



General Insurance Corporation of India

EQUAL OPPORTUNITY POLICY
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Version: 1

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1 Introduction

General Insurance Corporation of India (hereinafter referred to as GIC Re) has been providing equal opportunities in employment and ensuring that employees with disabilities are enabled to effectively discharge their duties.

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 Rights of Persons with Disabilities Rules, 2017 (hereinafter referred to as RPwD Rules, 2017).

2 Purpose

The above policy covers all employees with disabilities as defined in the Rights of Persons with Disabilities Act, 2016. It also covers those employees who acquire disability during their employment.

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

- 2.1 Ensure that the work environment is free from any discrimination against persons with disabilities.
- 2.2 Ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same.
- 2.3 Ensure that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the office.
- 2.4 That no promotion is denied to Persons with Disabilities, merely on ground of disability.
- 2.5 Maintain data regarding employees with disabilities in relation to their employment.
- 2.6 That a Grievance Redressal Mechanism for addressing the grievance from persons with Disabilities is available.

3 Provisions

3.1 Recruitment:

- I. In the case of Direct Recruitment, **4% (four percent) of the total number of vacancies** to be filled up by Direct Recruitment in the cadre strength in each

Group of posts shall be reserved for Persons with benchmark Disabilities.

Against the posts identified for each disability of which 1 % (one percent) each shall be reserved for Persons with benchmark Disabilities 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 deafblindness.
- II. The existing jobs identified for employees under Category 'Persons with Disabilities' are furnished in Annexure 'A'. The Chairman and 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 'Persons with Disabilities' in the Corporation.
- III. No discrimination will be done in selection of Persons with Disabilities in process of recruitment.

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

No Appointing Authority, as defined in Schedule A of The General Insurance (Conduct, Discipline and Appeal) Rules, 2014 as amended up to date shall dispense with or reduce in rank, an employee who acquires a disability during his or her service.

3.3 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 future opportunities.

3.4 Transfer and Posting:

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

3.5 Preference in allotment of residential accommodation:

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

3.6 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.

3.7 Special Leave:

Special leave will be provided to the employee with disability if the medical condition warrants for the rectification of the disability. The leave will be provided on request by the disabled employee once in service time with the limit of maximum 90 days.

3.8 Liaison Officer:

The Liaison Officer is appointed to ensure the compliance of the instructions issued by the Government applicable to persons with disabilities. He/She will look into the redressal of grievances of PWD employees.

3.9 Employee Engagement and Social Inclusion:

All events and meetings shall be made inclusive by ensuring that these are conducted at venues accessible to employees with disabilities.

4 Responsibility:

- 4.1** Every employee/ office of GIC Re is to comply with the provisions of this policy.
- 4.2** Any employee who violates this Policy, or in any manner discriminates against any person with disability or renders any harassment to such person shall be dealt with under the appropriate regulation.
- 4.3** In-charge of the Office or any other Official duly authorised by him/her will facilitate requests received from employees with disabilities as regard to ~~Points~~
- 4.4** Every Appointing Authority, as defined in The General Insurance (Conduct, Discipline and Appeal) Rules, 2014 as amended up to date, to ensure that no discrimination will be done in selection of Persons with Disabilities in process of recruitment.
- 4.5** Officer-in-Charge of Office Services Department or any Official duly authorised by the Officer-in-Charge of Office Services Department will be responsible for ensuring the Point No 3.5 is implemented.
- 4.6** Officer-in-Charge of Office Services Department or any Official duly authorised by the Officer-in-Charge of Office Services Department will be responsible for barrier-free accessibility and other provisions for persons with disabilities.
- 4.7** Officer-in-Charge of IT Department or any Official duly authorised by the Officer-in-Charge of IT Department will be responsible for providing accessibility as per the standards prescribed under RPwD Act, 2016.
- 4.8** Officer-in-Charge of Human Resources Department or any Official duly authorised by the Officer-in-Charge of Human Resources Department will be responsible to oversee and promote this policy.

5 The Grievance Redressal Mechanism:

Any employee with disabilities having a grievance can send the same in writing to the Liaison Officer with a copy to General Manager – HR Department. The Complaints register shall be maintained as per the provisions of RPwD Rules, 2017. The complaints shall be inquired within 2 weeks of its registration.

6 Records Maintenance:

The following particulars shall be maintained by the Human Resources Department as on June 30/December 31 of every year:

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

7 Amendments:

The above policy shall be reviewed every three years or earlier if required and CMD may amend, modify or add to these rules.

8 Competent Authority:

Chairman and Managing Director or any Officer duly authorised by him, will issue instructions for implementation of the Policy.

9 Monitoring Mechanism:

The following Departments will monitor the implementation of the provisions mentioned under Point (3 to 7)

Clause	Particulars	Department
3.1	Recruitment	HR Department
3.2	Section 20(4) of the RPwD Act 2016	HR Department
3.3	Training	Training
3.4	Transfer and posting	HR Department
3.5	Preference in allotment of residential accommodation	Office Services Department
3.6	Assistance	Office Services Department
3.7	Liaison Officer	HR Department
5	Complaints Register	Liaison Officer
6	Records maintenance	HR Department
7	Periodical review	HR Department

Job identification for employees under Category 'Persons with Disabilities'

Sl.	Post	Physical requirement	Categories of disability	Remarks
1	Assistant Manager (Scale I)	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 dystrophy b) Blind and low vision c) Deaf and Hard of hearing d) Specific learning disability e) Multiple Disabilities from amongst (a) to (d) above except deaf blindness	The post involves application of mind and needs to take decisions under certain circumstances. The incumbent should be considered with aids and appliances wherever necessary.
2	Assistant	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 b) Blind and low vision c) Deaf and Hard of hearing	The post involves application of mind and needs to take decisions under certain circumstances. The incumbent should be considered with

			<p>d) Specific learning disability</p> <p>e) Multiple Disabilities from amongst (a) to (d) above except deaf blindness</p>	<p>aids and appliances wherever necessary.</p>
3	Subordinate staff	<p>S, ST, H, RW, SE, C, W, BN, L, PP</p>	<p>a) Locomotor Disability (OA, OL, OAL) including leprosy cured, cerebral palsy, dwarfism, acid attack victims</p> <p>b) Low vision</p> <p>c) Deaf and Hard of hearing</p> <p>d) Specific learning disability</p> <p>e) Multiple Disabilities from amongst (a) to (d) above except deaf-low vision</p>	<p>The incumbent should be considered with aids and appliances wherever necessary. Work is physically and mentally demanding.</p>

ABBREVIATIONS USED:

S=Sitting, ST=Standing, W=Walking, BN=Bending, L=Lifting, PP=Pulling & Pushing, SE=Seeing, C=Communicating, MF=Manipulation by Fingers, H=Hearing, RW=Reading & Writing, OA=One Arm, OL=One Leg, OAL=One Arm and One Leg, BL=Both Legs, BA= Both Arms.

Record Maintenance of persons with disabilities

Sr. No	S.R. No	Gender	Name	Date of birth	Date of Joining	Date of Retirement	Address	Nature of disability.	Nature of work	Facilities being provided