

**DISCIPLINARY AUTHORITIES, APPELLATE AUTHORITIES AND REVIEWING AUTHORITY 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:-

<b>AWARD STAFF POSTED AT</b>	<b>OFFICERS EMPOWERED TO APPOINT E.O., TAKE DISCIPLINARY ACTION AND PASS ORIGINAL ORDER</b>	<b>ENQUIRY OFFICER</b>	<b>AUTHORITY EMPOWERED TO HEAR AND DISPOSE OF THE APPEAL</b>	<b>REVIEWING AUTHORITY</b>
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)	Chief General Manager – HR, HO or in his/her absence Executive Director
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)	-Do-