

**PUNJAB NATIONAL BANK  
HUMAN RESOURCE DEVELOPMENT DIVISION  
H O: 7, BHIKAJI CAMA PLACE, NEW DELHI – 110 066**

**March 11, 2016**

**TO ALL OFFICES**

**HRDD CIRCULAR NO. 740**

**PNB Navodaya ( 5 रौढ़ ): Employee On-boarding and Mentoring Mechanism**

For synergizing Bank's Business Vision with Human Capital Goals, a number of key challenges have been identified and HR strategies are being formulated for addressing the same. One such challenge is recruitment of highly aspiring, energetic, tech-savvy but inexperienced employees.

For addressing this important issue, it has been felt that Onboarding and Mentoring is an effective mechanism to provide Orientation, Nurturing, Better Understanding of Internal Culture and Employee Engagement for the newly recruited employees.

We are pleased to launch the Onboarding & Mentoring Program titled "PNB Navodaya". PNB Navodaya will facilitate the new employee to acquire the necessary knowledge, skills and behaviour to become effective organizational member. The program will also help to channelize these employees' energies towards Bank's development, with a view to transform them into brand ambassadors for the business growth and organizational goal.

Mentoring Process of 'PNB Navodaya' will initially include newly recruited Management Trainees and Technical Officers; the program shall be rolled over for all PNB parivar members later in phased manner.

Detailed workflow with Roles and Responsibilities at various levels is enclosed herewith.

All concerned are advised to note the above guidelines for compliance.

**(Ashok Aneja)  
General Manager**