

HUMAN RESOURCE DEVELOPMENT DIVISION

HO/HRD/1104/2025

17/12/2025

CIRCULAR No. 490

Subject: Equal Opportunity Policy for Persons with Disabilities.

The Board of Directors at its 457th meeting held on December 03, 2025, has approved the adoption of "Equal Opportunity Policy for Persons with Disabilities". The policy is enclosed at Annexure-A.

The "Equal Opportunity Policy for Persons with Disabilities" is in compliance with the provisions of "The Rights of Persons with Disabilities Act, 2016" and "The Rights of Persons with Disabilities Rules, 2017".

The policy is applicable to every employee/office of ECGC Limited and shall remain in effect till further orders.

(Saurabh Srivastava)

Assistant General Manager (HRD)

CC to: Circular File

Relevant File

ANNEXURE-A

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

1. Introduction

1.1. ECGC Limited has been providing necessary opportunity of employment to persons with Benchmark Disabilities and is committed to continue to promote and provide equal opportunities in employment and create the conducive workplace in which all employees are treated with respect and dignity.

1.2. This Equal Opportunity Policy is in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016" and "Rights of persons with Disabilities Rules, 2017".

1.3. In terms of "The Rights of Persons with Disabilities Act, 2016":

- i. "Person with Benchmark Disability" means a person with not less than forty percent of a specified disability where specified disability has not been defined in measurable terms and includes a person with disability where specified disability has been defined in measurable terms, as certified by the certifying authority;
- ii. "Person with Disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others;

1.4. The objective of the "Equal Opportunity Policy for Persons with Disabilities" is to ensure that equal employment opportunities and a work place free of all forms of discrimination is provided at all times throughout the period of employment of the individual. This Equal Opportunities Policy is subject to applicable rules / regulations, qualifications and merit of the individual.

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2. Scope

2.1. This Policy shall cover all employees with disabilities including all those employees who acquire disabilities during their tenure in the Company.

2.2. This policy shall apply to all aspects of employment including recruitment, training, working conditions, transfers, posting, promotion and employee salary, allowances and benefits.

3. Provisions

3.1. The Company shall identify the posts suitable for Persons with Disabilities, from time to time. The manner of recruitment of Persons with Disabilities for such identified posts shall be in accordance with the extant Government of India guidelines issued from time to time. Compensatory time, facility of scribe and other concessions shall be provided as per the Government of India Guidelines.

3.2. The Company shall follow the applicable guidelines in respect of Persons with Benchmark Disabilities. In case of Direct Recruitment, 4% reservation shall be provided in the posts to be filled for Persons with Benchmark Disabilities in accordance with the provisions of the Rights of Persons with Disability Act, 2016 and Rules there under.

3.3. The benefit of reservation in promotion shall be provided up to the lowest rung of Group 'A' in accordance with the extant Government of India guidelines.

3.4. The Company shall continue to maintain a reservation roster for the purpose of calculation of vacancies for Persons with Benchmark Disabilities (PwBD) in the respective cadre strength upto lowest rung of Group 'A' cadre.

3.5. The Company shall provide pre-recruitment training to the Persons with Disabilities. Also, pre-promotion training shall be conducted for promotion up to the



lowest rung of Group 'A' cadre. Employees with disabilities shall also be included in the annual training programmes.

3.6. Persons with Disabilities shall normally be exempted from routine periodical transfers and be allowed to continue in the same office, where they would have achieved the desired performance. If the transfer of an employee with Disability becomes inevitable on account of Promotion or Closure or relocation of the office or where the Post is dissolved, terminated or cancelled, etc., it shall be ensured that such employees are transferred to the office of preference of the employee or to the nearest office to their original place of current posting where suitable post is vacant. Where the transfer is due to vigilance or disciplinary matters, the employee can be transferred outside the current administrative region.

3.7. The Company, subject to administrative constraints, shall give preference to the persons with disabilities for providing them accommodation near to their place of posting and they are preferred for allotment of ground floor or lowest available floor accommodation in the cadre wise staff quarters.

3.8. The Company shall always commit to provide easy accessibility and barrier free environment for Persons with Disabilities. The Company shall ensure that the Persons with Disabilities employees are having easy access to basic facilities and amenities at their workplace and are provided with assistive devices, software sets wherever possible, so as to enable them to effectively discharge their duties. The Company shall also provide suitable infrastructure subject to practical feasibility to enable employees with disability to have access to common facilities including physical environment, information and technologies and systems without any inconvenience.

3.9. The Company shall not dispense with or reduce in rank, an employee who acquires a disability during his or her service;

[Signature]

- a. 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;
- b. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

3.10. The Company shall make a provision of Special Casual Leave for four (4) days in a calendar year for the employee of the Company with disabilities for specific requirements relating to disabilities of the employee. Further, there shall also be a provision of Ten (10) days Special Casual leave in a calendar year, subject to exigencies of work, for differently abled employees with disabilities for participating in Conference/Seminars/Trainings/Workshops related to disability and development to be specified by Ministry of Social Justice & Empowerment, Government of India. Both such leaves shall be sanctioned on case-to-case basis, but not in routine manner or in ordinary course, or as a matter of right. The employee availing the leave shall have to make application with suitable reasons and wherever required, furnish documentary evidences.

3.11. The Company shall appoint Liaison officers at Head office and region level to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.

3.12. The Company shall appoint a senior officer as Grievance Redressal Officer (GRO) who shall maintain a register of complaints of Persons with Disabilities and shall take necessary steps for grievance processing and redressal.

3.13. No opportunity is denied to persons with disabilities, merely on ground of disability.



4. Responsibility

4.1. Every employee/office of ECGC is to comply with the provisions of this policy. Any violation of this policy shall be dealt with under appropriate regulations.

5. Amendments

5.1 This policy shall be reviewed by the Company periodically and reported to Board annually.

