce in rank , to an employee who acquires a disability during his or her service;

Provided that, if an employee after acquiring disability is not suitable for the post he/she 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.

4.3 Training:

Post-recruitment training will be provided to enable them to perform their duties with ease and pre-promotion training will be provided for securing the future opportunities.

4.4 Transfer and Posting:

Requests from Physically Handicapped employees for transfers to near their native places may be given preference subject to administrative constraints.

:5:

4.5 Preference in allotment of residential accommodation:

Preference will be given in allotment of Staff Quarter as far as possible, subject to administrative constraints.

4.6 Assistance:

(a) Provision will be made for facilities and amenities to the persons with disabilities to enable them to effectively discharge their duties in the establishment.

(b) Provisions will be made for assistive devices, barrier-free accessibility and other provisions for persons with disabilities.

4.7 Liaison Officers:

Assistant Liaison Officer for SCs/STs at Regional Office(RO) shall be the Liaison Officer for PWD employees as well for the RO. Similarly, Liaison Officer for SCs/STs at Head Office (HO) shall be the Liaison Officer for PWD employees in HO.

4.8 Grievance Redressal Mechanism:

Assistant Liaison Officer for SCs/STs at RO and Liaison Officer for SCs/STs at HO to ensure the compliance of the instructions issued by the Government applicable to persons with disabilities. They shall look into the redressal of grievances of PWD employees.

5. Responsibility:

- Every employee/ office of The New India Assurance Company Limited (NIACL) is to comply with the provisions of this policy.
- Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the appropriate regulation.
- In-charge of the Office or any other Official duly authorized by him/her will facilitate requests received from employees with category Persons with Disabilities as regard to Provisions.
- Every Appointing Authority, as defined in The New India Assurance Company Limited (Conduct, Discipline & Appeal) Rules, 2014, amended time to time to ensure that no discrimination will be done in selection of Persons with Disabilities in process of recruitment.
- General Manager, HRM Department, Head Office or any Official duly authorized by the him/her will be responsible to oversee and promote this policy.

..6

:6:

6. Monitoring Mechanism:

The following Head Office Departments will monitor the implementation of the provisions mentioned under Point (4) ;

Sr No	Particulars	Department
4.1	Recruitment	: HRM Department
4.2	Section 20(4) of the RPwD Act 2016	: HRM Department
4.3	Training	: Training Department
4.4	Transfer and Posting	: HRM Department
4.5	Preference in allotment of residential Accommodation	: Establishment Department
4.6	Assistance	: IT & Establishment Department
4.7	Liaison Officers	: HRM Department
4.8	Grievance Redressal Mechanism	: Liaison Officer (HRM Department)

7. Amendments:

The above policy shall be reviewed every three years or earlier if found necessary.

8. Competent Authority:

Chairman cum Managing Director or any Officer duly authorized by him/her, will issue instructions for implementation of this Policy.

:7:
Annexure 'A'

Name of Post	Class	Physical Requirement		Identified suitable for	Remarks
Administrative Officer	Class I (Group 'A')	S,ST,H,RW,MF, SE,C	(a)	Locomotor Disability (OA,OL,OAL,BL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular and muscular dystrophy	The post involves application of mind and needs to take decisions under certain circumstances.
			(b)	Blind and low vision	
			(c)	Deaf and Hard of hearing	The incumbent should be considered with aids and appliances wherever necessary.
			(d)	Specific learning disability	
			(e)	Multiple disabilities from amongst (a) to (d) above except deaf-blindness.	
Development officer	Class-II (Group 'B')	S,ST,H,RW, MF,SE,C,W	(a)	Locomotor Disability (OA,OL,OAL) including dwarfism and acid attack victims.	The post involves mobility application of mind and needs to take decisions under certain circumstances.
			(b)	Low vision	
			(c)	Hard of hearing	The incumbent should be considered with aids and appliances wherever necessary.
			(d)	Specific learning disability	
			(e)	Multiple disabilities from amongst (a) to (d) above	
Assistant	Class III (Group 'C')	S,ST,H,RW,MF, SE,C,W	(a)	Locomotor Disability (OA,OL,OAL,BL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims and muscular dystrophy.	The post involves application of mind and needs to take decisions under certain circumstances.
			(b)	Blind and low vision	
			(c)	Deaf and Hard of hearing	The incumbent should be considered with aids and appliances wherever necessary.
			(d)	Specific learning disability	
			(e)	Multiple disabilities from amongst (a) to (d) above except deaf-blindness.	
Subordinate Staff	Class IV (Group 'C')	S,ST,H,RW,SE, C,W,BN,L,PP	(a)	Locomotor Disability (OA,OL,OAL) including dwarfism and acid attack victims.	The incumbent should be considered with aids and appliances wherever necessary.
			(b)	Low vision	
			(c)	Deaf and Hard of hearing	Work is physically and mentally demanding
			(d)	Specific learning disability	
			(e)	Multiple disabilities from amongst (a) to (d) above except deaf-low vision.	

Note :	S-Sitting, ST-Standing, W-Walking, BN-Bending, L-Lifting, PP-Pulling and Pushing, SE-Seeing, C-Communicating, MF-Manipulating with Finger, H-Hearing, RW-Reading and Writing, OA-one Arm, OL-One Leg, OAL-One Arm-One Leg, BL-Both Legs, BA-Both Arms.
---------------	--
