



**PUNJAB NATIONAL BANK**  
**HUMAN RESOURCES DEVELOPMENT DIVISION**  
**(PEOPLE DEVELOPMENT DEPARTMENT)**  
**H O: 7, Bhikhaiji Cama Place, New Delhi – 110 607**

Date: 09 March 2017

**TO ALL OFFICES**

**HRDD CIRCULAR NO. 755**

**Reg: PNB Navodaya: Employee On-boarding and Mentoring Program**

In terms of HRDD Circular No.740 dated 11.03.2016, the Onboarding & Mentoring Program titled “PNB Navodaya” was launched. To begin with, mentoring part of the program was introduced for newly recruited Management Trainees and Technical Officers.

On-Boarding of newly recruited employees, through grooming, handholding, upskilling and mentoring will help to create the environment for new employees to acquire the necessary knowledge, skills and behavior to become effective organizational members. Mentoring is a powerful personal development and empowerment tool. A mentor is a guide to help the mentee to find the right direction and develop solutions to career issues.

Based on suggestions, feedbacks and experience, a need is felt to fine tune the scheme, the Mentorship Program was reviewed and it has been decided to introduce modifications in the program as under:

- The Navodaya Mentorship Program has now been extended to all newly recruited employees in clerical cadre, all newly promoted officers upto Scale IV, 1<sup>st</sup> time Branch Head and to Technical Officers on joining mainstream.
- ZM/CH/Divisional Head has been given discretion to assign Mentor to the Management Trainees & Technical Officers Mentees, if Mentors with existing prerequisites not available.
- The mentor once assigned to mentee need not normally be changed even on transfer to other place as the bonding once established between the Mentor-Mentee should not be disturbed.
- Personal meetings of Mentor-Mentee has now been made optional for Mentors-Mentees posted far away from each other. However, they have to interact at regular intervals through various means of communication channels available.
- Submission of Mentor-Mentee Feedback periodicity in HRMS has been changed to once in 2 months.

The detailed changes made in the Program is annexed for meticulous compliance.

**(Punit Jain)**  
**General Manager**