



ISO 9001 & 14001,
OHSAS 18001

ANNEXURE-A

NEEPCO EQUAL OPPORTUNITY POLICY

1.0 Preamble

At NEEPCO Limited, we recognize the value of diverse workforce. NEEPCO Limited is committed to provide equal opportunities in employment and created an inclusive work place and work culture in which all employees are treated equally with respect and dignity.

2.0 Policy

This Equal Opportunity Policy is in accordance with the provisions of “The Rights of Persons with Disabilities Act, 2016”

It is the policy of NEEPCO Limited to provide equal employment opportunities, without any discrimination on the grounds of disability, caste, tribe, race, region, religion, marital status, beliefs, color or sex. The Company strives to maintain a work environment that is free from any harassment/ discrimination based on above considerations.

The Equal Opportunity Policy will be consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

3.0 Scope

The Equal Opportunity Policy covers all persons with benchmark disabilities (as defined in “The Rights of Persons with Disabilities Act. 2016”) and will be applicable to NEEPCO employees of all classes and categories irrespective of whether they are against regular, workcharge, temporary or trainee posts, unless specifically stated otherwise. The policy would also cover those employees who may acquire disability during their employment with the company.

This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salary, transfers, employment benefits and career advancement etc.

4.0 Equal Opportunity for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act. 2016 and Rules, it is the Company’s Policy to ensure that the work environment is free from any discrimination against persons with benchmark disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their roles, responsibilities and excel in the same.

4.1 Policy Details

4.1.1 Facilities and amenities provided to the Person with Disabilities to enable them to effectively discharge their duties in the establishment

(i) Physical Infrastructure

NEEPCO aims to ensure that our physical infrastructure (buildings, furniture, facilities and services in the building/campus) adheres to the accessibility standards as prescribed by the Government of India from time to time.

Any employee facing accessibility issues should write to the Liaison Officer at their location. The list of Liaison Officers is placed at **Annexure –I** (updated as on 01.01.2019).

(ii) Digital Infrastructure

It is NEEPCO's continuous endeavor to ensure that all documents, communication and information technology systems adhere to the accessibility standards. NEEPCO will ensure that as far as possible accessible technologies are procured. Any employee facing accessibility challenges can reach out to the local IT support team or write to the Liaison Officer.

4.1.2. List of posts identified suitable for persons with disabilities

List of posts identified for persons with disabilities in NEEPCO as on 01.01.2019 is placed at **Annexure –II**.

4.1.3. The manner of selection of persons with disabilities for various posts

- i. NEEPCO recruitment rules provide the sources and Modes of Recruitment. Wherever applicable, NEEPCO notifies vacancies to Employment Exchanges in terms of Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 and in National/Regional dailies, Employment news and Company website.
- ii. Reservation, relaxation and concessions are provided to Persons with Benchmark Disability (PwBD) candidates as per Gol directives/ instructions.
- iii. All vacancy advertisement will include an appropriate short statement on equal opportunities for persons with disabilities.
- iv. NEEPCO shall facilitate ease of taking examination to disabled candidates by providing barrier free environment at Test center and shall provide scribes wherever admissible.

4.1.4 Post recruitment and Pre promotion Training

Post recruitment induction training and job specific pre promotion training to Persons with Disabilities shall continue to be imparted along with other employees.

The employees with disability shall be placed with an experienced employee for at least one month on assuming responsibility of a post. This would help employee with disability to pick up the skills required to perform the job and the adaptations that may be required in individual cases.

4.1.5 Preference in Transfer and Posting

- i. As far as possible, the Persons with Disabilities may be exempted from the rotational transfer policy/transfer.
- ii. Further, preference shall be given while considering request for placement/transfer from persons with disabilities/differently able employees and also employees whose spouse/children have special needs and this practices shall continue.

Persons with disabilities across all grades and employee who has a disabled spouse/child, may be provided preference in place of posting at the time of normal transfer/transfer on promotion subject to the administrative constraints, choices exercised by employee at the time of consideration and recruitment for the post for which employee with disability has been appointed vis-à-vis availability of such vacancies/requirement in the new place of posting.

4.1.6 Special Leave

PWD Employees shall be entitled to Special casual leave of not more than 10 days in a calendar year subject to exigencies of work for participating in conference/seminars/training/workshop on disability and development related programmes organized at National and State Level agencies specified by the Ministry of Social Justice and Empowerment.

Number of casual leave for employees with disabilities will be 16 days as against 12 days for other employees. Additional benefit of 4(four) days will be granted in the form of Special Casual leave in a calendar year for specific requirements relating to the disability of the employee. (Ref. DPO&T OM No/36035/3/2013-Estt. (Res) dated 31.03.2014 and OM no. 25011/1/2008-Estt. (A) dated 19.11.2008)

Special Leave will be credited in advance to all PWD employees as (SL-PwBD) at the beginning of the year w.e.f. 01.01.2019 and unutilized SL-PwBD at the end of the year will lapse. SL-PwBD for all practical purposes will be treated like CL.

Summary of the 14 Additional Leaves admissible/provisioned for employee with disabilities is as below:

Type of Leave	Number in Days	Purpose
Special Casual Leave	10	For participating in conference / seminars / training / workshop on disability and development related programmes
Special Leave–PwD (to be treated like CL)	04	For specific requirements relating to the disability of the employee.

4.1.7 Travelling Allowance in respect of Attendant/Escort for accompanying an Employee with Disabilities on travel during Tour/Training.

- (i) NEEPCO will allow Travelling Allowance (Journey Fare only) in respect of the Attendant/Escort for accompanying an employee with disabilities during travel while on tour/training. Mode and class of the Attendant/Escort will be same as per the eligibility of employee.
- (ii) The facility of Travelling Allowance for the Attendant/Escort would only be admissible to those employees with Disabilities, wherein it is certified by the competent Medical Authority of the designated Hospital /state government and in addition the HoP/HoD jointly certify that such a person compulsorily requires assistance of another person for travel.

The necessary certificate is to be obtained from the medical authority or any other notified competent authority to issue such a certificate under the Directorate of Medical & Health Services of the state/district or Head of Department of a Government Civil Hospital designated for the type/form of disability of the employee. Based on the certificate from the competent Medical Authority mentioned above, the HoP/HoD / Head of HR and I/c of M&HS of the project/Establishment/Office shall certify jointly that such a person compulsorily requires assistance of another person for travel, before allowing the journey for the Attendant/Escort. In the absence of I/c M&HS at particular unit, I/c M&HS of the Corporate Office will issue the necessary certification.

- (iii) Travelling Allowance (Journey Fare only) for the Attendant/Escort would be admissible to the employee with disabilities while on tour/training (domestic or foreign). However, the authority deputing such employee on tour/training has to record in writing that tour/training is considered necessary for the discharge of duties or such training is mandatory training for career progression of the employee with disabilities.
- (iv) No Daily Allowance would be admissible to the Attendant/Escort of the employee with Disabilities. Travelling allowance (Journey Fare only) would be admissible to the Attendant/Escort at the same rate as the employee with disabilities is entitled to under the extant Travelling Allowance Rules. However, in case of travel by any of the modes of conveyance by road, as prescribed under the Travelling Allowance rules, no separate travelling allowance would be admissible to the employee with disability in respect of Attendant/Escort, except where the travel is done by public bus or shared conveyance available for public. Difference if

any, on account of travel in higher class/mode in respect of attendant/escort, will be borne by the employee concerned.

- (v) When the accommodation is hired for lodging of the employee as well as his attendant/escort, the actual accommodation charges as per entitlement of the employee himself/herself may be reimbursed to him/her in full, without making any proportionate reduction, subject to the ceiling limits in force from time to time. However, it would be obligatory on part of employee concerned to submit the hotel bills(s) clearly indicating the name of the attendant/escort who have shared the accommodation with him/her.
- (vi) No claim of travelling Allowance to the Attendant/Escort of the employee with Disabilities would be admissible for training at Headquarter station (location where PwD employee is posted) (Ref. Ministry of Finance, Department of Expenditure OM no. 19030/3/2013-E.IV dated 17.02.2015).

4.1.8 Transport Allowance

As per extant Government of India guidelines, Transport Allowance to employees with disabilities is provided at double the normal rate within the admissible allowances under cafeteria.

4.1.9 Preference in allotment of Residential accommodation/Guest House

NEEPCO will give preference to the person with disabilities for providing them accessible accommodation in company's township and wherever required modification in bathroom, toilet, gates etc. may be carried out in allotted accommodation to address the needs of disabled employee and employees whose spouse/children have special needs, subject to accessibility guidelines.

To the extent possible persons with disabilities may be preferred for allotment of ground floor accommodation in NEEPCO Township and NEEPCO Guest House, subject to eligibility and availability.

4.1.10 Provision for aids/assistive devices

PwD Employees shall be allowed reimbursement towards expenses incurred by them towards purchase/replacement/repair/adjustment of artificial limbs/appliances for self and/or dependent family members and reimbursement towards Low Vision Aids for visually challenged employees and/or their dependents and Hearing Aid/ Hearing aids with battery (for the initial purchase only) for hearing impaired employees and/or their dependents. The Corporation shall assist the PwD employees by providing them hi-tech/latest technology led assistive devices, special furniture, wheel Chairs (motorized if required by the employee), software scanners, computer and other hardware etc. in accordance with their requirement, which would improve their efficiency. The limit of reimbursement would be allowed as per the rates of aids/assistive devices as approved by the Central Government Health Scheme.

4.1.11 Grievance Redressal Officer

HOHR at all Project/Station/Regions and Officer I/c of Reservation Cell at Corporate Office are nominated as Grievance Redressal Officer for their respective unit. The Grievance Redressal

Officer shall maintain a digital register of complaints of persons with disabilities as per **Annexure-III**. Nodal Officer shall act as the Coordinating Officer to all matter relating to PwD employees.

4.1.12 Liaison Officer (PwBD)

Liaison Officer appointed to look after reservation matters for SC/ST shall also work as Liaison Officer for reservations matters relating to persons with benchmark disabilities and shall ensure compliance of guidelines/instructions issued for Persons with benchmark disabilities. The contact details of Liaison Officer (PwBD) shall continue to be displayed on company websites/intranet.

4.1.13 Apart from above existing systems in place, NEEPCO will continuously build systems and processes to ensure.

- (i) That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- (ii) That provision is made for an accessible environment and of availability of assistive devices as per the need/requirement.
- (iii) That no opportunity is denied to persons with disabilities, merely on ground of disability.

4.1.14 Individuals with disabilities who apply (who have acquired disability during service) or employees who are covered by the Rights of Persons with Disabilities Act, 2016 may contact the HOHR of the respective location. Any information obtained voluntarily, will be kept confidential, and will be used in accordance with applicable laws. Refusal to provide information will not subject an employee or applicant to any adverse treatment. Employees and applicants will be protected from coercion, intimidation, interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

5.0 Responsibility

- (i) HOP at every project/plant, HOD of establishment, Coordinator at Coordinating Offices and ED (HR)/GM (HR) at Corporate Office is responsible in giving effect to this policy.
- (ii) Any employee who in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the applicable CDA rule or standing order, as the case may be.

6.0 Communication of Policy

- (i) This Policy will be available to all employees via the company website, online HR Manual portal sites and normal communication channels within the business.

- (ii) Suitable material will be included in Company publications, management conference, and training courses.
- (iii) All recruitment literature and employment advertisements will indicate that the Company is an Equal Opportunity Employer.

7.0 This comes into force with immediate effect.

8.0 D (P) shall be authorized to make amendments/modifications in any of the provisions in the policy from time to time.

Annexure – I

Nodal Officers (PWD) for grievance redressal of PwD employees				
PROJECT/ STATION	NAME	DESIGNATION	E-MAIL	MOBILE
Shillong	Shri James F. Rymbai Bazeley	Manager	jfribazeley@gmail.com	9436104319/ 0364-2228652
Liaison Officers (PWD) for grievance redressal of PwD employees				
New Delhi	Shri Santanu Bezbaruah	DGM (HR)	Sbezbaruah71@gmail.com	9868895593
Guwahati	Smti Kabita Das	DGM (HR)	kabita_04@yahoo.com / kabita_ds@rediffmail.com	9435732179
AGBPP	Shri Ranjit Borthakur	GM (HR)	ranjitborthakur22@gmail.com	9435597781
AGTCCP	Shri Elbin Deepika Doley	DGM (HR)	elbinddoley@gmail.com / doleyelbindeepika@yahoo.com	9435339715
DHEP	Shri J. N. Singh	GM (HR)	Jnsingh1962@yahoo.com	9435712771
KHEP	Shri Rondeep Changkakoty	DGM (HR)	rondeep.changkakoti@rediffmail.com	9436117868
KaHEP	Shri Oni Apum	DGM (HR)	oniapum@rediffmail.com	9436223797
PHEP	Shri R. C. Tandey	DGM (HR)	rctandey@yahoo.com	9436219551
RHEP	Shri Saugat Das	DGM (HR)	Saugatdas2009@gmail.com / das74saugat@yahoo.co.in	9436254312
TGBP	Shri Vijay Kumar	DGM (HR)	vjkumar.neepco@gmail.com	9436581367
TRHEP	Shri Ajay Kumar	DGM (HR)	ajay7in@yahoo.com	9402584663

Liaison Officers(PwD) for maintenance of Roster of PwD employees				
PROJECT/ STATION	NAME	DESIGNATION	E-MAIL	MOBILE
Corporate Office Shillong	Mr. A.A.P. Kujur	DGM (HR)	Kujur_neepco@rediffmail.com	9436506107

LIST OF POSTS IDENTIFIED SUITABLE FOR PWDS

Group	Name of posts identified for PwDs	Grade	Category of PwD
A	Junior Company Secretary	E-3	OH(OL,BL,OA), VH (LV)
	Medical Officer	E-3	OH (OA, OL)
	Engineer(Civil)-Degree	E-2	OH (OL), HH
	Engineer(E/M)-Degree	E-2	OH (OL), HH
	Officer(IT)	E-2	OH(OA, OL, BL), HH, VH(LV)
	Officer(Geology)	E-2	OH(OL, OA), HH
	Officer(Safety)	E-2	OH(OL), HH
	Personnel Officer	E-2	OH(OA,OL, BL), VH(LV),HH
	Public Relation Officer	E-2	OH(OA,OL), VH(LV, B)
	Law Officer	E-2	OH(OA,OL, BL), VH(LV)
	Hindi Officer	E-2	OH(OA,OL, BL), VH(LV)
	Accounts Officer	E-2	OH(OA,OL, BL), VH(LV, B), HH
	Vigilance Officer	E-2	OH(OA,OL), VH(LV)
B	Supervisor(Environment)	S-2	OH(OL, OA), HH
	Supervisor (IT)	S-2	OH(OA, OL, BL), HH, VH(LV)
	Law Assistant	S-2	OH(OA,OL, BL), VH(LV)
C	Junior Engineer(C) -II	S-1	OH (OL), HH
	Junior Engineer(E/M)-II	S-1	OH (OL), HH
	Senior Hindi Translator-II	S-1	OH(OA,OL, BL), VH(LV, B), HH
	Pump Operator-III	W-3	OH(OA,OL), HH, VH(LV)
	Welder-III	W-3	OH(OL), HH
	Wireman-III	W-3	HH
	Plumber-III	W-3	OH(OL), HH, VH (LV)
	Laboratory Assistant -III	W-3	OH(OA, OL, BL), HH
	Store Keeper-III	W-3	OH(OA, OL), HH
	Assistant(IT)	W-3	OH(OA, OL, BL), VH(B, LV)
	Assistant-III	W-3	OH(OA, OL, BL), VH(B, LV)
	Assistant(Hindi)-III	W-3	OH(OA, OL, BL), VH(B, LV)
	Aux. Nurse-cum-Midwife-III	W-3	OH(OL), HH, VH(LV)
	Stenographer-III	W-5	OH(OA, OL, BL), VH(B, LV)
	Staff Nurse-II	W-5	OH(OL), HH, VH(LV)
	Pharmacist-III	W-5	OH(OL, BL)
	Pathological Assistant-III	W-5	OH(OL), HH
	Chemist	W-6	OH(OA, OL, BL), HH
	Public Relation Assistant	W-6	OH(OA,OL), HH, VH(LV)
	Assistant Accountant	W-6	OH(OA,OL, BL), VH(LV)
D	Jr. Sports Assistant-IV	W-2	OH(OA,OL,), HH, VH(LV)
	Laboratory Attendant-III	W-1	OH(OA, OL, BL), HH
	Messenger-III	W-1	OH(OA, OL,), HH, VH(LV, B)
	Dresser-III	W-1	OH(OL, BL), HH
	Security Guard-III	W-1	OH (OL, BL), HH

Abbreviations:

OH-ORTHOPAEDICALLY HANDICAPPED; **OA**-ONE ARM, **OL**-ONE LEG, **BL**-BOTH LEG ;
HH- HEARING HANDICAPPED; **VH**-VISUALLY HANDICAPED; **B**-BLIND, **LV**-LOW VISION

**Grievance Register for Persons with Benchmark Disabilities
(As per RPWD act 2016)**

Name of the Unit:.....

Date of complaint	Name of complainant	Name of person who is enquiring the complaint	Place of incident	The name of establishment or person against whom the complaint is made	Gist of the complaint	Any additional information	Documentary evidence, if any;	Date of Disposal by the Grievance Redressal Officer	Details of disposal of the appeal by the district level committee, and	Any other information
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)

Grievance Redressal Officer Details

Name :

Designation : HOHR