



PFC Equal Opportunity Policy

1. Objective

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

PFC is committed to ensuring equal employment opportunities for all individuals, irrespective of their disability, caste, tribe, race, place of birth, religion, marital status, beliefs, colour, or sex. The corporation endeavours to foster a workplace that is devoid of any form of harassment or discrimination based on the aforementioned factors.

This Equal Opportunity Policy will be consistently applied throughout the period of employment of the individual right from the recruitment till superannuation. The Policy strives to create an accessible environment, offer inclusive recruitment practices, and provide necessary support and benefits to foster the professional growth and well-being of employees with disabilities.

2. Scope

The Equal Opportunity Policy covers all employees including persons with disabilities (as per ‘The Rights of Persons with Disabilities Act’, 2016) on the rolls of PFC irrespective of grade, pay scale or place of posting. The policy would also cover those employees who may acquire a disability during their employment with the corporation.

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

3. Equal Opportunity for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and the Rights of Persons with Disabilities Rules, 2017, it is the Corporation’s Policy to ensure that the work environment is free from any discrimination against persons with benchmark disabilities. Further, the Corporation 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. Facilities, Amenities and Other Provisions

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

i. Physical Infrastructure

The corporation aims to ensure that the physical infrastructure, including buildings, furniture, facilities, and services, complies with the accessibility standards prescribed by the Government of India.



If any employee encounters accessibility challenges, they are encouraged to contact the Establishment and Building Management (E & BM) Unit or the Liaison Officer, as notified from time to time, for assistance and support.

ii. **Digital Infrastructure**

The corporation strives consistently to ensure that all documents, communication, and information technology systems comply with accessibility standards. The corporation will make every effort to procure accessible technologies whenever feasible.

If any employee encounters accessibility challenges, they can seek assistance from the IT help desk or communicate with the Liaison Officer.

4.2 List of posts identified suitable for persons with disabilities

List of posts identified for persons with disabilities in PFC is given under Schedule VI of the PFC Recruitment Rules, which are updated in accordance with the GoI guidelines, from time to time.

4.3 The manner of selection of persons with disabilities for various posts

- i. PFC Recruitment Rules provide various sources and modes of Recruitment through which recruitment is conducted.
- ii. Reservation, relaxation and concessions are provided to Persons with Benchmark Disability candidates as per GoI directives/ instructions.
- iii. All vacancy advertisements will include an appropriate short statement on equal opportunities for persons with disabilities.
- iv. The corporation shall facilitate ease of taking examinations, if required, for disabled candidates by providing a barrier-free environment at the test centre and shall allow scribes, wherever admissible in line with GoI guidelines.

4.4 Post recruitment and Pre promotion Training

Post-recruitment induction training and job-specific pre-promotion training to persons with disabilities shall be imparted along with other employees, based on requirement analysis and guidelines applicable.

4.5 Preference in Transfer and Posting

As far as possible, PFC shall supportively consider transfer or preferred posting requests from employees with disabilities or those who are caregivers to dependent family members with a "Specified Disability" as certified under section 2(r) of the



RPwD Act, subject to administrative constraints and the availability of vacancies at the preferred location.

4.6 Special leave

Special Casual Leave of not more than 10 days to differently abled employees for participating in conference/ seminars/ training/ workshop on disability and development related programmes organized at National and State Level agencies to be specified by the Ministry of Social Justice and Empowerment shall be provided in a calendar year.

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. Special Casual Leave will be credited in advance to all PwD employees as (SCL-PwD) at the beginning of the year (to be credited on proportionate basis for the year of approval of the Policy). Unutilized SCL-PwD at the end of the year will lapse. SCL-PwD for all practical purposes will be treated like CL.

4.7 Transport allowance

Transport allowance to persons with disabilities shall be given in line with Government of India directives.

4.8 Provision for assistive devices and barrier-free accessibility

The corporation shall endeavour to provide suitable facilities and amenities/ assistive devices apart from providing barrier-free and accessible workstations to PwD employees including access from the main building entrance to their workstations and access to the common utility areas such as restrooms, canteen, etc. PFC Medical Attendance Rules shall continue to have provisions for various assistive devices/ appliances including artificial limbs, wheelchair, spectacles/ lenses, hearing aids, etc.

4.9 Grievance Redressal Officer

Head of Unit (HR) shall be the Grievance Redressal Officer for the Corporation in compliance with Section 23 of the RPwD Act, 2016. Any person experiencing discrimination within the organization may report it to the Grievance Redressal Officer, who shall investigate and address the matter with the establishment for corrective action.

If the aggrieved employee is not satisfied with the action taken, he/she may approach the appellate authority which is the Executive Director (HR). Further, if



the employee remains dissatisfied with the resolution of his/her complaint, he/ she may approach the District -Level Committee on disability set up by the Government as per section 72 of the RPwD Act, 2016.

The Grievance Redressal Officer shall maintain a register of complaints in the manner prescribed in Annexure - A. Every complaint shall be inquired within two weeks of its registration.

4.10 Liaison Officer (PwD)

Liaison Officer appointed to look after reservation matters for SC/ST shall also work as Liaison Officers for reservation matters relating to persons with benchmark disabilities and shall ensure compliance of guidelines/instructions issued for recruitment of persons with benchmark disabilities and provisions of facilities and amenities for such employees. The contact details of Liaison Officer (PwD) shall be displayed on corporation websites/intranet for its easy access to all the stake holders.

5. Communication of Policy and Amendments

- i. This Policy will be available to all employees on the corporation's website, Intranet, and normal communication channels within the business.
 - ii. Suitable material will be included in corporation publications, and management conferences, and training courses.
 - iii. All recruitment literature and employment advertisements will indicate that the corporation is an Equal Opportunity Employer.
 - iv. CMD is authorized to make amendments/ modifications in any of the provisions in the policy from time to time.
- 6.** Apart from the existing provisions in the corporation, PFC will continue to ensure that it will provide Equal Opportunity in the workplace to people from all sections of society regardless of their gender, age, nativity, religious beliefs etc.
