

EQUAL OPPORTUNITY POLICY OF GAIL
(SECTION - 21 OF RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016)

1. Background:

1.1 The Rights of Person with Disabilities Act, 2016 has been enacted by the Parliament vide Act No.49 of 2016. In terms of Section - 21(1) of the Act, every establishment shall notify equal opportunity policy detailing measures proposed to be taken by it. GAIL believes in providing equal opportunity to all including Persons with Disabilities (PwDs) in employment and other service matters.

2. Applicability:

2.1 These Rules shall be called Equal Opportunity Policy of GAIL and shall apply to the entire establishment of GAIL and aims to promote inclusiveness and strives to maintain a work environment that is free from any harassment or discrimination of PwDs. It shall be the policy of GAIL to provide equal employment opportunities, without any discrimination to PwDs subject to the provisions of the Rights of Person with Disabilities Act, 2016 and Rules framed thereunder, eligibility and services conditions prescribed by the Company as amended from time to time.

3. Equal Opportunity & Non-discrimination:

3.1 GAIL shall provide equal opportunity to Persons with Benchmark Disabilities (PwBDs) considered for employment in posts suitable for PwBDs. Company would also provide them with necessary facilities and amenities to enable them to effectively discharge their duties. Further, the Company will take requisite actions to ensure that a conducive environment is provided to PwDs to perform their roles, responsibilities and excel in the same.

4. List of posts identified suitable for PwBDs in the establishment:

4.1 GAIL will follow government guidelines pertaining to list of posts identified for PwBDs as notified by the Department of Empowerment of Persons with Disabilities (Divyang), Ministry of Social Justice and Empowerment from time to time. Reservations, relaxations and concessions will be provided to PwBDs in terms of the directives/instructions issued by Government of India from time to time.

4.2 On the basis of Ministry of Social Justice & Empowerment notification No.38-16/2020-DD-III, dated 04.01.2021, list of presently identified posts which are suitable for PwBDs are placed at **Annexure - I**. While undertaking recruitments in future also, list of positions which would be suitable for PwBDs will be identified for from time to time. Accordingly, such identified posts for PwBDs will be notified in various advertisements of GAIL for Direct Recruitment.

5. Manner of selection of PwBDs for various posts:

5.1 GAIL shall adopt a transparent selection process based on merit and without any bias to disabilities of the prospective candidates. The candidates with necessary Disability Certificate issued in accordance with the Rules will only be considered for the identified posts. The recruitment notification including Special Recruitment Drives for PwBDs will be notified in the Employment News and Daily Newspapers and to any other authority mentioned in the Act. The manner of selection process for various posts with respect to PwBDs will be as per extant GAIL Recruitment Policy and Procedure.

5.2 For PwBD candidates, following concessions/relaxations will be provided in recruitments in GAIL:

i) The SC/ST/OBC (Non-creamy layer) and PwBD candidates will be eligible for the following relaxation in upper age limit as notified by the Government of India through Presidential Directives from time to time:

- General - PwBD category candidates - 10 years
- OBC (NCL) - PwBD category candidates - 13 years
- SC/ST - PwBD category candidates - 15 years

- ii) PwBD candidates will also be allowed 5% relaxation in minimum qualifying marks in essential qualification criteria.
- iii) In addition, PwBD candidates will be allowed following relaxation:
 - **For Executive grade:**
 - 5% relaxation in the minimum qualifying percentage in Group Discussion/Proficiency Test/Physical Fitness Test or any other tool adopted for assessing the skill & competencies (i.e. 35% minimum qualifying percentage for PwBD candidates vis-à-vis 40% for General/OBC candidates)
 - 5% relaxation in the minimum qualifying percentage in Interview (i.e. 55% minimum qualifying percentage for PwBD candidates vis-à-vis 60% for General/OBC candidates)
 - **For Non-Executive grade:**
 - 10% relaxation in the minimum qualifying percentage of total marks in the written test (i.e. 30% minimum qualifying percentage for PwBD candidates vis-à-vis 40% for General candidates)
- iv) PwBD category candidates will be interviewed in separate session in case posts are reserved for PwBD category.
- v) GAIL will provide barrier free environment at test center for PwBD candidates.
- vi) To and fro journey fare to outstation PwBD candidates will be reimbursed for appearing in the interview.
- vii) PwBD candidates will be exempted from payment of Application Fees.
- viii) PwBD candidates selected on merit will be considered against unreserved (UR) vacancies and they will not be adjusted against their respective quota.
- ix) Scribe will be provided to PwBD candidates, if required, as per guidelines issued by Govt. of India.
- x) Interpreter will also be provided to PwBD candidates on need basis.

6. Post-recruitment and pre-promotion training facility:

- 6.1 GAIL will provide necessary training to the new recruits including PwDs to enable them to carry out their duties effectively. The necessity of training, its types and methods shall be determined by the GAIL Training Institute in consultation with Corporate HRD Department.
- 6.2 Post-recruitment training (Orientation and Functional training) will be provisioned for PwD employees. Further, GAIL will provide discipline-wise training-cum-familiarization program to employees (including PwDs) in the non-executive/ workman grade eligible for promotion to the next higher grade for which provision for conducting written/online tests exists in terms of GAIL's Promotion Policy. In order to understand the perspective of PwD employees relating to their current working conditions, additional training needs arising in view of the changes happening across the organisation/sector, adoption of appropriate and feasible technology/ systems/ aids to enable them perform in an efficient and effective manner, periodic meeting of PwD employees will be conducted/convened on annual basis (FY) at GAIL Training Institute (GTI) in Hybrid mode.

7. Preference in transfer and posting:

- 7.1 As far as possible, PwBD employees will be given preference for transfer to their native place unless the concerned employee is willing for placement at any other location as per his/her choice.

Further, the condition relating to posting of an executive outside Delhi/NCR region for consideration for promotion from Sr. Manager (E4 grade) to Chief Manager (E5 grade) & above in terms of Promotion Policy for Executives will not be applicable for PwBD employees.

8. Promotion to PwBDs:

- 8.1 GAIL will not deny promotion to any employee merely on the ground of disability.
- 8.2 In terms of Presidential Directives received from Government of India, 4% of the total number of vacancies in the cadre strength within Group 'C', from Group 'C' to Group 'B', within Group 'B' and from Group 'B' to the lowest rung of Group 'A' will be reserved for PwBDs. Reservation in promotion will be applicable for PwBD employees in the cadres in which the element of direct recruitment, if any, does not exceed 75%.

9. Special leave, preference in allotment of residential accommodation if any, and other facilities:

- 9.1 Following Special Casual Leave (SCL) for PwBD employees will be admissible in terms of GAIL Leave rules:
 - SCL up to 4 days in a calendar year will be admissible to PwBD employees for specific requirements relating to disabilities.
 - PwBD employees will also be entitled to SCL of up to a maximum period of 10 days in a calendar year to participate in Conferences/Seminars/ Trainings/ Workshops related to disability and development related programmes organized by bodies in addition to their normal entitlement of SCL for various other purposes.
- 9.2 As per Government of India guidelines, PwD employees will be allowed 'Additional Transport Allowance' at double the Transport Allowance admissible to other employees to facilitate their accessibility to and fro the office outside the overall ceiling of Cafeteria of allowances and perquisites w.e.f. 21.02.2022 at the following rates:

Grade	Additional Transport Allowance (Rs. p.m.)
E-7 & above	2000
E-5/E-6	1700
E-3/E-4	1400
E-0 to E-2	1000
S-0 to S-7	800

10. Provisions for assistive devices, facilities, amenities, barrier-free accessibility and other provisions for PwDs:

- 10.1 GAIL will provide suitable environment and infrastructure to enable employees with disabilities to have free access to common facilities, information and communication including technologies and systems without any inconvenience.
- 10.2 For ensuring safe environment that can fully accommodate disabled persons, facilitating arrangements will be made in the buildings enabling easy mobility and independent functioning of PwDs to the extent feasible. Architectural barriers hindering free movement of PwDs will be modified in the existing buildings and removed from the future buildings as per stipulations of the Act.
- 10.3 Following special facilities will be provided to suit the special needs of PwD persons:
 - Ramped Approach: Provision of ramps with handrails for ease of accessibility in the building, more particularly for safety measures in emergencies (such as immediate evacuation in case of fire).

- Wheelchairs: Provision of wheelchairs at the entrance of the building for easy access to PwDs in the building.
- Access Routes: Adequate clear width in corridors and the access routes within the building for barrier-free movement for persons using mobility devices, e.g. wheelchairs, crutches and walkers, as well as walking with the assistance of other persons.
- Entrances: Provision of clear opening width of doors and adequate space to enable the people to maneuver and access the entry system. All passenger lifts will be located adjacent to the stairs.
- Accessible Toilet: Toilets will be equipped with grab bars to increase accessibility and safety for PwDs while using the facilities.
- Parking Facility: Parking for vehicles will be provided near the entrance for physically handicapped persons at a minimum distance from the building entrance.
- Lifts/ Elevators: Audio signaling and visual signaling facilities will be provided in all the elevators for persons with hearing and sight disabilities to enable them to effectively move in lifts/elevators.

10.4 GAIL's website and Intranet portal will be made accessible to PwD employees through screen readers and will follow Web Content Accessibility Guidelines (WCAG) 2.1. Further, for visually challenged employees, screen reader software will also be provided as per requirement.

10.5 Matters concerning PwDs will be accorded high priority so as to provide safe and comfortable working environment to them in GAIL offices.

11. Appointment of Liaison & Grievance Redressal Officer by the establishment:

11.1 In compliance to the Rule-8(3)(e) and Rule-10(1) of the Rights of Persons with Disabilities Rules 2017, an officer will be designated as Liaison and Grievance Redressal Officer in all offices who will be responsible for adherence to this policy and also for redressal of complaints and grievance of employees with disabilities.

11.2 **Liaison Officers (PwBD)**: Designated Liaison Officers appointed to look after reservation matters for SCs/STs/OBCs at various Work Centres/Offices will also function as Liaison Officers for reservation matters relating to PwBDs and shall ensure compliance of guidelines/instructions issued by Government of India for the welfare of PwBDs from time to time.

In addition, Chief Liaison Officer for PwBDs will also be notified from time to time. Present list of such Liaison Officers is attached at **Annexure - II**.

11.3 **Grievance Redressal Officer**: HR Incharges of Work Centres/Offices will act as Grievance Redressal Officer for their respective unit [except for offices located in Delhi/NCR and GGL, Noida]. Further, Liaison Officer, Corporate Office, New Delhi for matters relating to SCs/STs/PwDs will also act as Grievance Redressal Officer for offices in Delhi/NCR and GGL, Noida. The Grievance Redressal Officer will maintain a digital register of complaints of PwDs as per specified format.

Chief Liaison Officer for matters relating to SCs/STs/PwDs of GAIL will also act as Chief Grievance Redressal Officer.

12. Registration:

As per Section - 21 Sub-section - 2 of the Act, GAIL will register a copy of this policy with the Chief Commissioner for Persons with Disabilities, Ministry of Social Justice and Empowerment.

13. Compliance:

Head of the Corporate HR department at Corporate Office and HR In-charges of the respective Work Centre/Office will be responsible for implementation of the Rights of Persons with Disabilities Act, 2016 and Rules framed thereunder.

14. Others:

- 14.1 Any other benefit/facility as notified by the Government of India from time to time, which is applicable for the PwDs working in GAIL, will also be implemented.
- 14.2 Director (HR) is authorized to make amendments/modifications in any of the provisions in the policy from time to time.

Annexure - I**List of posts identified suitable for PwBDs in GAIL**

Sl. No.	Name of the Post	Grade	Group	Post identified as suitable to be held by PwBDs in following categories
1	Chief General Manager (Law)	E-8	A	a) B, LV b) D, HH c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above
2	Chief Manager (Renewable Energy)	E-5	A	a) B, LV b) D, HH c) OA, OL, Dw, AAV, CP, LC d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
3	Chief Manager (HR)	E-5	A	a) B, LV b) D, HH c) OA, BA, BL, OL, OAL, CP, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above
4	Chief Manager (Medical Services)	E-5	A	c) OA, OL, BL, OAL, LC, Dw, AAV d) SLD e) MD involving (c) to (d) above
5	Manager (Marketing - Commodity Risk Management)	E-3	A	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV e) MD Involving (a) to (c) above
6	Manager (Marketing International LNG and Shipping)	E-3	A	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
7	Senior Engineer (Chemical)	E-2	A	a) B, LV b) HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
8	Senior Engineer (GAILTEL (TC/TM))	E-2	A	c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (c) to (d) above
9	Senior Engineer (Instrumentation)	E-2	A	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
10	Senior Engineer (Mechanical)	E-2	A	b) D, HH c) OA, OL, DW, AAV d) SLD, MI e) MD involving (b) to (d) above
11	Senior Engineer (Renewable Energy)	E-2	A	a) B, LV b) D, HH c) OA, OL, Dw, AAV, CP, LC d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
12	Senior Engineer (Electrical)	E-2	A	b) D, HH c) OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above

Sl. No.	Name of the Post	Grade	Group	Post identified as suitable to be held by PwBDs in following categories
13	Senior Engineer (Metallurgy)	E-2	A	b) D, HH c) OA, OL, DW, AAV d) SLD, MI e) MD involving (b) to (d) above
14	Senior Officer (Fire & Safety)	E-2	A	-
15	Senior Officer (C&P)	E-2	A	a) LV b) D, HH c) OA, BA, OL, CP, LC, Dw, AAV d) SLD e) MD Involving (a) to (d) above
16	Senior Officer (Marketing)	E-2	A	a) B, LV b) D, HH c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
17	Senior Officer (Finance & Accounts)	E-2	A	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, BLOA, BLA, LC, Dw, AAV e) MD Involving (a) to (c) above
18	Senior Officer (Human Resources)	E-2	A	a) B, LV b) D, HH c) OA, BA, OL, OAL, BL, CP, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above
19	Senior Officer (Medical Services)	E-2	A	c) OA, OL, BL, OAL, LC, Dw, AAV d) SLD e) MD involving (c) to (d) above
20	Senior Engineer (Boiler Operation)	E-2	A	-
21	Senior Officer (E&P)	E-2	A	-
22	Senior Engineer (Environmental Engineering)	E-2	A	a) B, LV b) D, HH c) OA, OL, OAL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (a) to (d) above
23	Senior Officer (Corporate Communication)	E-2	A	a) B, LV c) OA, BA, OL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above
24	Senior Officer (Law)	E-2	A	a) B, LV b) D, HH c) OA, BA, OL, OAL, BL CP, LC, Dw, AAV d) MI e) MD involving (a) to (d) above
25	Senior Officer (BIS)	E-2	A	a) B, LV b) D, HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (a) to (d) above
26	Executive Trainee (Chemical)	E-2	A	a) B, LV b) HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (a) to (d)above

Sl. No.	Name of the Post	Grade	Group	Post identified as suitable to be held by PwBDs in following categories
27	Executive Trainee (Civil)	E-2	A	b) D, HH c) OA, BA, OL, CP, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
28	Executive Trainee (GAILTEL TM/TC)	E-2	A	c) OA, OL, CP, LC, Dw, AAV d) SLD, MI e) MD involving (c) to (d) above
29	Executive Trainee (BIS)	E-2	A	a) B, LV b) D, HH c) OA, OL, OAL, BL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (a) to (d) above
30	Executive Trainee (Instrumentation)	E-2	A	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD involving (b) to (d) above
31	Executive Trainee (Mechanical)	E-2	A	b) D, HH c) OA, OL, Dw, AAV d) SLD, MI e) MD involving (b) to (d) above
32	Executive Trainee (Electrical)	E-2	A	b) D, HH c) OL, Dw, AAV d) ASD (M) SLD, MI e) MD involving (b) to (d) above
33	Officer (Security)	E-1	B	c) OL, CP, LC, Dw, AAV d) SLD e) MD Involving (c) to (d) above
34	Officer (Official Language)	E-1	B	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, MDy d) ASD, SLD, MI e) MD involving (a) to (d) above
35	Officer (Laboratory)	E-1	B	c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD involving (c) to (d) above
36	Jr. Engineer (Chemical)	S-7	B	b) D, HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
37	Jr. Engineer (Mechanical)	S-7	B	b) D, HH c) OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
38	Foreman (Electrical)	S-5	C	b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
39	Foreman (Instrumentation)	S-5	C	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
40	Foreman (Mechanical)	S-5	C	b) D, HH c) OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above

Sl. No.	Name of the Post	Grade	Group	Post identified as suitable to be held by PwBDs in following categories
41	Foreman (Civil)	S-5	C	b) D, HH c) OA, OL, OAL, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD Involving (b) to (d) above
42	Jr. Superintendent (OL)	S-5	C	a) B, LV b) D, HH c) OA, BA, BL, OL, OAL, CP, LC, Dw, AAV, MDy d) ASD (M, MoD), SLD, MI e) MD Involving (a) to (d) above
43	Jr. Superintendent (HR)	S-5	C	a) B, LV b) D, HH c) OA, BA, OL, BL, OAL, LC, Dw, AAV, MDy d) ASD (M, MoD), SLD, MI e) MD Involving (a) to (d) above
44	Jr. Chemist	S-5	C	b) D, HH c) OA, OL, OAL, BL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
45	Technical Assistant (Laboratory)	S-3	C	b) D, HH c) OA, OL, BL, OAL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
46	Operator (Chemical)	S-3	C	b) D, HH c) OA, OL, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
47	Technician (Electrical)	S-3	C	b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
48	Technician (Instrumentation)	S-3	C	b) D, HH c) OL, CP, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
49	Technician (Mechanical)	S-3	C	b) D, HH c) OL, LC, Dw, AAV d) ASD (M), SLD, MI e) MD Involving (b) to (d) above
50	Technician (Telecom & Telemetry)	S-3	C	b) D, HH c) OL, CP, LC, Dw, AAV d) SLD, MI e) MD Involving (b) to (d) above
51	Assistant (S&P)	S-3	C	b) D, HH c) OA, OL, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD Involving (b) to (d) above
52	Accounts Assistant	S-3	C	a) B, LV b) D, HH c) OA, OL, BL, OAL, BA, CP, LC, Dw, AAV d) ASD (M, MoD), SLD, MI e) MD Involving (a) to (d) above
53	Marketing Assistant	S-3	C	a) B, LV b) HH c) OA, OL, BL, LC, Dw, AAV

Sl. No.	Name of the Post	Grade	Group	Post identified as suitable to be held by PwBDs in following categories
				d) SLD, MI e) MD Involving (a) to (d) above
54	Operator (Fire)	S-3	C	-

CATEGORY ABBREVIATIONS USED: B=Blind, LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, BLOA=Both leg & one arm , BLA=Both Legs Arms, CP=Cerebral Palsy, LC=Leprosy Cured, Dw =Dwarfism, AAV=Acid Attack Victims, MDy=Muscular Dystrophy, ASD= Autism Spectrum Disorder (M= Mild, MoD= Moderate), ID= Intellectual Disability, SLD= Specific Learning Disability, MI= Mental Illness, MD=Multiple Disabilities

Annexure-II

Chief Liaison Officer and Liaison Officers for PwBDs in GAIL

1. Chief Liaison Officer (PwBDs):

Shri Debananda Bera
GM (BIS)
GAIL, Noida
e-mail id: dbera@gail.co.in
Mobile Number: 9811788700

2. List of Liaison Officers (PwBDs):

GAIL Work Centre/Offices located in States/UT	Name	Designation	e-mail ID	Mobile Number
Bihar, Jharkhand & Odisha	Shri Amit Kispotta	GM (HR)	amitkispotta@gail.co.in	9412771672
New Delhi	Shri B K Kullu	GM (HR-P&ER)	bkkullu@gail.co.in	9967925113
Uttar Pradesh excluding National Capital Region (NCR)	Shri Shantonu Mitra	GM (HR)	shantonu.mitra@gail.co.in	9818005643
Punjab, Haryana, Chandigarh, Uttarakhand & National Capital Region (NCR)	Shri Pradosh Bhardwaj	GM (HR)	pbhardwaj@gail.co.in	9105068068
Rajasthan	Ms. Sushma Surin	GM (HR)	ssurin@gail.co.in	9599771068
Madhya Pradesh & Chhattisgarh	Shri Sanjay Verma	GM (HR)	sanjayverma@gail.co.in	9871885599
Karnataka, Kerala & Goa	Shri C Sankar	DGM (HR)	csankar@gail.co.in	9445445646
Gujarat	Shri Shiv Purushartha	DGM (HR)	shivp@gail.co.in	9810597906
Maharashtra	Dr. Sanjay Kumar Sahoo	CM (HR)	sanjaysahoo@gail.co.in	9717877244
Andra Pradesh and Telangana	Shri Prabhakar Deevi	CM (HR)	prabhakar.deevi@gail.co.in	9966190001
Tamil Nadu & Puducherry	Shri V Ganesh Babu	CM (HR)	vganeshbabu@gail.co.in	7382160550
Tripura, West Bengal & Assam	Ms. Rapti Bagchi	SO (HR)	rapti.bagchi@gail.co.in	7290007015