

**DISCIPLINARY AUTHORITIES / APPELLATE AUTHORITIES IN CASE OF
WORKMEN STAFF IN PUNJAB NATIONAL BANK**

The Bipartite Settlement dated 10.4.2002 lays down the procedure for holding Disciplinary Action against Workmen Staff. In terms of Para 14 of the Bipartite Settlement dated 10.4.2002 it has been decided as under:-

- i) The respective Disciplinary Authorities are empowered to issue charge sheets on the defaulting workmen. The Incumbent Incharge of each office is also empowered to suspend them, if considered necessary, after obtaining prior approval from Disciplinary Authority designated under Para (ii) below. In exceptional cases where the employee is involved in a fraud of serious nature or commits an act of riotous behaviour on the premises of the Bank and it is considered expedient to suspend the employee immediately and prior permission cannot be obtained, he may be suspended by the Incumbent Incharge and subsequent approval of the Disciplinary Authority may be obtained immediately by advising the circumstances necessitating immediate action. However, in respect of the employees of the Circle Offices, Zonal Offices and Divisions/Departments at Head Office, respective Managers are authorized to serve charge sheet and to suspend, if necessary.
- ii) The following officers have been empowered to hold enquiries, to take disciplinary action and to pass the original orders and to hear and dispose of the appeals in respect of the offices as mentioned below:-

AWARD STAFF POSTED AT	OFFICERS EMPOWERED TO APPOINT E.O., TAKE DISCIPLINARY ACTION AND PASS ORIGINAL ORDER	ENQUIRY OFFICER	AUTHORITY EMPOWERED TO HEAR AND DISPOSE OF THE APPEAL
All branches in the Circle including Circle Office & other Administrative Offices, such as RSC, ZTC, ZSC, ZAO etc.	Circle Head (AGM or DGM)	Any officer of the Circle	Zonal Manager (General Manager)

Zonal Offices and Offices under their direct control (except the offices referred at Sr. No. 1)	Deputy General Manager at Zonal Office looking after HR Affairs	Any officer of the Zone	Zonal Manager (General Manager)
All Departments/ Divisions of Head Office including Central Staff College (CSC)	Deputy General Manager, HRMD, HO	Any Officer working in any of the Head Office Division	General Manager, HRMD, HO
Offices other than specified above	Deputy General Manager, HRMD, HO	Any Officer working in any Office	General Manager, HRMD, HO

- 1) The DGM of HRMD at Head Office has been empowered to authorize any officer besides specified above to hold enquiry against the workmen staff in terms of the provisions of Bipartite Settlement irrespective of the Office/Circle/Zone/Division.
- 2) In respect of the orders already passed by the then Disciplinary Authority against which the appeals are pending, the Appellate Authority in respect of such appeals shall be the Zonal Manager/General Manager - HRMD, HO, New Delhi as the case may be.
- 3) It is clarified that the designations specified above would include both the permanent Incumbent Incharge as well as the one who is officiating in such capacity.
- 4) It is further clarified that in administrative exigencies any officer of higher rank than one mentioned herein can exercise the powers vested with the officer in the lower rank.
- 5) It is clarified that in cases where the officials to act as the Disciplinary Authority and the Appellate Authority are in same rank, the Appellate Authority shall vest with the General Manager, HRMD at HO.

(Ref.: HRMD Circular No. 309 dated 21.04.2016)