



Life Insurance Corporation of India

Equal Opportunities Policy

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1. Introduction

LIC of India is committed to providing equal opportunities in employment and creating an inclusive workplace in which all employees are treated with respect and dignity.

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

2. Purpose

The above policy covers all employees with disabilities as defined in the Rights of Persons with Disabilities Act, 2016. It also covers those employees who acquire disability during their employment.

In view of the provisions of RPwD Act 2016, the purpose and objective of this policy is to:

- Ensure that the work environment is free from any discrimination against persons with disabilities
- Ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same
- Ensure that appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the office.
- That no promotion is denied to Persons with Disabilities, merely on ground of disability.
- Maintain data regarding employees with disabilities in relation to their employment
- That a Grievance Redressal Mechanism for addressing the grievance from persons with Disabilities is available.

3. Provisions

3.1 Recruitment :

- i) In case of Direct Recruitment, **4% (four percent) of the total number of vacancies** to be filled up by Direct Recruitment in the cadre strength in each Group of posts shall be reserved for Persons with benchmark Disabilities.

Against the posts identified for each disabilities of which 1 % (one percent) each shall be reserved for Persons with benchmark Disabilities under clauses (a), (b), and (c) and 1 % (one percent) under clauses (d) & (e) unless otherwise excluded under the provisions of Exemption of Reservation for Persons with benchmark disabilities for any cadre(s) fully or partly by Department of Empowerment of Persons with Disabilities, as hereunder:

- a) Blindness and low vision,
 - b) Deaf and hard of hearing,
 - c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy,
 - d) Autism, intellectual disability, specific learning disability and mental illness,
 - e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf blindness.
- ii) The existing jobs identified for employees under Category 'Persons with Disabilities' is furnished in Appendix 'A'.

The Managing Director may, from time to time, issue such instructions or directions as may be necessary for revision of jobs identified for employees under Category 'Persons with Disabilities' in the Corporation.

iii) No discrimination will be done in selection of Persons with Disabilities in process of recruitment.

3.2 In view of Section 20(4) of the RPwD Act 2016:

No Appointing Authority, as defined in LIC of India (Staff) Regulations, 1960 shall dispense with or reduce in rank, an employee who acquires a disability during his or her service;

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;

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

3.3 Training :

Post-recruitment training will be provided to enable them to perform their duties with ease and pre-promotion training will be provided for securing the future opportunities.

3.4 Transfer and Posting :

Requests from Physically Handicapped employees for transfers to near their native places may be given preference subject to administrative constraints.

3.5 Preference in allotment of residential accommodation :

Preference will be given in allotment of Staff Quarter as far as possible, subject to administrative constraints.

3.6 Assistance:

- (a) Provision will be made for facilities and amenities to the persons with disabilities to enable them to effectively discharge their duties in the establishment.
- (b) Provisions will be made for assistive devices, barrier-free accessibility and other provisions for persons with disabilities.

3.7 Liaison Officers

Appointment of Liaison Officers at each Zonal Office and Central Office to ensure the compliance of the instructions issued by the Government applicable to persons with disabilities. They shall look into the redressal of grievances of PWD employees.

4 Responsibility

- Every employee/ office of LIC is to comply with the provisions of this policy.

- Any employee who violates this Policy, or in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under the appropriate regulation.
- In-charge of the Office or any other Official duly authorised by him/her will facilitate requests received from employees with category Persons with Disabilities as regard to Provisions.
- Every Appointing Authority, as defined in LIC of India (Staff) Regulations, 1960, to ensure that no discrimination will be done in selection of Persons with Disabilities in process of recruitment.
- Officer-in-Charge of Estates Department, Central Office or any Official duly authorised by the Officer-in-Charge of Estates Department, Central Office will be responsible for ensuring the Point No 3.5 is implemented.
- Officer-in-Charge of Engineering Department, Central Office or any Official duly authorised by the Officer-in-Charge of Engineering Department, Central Office will be responsible for barrier-free accessibility and other provisions for persons with disabilities.
- Officer-in-Charge of IT Department, Central Office or any Official duly authorised by the Officer-in-Charge of IT Department, Central Office will be responsible for providing accessibility as per the standards prescribed under RPwD Act, 2016 to our Web Site(internal and external).
- Officer-in-Charge of Personnel Department, Central Office or any Official duly authorised by the Officer-in-Charge of Personnel Department, Central Office will be responsible to oversee and promote this policy.

5 Monitoring Mechanism:

The following Central Office Departments will monitor the implementation of the provisions mentioned under Point (3) ;

Sr No	Particulars	Department
3.1	Recruitment	Personnel
3.2	Section 20(4) of the RPwD Act 2016	Personnel
3.3	Training	HRD/OD
3.4	Transfer and Posting	Personnel
3.5	Preference in allotment of residential accommodation	Estates
3.6	Assistance	E&OS , IT/BPR, Engineering
3.7	Liaison Officers	Personnel

6 Amendments

The above policy shall be reviewed every three years or earlier if required.

7 Competent Authority:

Chairman or any Officer duly authorised by him, will issue instructions for implementation of the Policy.

Appendix 'A'

(Revised)

Job identification for employees under Category 'Persons with Disabilities'

Sl. No	Post	Physical requirement	Categories of disability
1	AAO	S, ST, W, RW, C, SE, MF	OA, OL, BL, OAL, B, LV, A, ID, SLD, MI, MD
2	Asst. Engineer (Civil)	S,ST,W,BN,MF,RW,CL,JU,SE,C	OL,OA,HH , A, ID, SLD, MI, MD
3	Asst.Engineer (Electrical)	S,ST,BN,KC,W,MF,SE,PP,L,C,RW	OL,HH, A, ID, SLD, MI, MD
4	Asst. Architect	S,ST,W,RW,MF,CL,SE,C	OL,HH, A, ID, SLD, MI, MD
5	Assistant	S,ST,W,MF,SE,RW,H	OA,OL,OAL,BL,B,LV,HH, A, ID, SLD, MI, MD
6	Peon	S,ST,W,BN,MF,PP,L,KC,SE,H,C	OL,B,LV,HH, A, ID, SLD, MI, MD
7	Watchman	S,ST,W,PP,L,BN,KC,MF,SE,H,C	OL,BL,HH, A, ID, SLD, MI, MD
8	Sweeper	S,ST,W,KC,MF,PP,L,SE	OL,LV,HH, A, ID, SLD, MI, MD
9	Liftman	S,ST,W,MF,SE,C	OL,OA,OAL,LV,HH, A, ID, SLD, MI, MD

ABBREVIATIONS USED : S=Sitting, ST=Standing , W=Walking, BN=Bending , L=Lifting, KC=Kneeling & Crouching, JU=Jumping, CL=Climbing, MF=Manipulation by Fingers, RW=Reading & Writing, SE=Seeing, H=Hearing, C=Communication, OA=One Arm, OL=One Leg, BL=Both Leg, OAL=One Arm and One Leg , B=Blind, LV=Low Vision, HH= Hearing Impaired ,PP=Pulling & Pushing, MW=Muscular Weakness and limited physical endurance, A=Autism, ID= Intellectual Disability, SLD-Specific Learning Disability, MI=Mental Illness, MD=Multiple Disability.

Description of Categories of Disabilities

- (a) Blindness and low vision,
- (b) Deaf and hard of hearing,
- (c) Loco motor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy,
- (d) Autism, intellectual disability, specific learning disability and mental illness,
- (e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

Description of Physical Requirement

Abbreviation	Description
F	Can perform work by manipulating with fingers
PP	Can perform work by pulling and pushing
L	Can perform work by lifting
KC	Can perform work by kneeling and crouching
C	Can perform work by communication
B/BN	Can perform work by bending
S	Can perform work by sitting
ST	Can perform work by standing
W	Can perform work by walking
SE	Can perform work by seeing
H	Can perform work by hearing / speaking
RW	Can perform work by reading and writing
MF	Can perform work by manipulation of fingers