 <p>एनटीपीसी NTPC A Maharatna Company</p>	<p>NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy</p>	<p>Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 1 of 14</p>
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EQUAL OPPORTUNITY POLICY

1.0 Preamble

At NTPC Limited, we recognize the value of diverse workforce. NTPC Limited is committed to provide equal opportunities in employment and creating 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 NTPC 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.

This 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 NTPC employees of all classes and categories irrespective of whether they are against regular, 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, employee benefits and career advancement etc.

 <p>एनटीपीसी NTPC A Maharatna Company</p>	<p>NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy</p>	<p>Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 2 of 14</p>
--	---	---

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

NTPC 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 15.11.2018).

(ii) Digital Infrastructure

It is NTPC's continuous endeavor to ensure that all documents, communication and information technology systems adhere to the accessibility standards. NTPC 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 NTPC as on 16.09.2015 is placed at **Annexure-II**.

	<p>NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy</p>	<p>Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 3 of 14</p>
---	---	---

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

- i. NTPC recruitment rules provides the sources and Modes of Recruitment. Wherever applicable, NTPC 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 candidates as per Gol directives/ instructions.
- iii. All vacancy advertisements will include an appropriate short statement on equal opportunities for persons with disabilities.
- iv. NTPC 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 employee with disability shall be placed with an experienced employee for at least one month on resuming 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, the Placement and Transfer Policy for executives provides preference while considering request for placement/transfer from persons with disabilities / differently abled executives / executives whose spouse/children have special needs and this practice shall continue.

	NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy	Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 4 of 14
---	---	--

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 transfer/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 in the new place of posting.

4.1.6 Special Leave


NTPC leave rules provide 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 programs organized at National and State Level agencies to be 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. DOP&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 programs
Special Leave-PwBD	04	For specific requirements relating to the disability of the employee.

	<p>NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy</p>	<p>Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 5 of 14</p>
---	---	---

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

- (i) NTPC 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 jointly by the HOD of the employee and CMO of the project/unit that such a person compulsorily requires assistance of another person for travel. In the absence of CMO at particular unit, CMO of the Region/CC 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 Dearness 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 disabilities, in respect of Attendant/Escort, except where the travel is by public bus. 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 may be reimbursed to him in full, without making any proportionate reduction, subject to the ceiling limits in force

	NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy	Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 6 of 14
---	---	--

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 (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. Additionally, NTPC also has a scheme of reimbursement of expenditure for local travel for official purpose which allows reimbursement in case the vehicle against which the reimbursement is being claimed is self-driven or driven by a person other than the employee concerned.


4.1.9 Preference in allotment of Residential accommodation/Guest House

NTPC 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 person with disabilities may be preferred for allotment of ground floor accommodation in NTPC Townships and NTPC Guest houses, subject to eligibility and availability.

4.1.10 Provision for assistive devices

NTPC Medical Attendance and Treatment (MAT) rules provide reimbursement towards expenses incurred by the employees towards purchase/replacement/repair/adjustment of artificial limbs/appliances for self and/or dependent family members and reimbursement towards Low

	<p>NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy</p>	<p>Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 7 of 14</p>
---	---	---

Vision Aids for visually challenged employees and/or their dependents and Hearing Aid for hearing impaired employees and/or their dependents.

4.1.11 Grievance Redressal Officer

HOHR at all Projects/Stations/Regions and GM(HR) heading Reservation Cell at CC 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**.


4.1.12 Liaison Officer(PwBD)

Liaison Officer appointed to look after reservation matters for SC/ST shall also work as Liaison Officers 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 for its easy access to all the stake holders.

4.1.13 Apart from above existing systems in place, NTPC 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 or employees who believe themselves to be covered by the Rights of Persons with Disabilities Act, 2016, should contact the HOHR of the respective location. Any information obtained is voluntary, 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,

	<p style="text-align: center;">NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy</p>	<p>Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 8 of 14</p>
---	---	---

interference, discrimination or retaliation for filing a complaint or assisting in an investigation under the Act.

5.0 Responsibility

- (i) BUH/HOP at every unit, RED at Region and ED(HR) at CC 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, Intranet sites and normal communication channels within the business.
- (ii) Suitable material will be included in Company publications, management conferences, 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(HR) shall be authorized to make amendments/modifications in any of the provisions in the policy from time to time.



NTPC Limited
Corporate Human Resources Division
HR Policy Manual
Equal Opportunity Policy

Section:0109
Issue No: III Rev.No.0
Issue Date: 25.03.2019
Updated as on: 15.03.2019
Page: 9 of 14

ANNEXURE-I

Liaison Officers (PWD)				
PROJECT/ STATION	NAME (S/SHR/SMT.)	DESIGNATION	E-MAIL	MOBILE
CC-SCOPE	Bhupesh Kashyap	Sr.Manager(HR)	bhupeshkashyap@ntpc.co.in	9717989984
DBF-HQ	P K Arya	Dy.Manager(C&M)	pkarya@ntpc.co.in	9650994817
Dadri	S.B.Satsangi	AGM(Th-OS)	sbsatsangi@ntpc.co.in	9650994562
Faridabad	Ravinder Pal	Manager (Operation)	ravinderpal@ntpc.co.in	9650993847
Badarpur	Kalyan Mondal	AGM(C&I)-Maint.	kalyanmandal@ntpc.co.in	9650999343
SRHQ	Subarna Roy	Sr Manager(HR)	subarnaroy@ntpc.co.in	9493173998
RSTPS	Pretheeksha	Manager(HR)	pretheeksha@ntpc.o.in	8500819846
RGCCPP	D Vijay Kumar	Manager(HR)	dvijaykumar@ntpc.co.in	9496004654
Kudgi	M H MANJUNATH	Sr. Manager(R&R)	mhmanjunath@ntpc.co.in	9448255878
SMTTP	A Madhu Babu	Asst Manager(C&M)	mbarava@ntpc.co.in	9493906039
Kawas	Sharad Ashok Shinde	Asstt. Manager (PR)	sharadashokshinde@ntpc.co.in	9426447095
Jhanor	Babban Meena	Manager (Operation)	babbanmeena@ntpc.co.in	9429892340
Anta	Nirbhay Singh Meena	Manager(FQA)	nsmeena@ntpc.co.in	9462989980
Solapur	Ambily P. M.	Manager(HR)	ambilypm@ntpc.co.in	9422440789
Mouda	R T Hadke	AM (HR)	rthadke@ntpc.co.in	9425281110
WR1HQ	Rajesh Nandkar	DGM(Finance)	rajeshnandkar@ntpc.co.in	7045227619
Sipat	M K Ram	Sr. Manager	mkram@ntpc.co.in	9437581881
WR-IIHQ	B S Tanti	Sr. Manager	bstanti@ntpc.co.in	9425823793
Khargone	Roshan Dungdung	Sr Mgr (HR)	roshandungdung@ntpc.co.in	7500240357
Gadarwara	Hemant Shankarrao Raut	DGM (C&M)	rhshankarrao@ntpc.co.in	9425815891
KORBA	S.K.Minz	DGM(HR)	skminz@ntpc.co.in	7759292595
Lara	V B Shende	DGM(C&M)	vbrshende@ntpc.co.in	9425570311
ER-I HQ,	Ms.Kanchan Mala Sangwar	Dy. Manager (OS)	kmsangwar@ntpc.co.in	8544409012
Farakka	Kanhay Rajak	Engineer(CSR)	kanhayrajak@ntpc.co.in	9473196115
Kahalgaon	Sudhir Kumar	Officer(Law)	sudhirkumar07@ntpc.co.in	9437107840
Barh	Alok Mahto	AGM(EEMG)	alokmahto@ntpc.co.in	9650993786



NTPC Limited
Corporate Human Resources Division
HR Policy Manual
Equal Opportunity Policy

Section:0109
Issue No: III Rev.No.0
Issue Date: 25.03.2019
Updated as on: 15.03.2019
Page: 10 of 14

NKSTPP	Sukesh Kumar Nayak	Dy.Manager(P&S)	sukeshkumarnayak@ntpc.co.in	9406711863
ER-II HQ	P Ramdas	Manager (LAW)	pramdas@ntpc.co.in	7588009651
Bongaigaon	Thangjalen Chongloi	Manager (HR)	tchongloi@ntpc.co.in	9435508910
Darlipalli	Sanjit Kumar Samal	Manager (Safety)	sksamal01@ntpc.co.in	9437561817
TTPS	Tapan Kumar Sit	DGM (HR)	tksit@ntpc.co.in	9437558563
TSTPS	Satrughana Behera	AGM (FM)	sbehera@ntpc.co.in	9437487180
NRHQ	Manish Jassal	Sr.Manager(Law)	mjassal@ntpc.co.in	7368808990
Unchahar	Birodhi Ram	Asstt.Manager(Mech.Maint.)	birodhiram@ntpc.co.in	9425177398
Singrauli	Mahadev Chandra Majhi	DGM(HR)	mcmajhi@ntpc.co.in	8005494554
Rihand	Ravinder Singh	Sr.Manager(HR-EDC)	ravindersingh@ntpc.co.in	9415245854
Tanda	Dr. Manju Shree	ACMO	manjushree@ntpc.co.in	9450962603
VSTPS	Mr. Pritam Motghare	Manager(HR-IE)	pritammotghare@ntpc.co.in	9406711178
Auraiya	J L Bhambi	DGM(C&I Maint)	jlbhambi@ntpc.co.in	9412000886
Rammam	Bijoy Kumar Sikdar	DGM	bijoykumarsikdar@ntpc.co.in	9411113491
Hydro HQ	A.K.S. RAWAT	Manager	avtarkrishansinghrawat@ntpc.co.in	7351002730
Koldam	Karnail Singh	Manager	karnailsingh@ntpc.co.in	8350863314
TVHPP &LP	Pradeep Kumar Sarsoonia	Sr. Manager (ME)	pradeepksarsoonia@ntpc.co.in	9650995132
Dulanga	Uma Sankar Naskar	Manager(FIN)	usnaskar@ntpc.co.in	9437961104
Talaipali	R P Dubey	Dy.Manager(HR)	rpdebey@ntpc.co.in	9425275356
Jhajjar	Anil Kumar Lakra	Manager(HR)	anillakra@ntpc.co.in	9729245351
Meja	Naresh Kumar	Sr.Manager(HR)	nareshkumar07@ntpc.co.in	9418149115

ANNEXURE-II

TRADE IDENTIFIED FOR RECRUITMENT OF PERSONS WITH DISABILITIES IN GROUP C AND GROUP D

S. No.	TRADE / DESIGNATION	GROUP	TYPE OF DISABILITY		
			OH	VH	HH
1	Lab Technician (NDT)	C	OA,OL,BL		HH
2	Assistant (Library)	C	OA,OL,OAL,BL		HH
3	Pharmacist	C	OA,OL,BL		HH
4	Lab Technician (Pathology)	C	OL		HH
5	Technician (X-Ray/Radiography)	C	OL		HH
6	Steno-Typist	C	OA,OL,BL,OAL	B,LV	
7	Assistant (General)	C	OA,OL,OAL	B,LV	HH
8	Assistant (General/Hindi)	C	OA,OL,BL,OAL	B,LV	
9	Staff Nurse	C	OL		
10	ITI Trainee(Electrician)	C	OA,OL		HH
11	ITI Trainee(Fitter)	C	OA,OL		HH
12	ITI Trainee(Instrument Mechanics/Electronics)	C	OA,OL		HH
13	Draughtsman Trainee(Civil)	C	OA,OL,BL		HH
14	Draughtsman Trainee(Mechanical)	C	OA,OL,BL		HH
15	Lab Assistant Trainee	C	OA,OL,BL		HH
16	Steno-Typist (Trainee)	C	OA,OL,BL,OAL	B,LV	
17	Assistant (General) Trainee	C	OA,OL,OAL	B,LV	HH
18	Assistant (Accounts) Trainee	C	OA,OL,OAL	B,LV	HH
19	Assistant (Material /Storekeeper) Trainee	C	OA,OL		HH
20	Diploma Enginner Trainee(Electrical)	C	OA,OL		HH
21	Diploma Enginner Trainee(Mechanical)	C	OA,OL		HH
22	Diploma Enginner Trainee(Civil)	C	OA,OL,BL		HH
23	Diploma Enginner Trainee(C&I)	C	OA,OL		HH
24	Jr. Officer (HR) Trainee	C	OA,OL,BL	LV	HH
25	Jr. Officer (A/C) Trainee	C	OA,OL,OAL,BL		HH



NTPC Limited
Corporate Human Resources Division
HR Policy Manual
Equal Opportunity Policy

Section:0109
Issue No: III Rev.No.0
Issue Date: 25.03.2019
Updated as on: 15.03.2019
Page: 12 of 14

26	Jr. Officer (C&M) Trainee	C	OA,OL		HH
27	Asstt. (Matls.)/ Storekeeper	C	OA,OL		HH
28	Attendant/Mazdoor	D	OA,OL,OAL,BL	B,LV	HH
29	Dresser cum First Aider (DCFA)	D	OL		HH

Note :

1. While deciding location of posting of PwD employees , it must be ensured that their disabilities do not restrict them to discharge their duties properly.
2. Persons with Disabilities require some aids and appliances to overcome their disabilities. The aids and appliances may be provided to persons with Disabilities , keeping in view their requirement
3. If a post is identified in the feeder grade, the post in the promotional grade should also stand identified.
4. Posts identified in Group C and D will follow the Channel of Promotion as specified in Revised Job Specifications for Non-Executives circulated vide CC HR IOM ref.no. 01:HR-IE:JS dated 06.10.2014

Legend:					
OA	One Arm				
OL	One Leg				
BL	Both Leg				
OAL	One Arm and One Leg				
BLOA	Both Leg and One Arm				
B	Blind				
LV	Low Vision				
HH	Hearing Handicap				



NTPC Limited
Corporate Human Resources Division
HR Policy Manual
Equal Opportunity Policy

Section:0109
Issue No: III Rev.No.0
Issue Date: 25.03.2019
Updated as on: 15.03.2019
Page: 13 of 14



Annexure III


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

Name of the Unit:

Grievance Redressal Officer Details

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)

Name :
Designation : HOHR

 <p>एनटीपीसी NTPC A Maharatna Company</p>	<p>NTPC Limited Corporate Human Resources Division HR Policy Manual Equal Opportunity Policy</p>	<p>Section:0109 Issue No: III Rev.No.0 Issue Date: 25.03.2019 Updated as on: 15.03.2019 Page: 14 of 14</p>
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RECORD OF REVISIONS

Section-Clause No.	Revision No.	Revision Date	Amendment Details
0109-Record of Revisions	0	15.03.2019	HR Policy Manual Updation

PREPARED BY	REVIEWED BY	APPROVED BY
ANUPRIYA MITTAL MANAGER (HR)	RAKESH ARORA DGM (HR)	D S RAO GM (HR)