

POLICY FOR SPORTSPERSONS OF THE BANK

COVERAGE

This 'Policy for Sportsperson of the Bank' shall be the guiding policy for promotion of sports culture in the Bank. It will comprise of provisions for recruitment of outstanding Sports persons in the Bank, granting of out of turn promotion, special increments, sanction of cash incentive, sanction of special leave and other related matters for outstanding achievement in sports or games by employees.

This Policy will be operational from 1st April 2022.

RECRUITMENT OF SPORTSPERSONS

Eligibility criteria:

AGE	
Subordinate Cadre	18 to 24 Years*
Clerical Cadre	20 to 28 Years* (Upper Age can be relaxed by 5 years, as per discretion of Bank, in addition to relaxation allowed to reserved category candidates.)
EDUCATIONAL QUALIFICATION	
Subordinate Cadre	12 th Pass
Clerical Cadre	Graduation
SPORTS QUALIFICATION	
Appointments under this Policy can be made of sportspersons considered meritorious with reference to the following criteria:	
i) Sportsmen who have represented a State or the country in the National or International competition in any of the games/sports mentioned in this Policy.	
ii) Sportsmen who have represented their University in the Inter-University Tournaments conducted by the Inter-University Sports Boards in any of the sports/games specified in this Policy, as amended from time to time.	
iii) Sportsmen who have represented the State School Teams in the National Sports/games for schools conducted by the All India School Games Federation in any of the games/sports mentioned in this Policy.	
iv) Sportsmen who have been awarded National Awards in Physical Efficiency under the National Physical Efficiency Drive.	

Recruitment process:

- a) Advertisement shall be issued on Bank's website as well as in Employment News and short window advertisement in leading dailies, calling applications with all relevant certificates with regard to qualifications as stated above. Applications from eligible candidates would be scrutinized and finalized by a committee constituted by MD & CEO for the purpose.

Candidates being found to possess qualifications as stated above may be called for an interview and selections made strictly on the basis of merit. The interview committee will be constituted by the MD & CEO which shall also include one international player of repute.

Since the recruitment will be on the basis of sports qualifications, maximum weightage should be given to this factor as well as to the age of the candidates.

b) Character verification and Medical Test

The character and antecedents of the sportsperson to be appointed should be such as do not render him unsuitable for appointment to the Bank service. The verification of character and antecedents is to be done at the time of appointment and till the receipt of the verification report, the sportsperson is not entitled to be confirmed in Bank service. In addition to the police verification for absence of criminal record, the sportsperson shall submit at the time of joining service the names of two referees, not related to him/her, for the purpose of establishing character and antecedents.

All new recruits, irrespective of cadre are required to submit a medical certificate of fitness issued either by authorized Medical Officer of District Government Hospital or Bank's Medical Consultant appointed at the Controlling Office(s), in the format prescribed by the Bank from time to time.

c) Sports/Games to be covered

Following is the list of Sports which qualify for appointment of meritorious sportsperson:

Sl.	Sports/Games	Sl.	Sports/Games
1	Archery	34	Mallakhamb
2	Athletics	35	Motor Sports
3	Atya-Patya	36	Net Ball
4	Badminton	37	Para Sports (for sports discipline included in para Olympic and Para Asian Games)
5	Ball-Badminton	38	Pencak Silat
6	Baseball	39	Polo
7	BasketBall	40	Powerlifting
8	Billiards & Snookers	41	Shooting
9	Body-Building	42	Shooting Ball
10	Boxing	43	Roll Ball
11	Bridge	44	Roller Skating
12	Carrom	45	Rowing
13	Chess	46	Rugby

14	Cricket	47	Sepak Takraw
15	Cycling	48	Soft Ball
16	Cycle Polo	49	Soft Tennis
17	Deaf Sports	50	Squash
18	Equestrian	51	Swimming
19	Fencing	52	Table Tennis
20	Football	53	Taekwondo
21	Golf	54	Tenni-Koit
22	Gymnastics	55	Tennis
23	Handball	56	Tenpin Bowling
24	Hockey	57	Triathlon
25	Ice-Hockey	58	Tug-of-war
26	Ice-Skating	59	Volleyball
27	Ice-Skiing	60	Weightlifting
28	Judo	61	Wushu
29	Kabaddi	62	Wrestling
30	Karate	63	Yachting
31	Kayaking & Canoeing	64	Tennis Ball Cricket
32	Kho-Kho	65	Yogasana
33	Kudo		

In addition to the above, the Policy will cover all Sports/ Games which are recognized by Ministry of Youth Affairs and Sports/Sports Authority of India /Indian Olympic Association, including athletics; for which medals were awarded in the last held Olympic Games or Para Olympics Games or Asian Games or National Games in the country. Further, the Managing Director & CEO will be the competent Authority to add/delete any other sports /games.

d) List of Authorities Competent to award certificate on eligibility for recruitment of sportspersons

Sl.	Competition	Authority awarding certificate	Format Number on which certificate is to be awarded*
1	International Competition	Secretary of the National Federation/ Association of the Game concerned	1
2	National Competition	Secretary of the State Association of the Game concerned	2

3	Inter University Tournaments	Dean/ Director of Sports or other officer in overall charge of Sports of the University concerned	3
4	National Sports/ Games for Schools	Director or Additional/ Joint or Deputy Director in overall charge of sports/ games for Schools in the Directorate of Public Instruction/ Education of State	4
5	Physical Efficiency Drive	Secretary or other Officer in overall charge of Physical Efficiency in the Ministry of Education & Social Welfare, Government of India	5

*Specimen of Format enclosed.

e) Order of preference

- i. First preference to those candidates who have represented the country in an International Competition with the clearance of the Department of Youth Affairs and Sports.
- ii. Next preference may be given to those who have represented a State/U.T.in the Senior or Junior level national Championships organized by the National Sports Federations recognized by Department of Youth Affairs & Sports or National Games organized by Indian Olympics Association and have won medals or positions up to 3rd place. Between the candidates participating in Senior and Junior National Championships/games, the candidates having participated and won medal in Senior National Championship should be given preference.
- iii. Next preference may be given to those, who have represented a University in an Inter University competition conducted by Association of Indian Universities/Inter University Sports Board and have won medals or positions up to 3rd place in finals.
- iv. Next preference may be given to those who have represented the State Schools in the National sports/games for Schools conducted by the All-India School Games Federation and have won medals or positions up to 3rd place.
- v. Next preference may be given to those, who have been awarded National Award in physical efficiency under National Physical Efficiency Drive.
- vi. Next preference may be given to those who represented a State/Union Territory/University/State Schools Teams at the level mentioned in categories (ii) to (iv) but could not win a medal or position, in the same order of preference.

Note:

- (i) In the event of tie those who have secured a higher position or won more than one medal may be given the preference.
- (ii) Participation in individual and team event/item may be given the same preference.

- (iii) No preference may be given for winning more than one medal/position.
- (iv) In case of any doubt about the status of a tournament, the matter will be decided by CGM/ General Manager HRD Division in consultation with CGM/ General Manager Corporate Communication Division Head Office.

f) Number of persons to be recruited:

The number of sportspersons to be recruited be treated outside the normal recruitment channel. The number of sportspersons to be recruited shall be decided with the approval of MD & CEO. However, the number of sportsperson to be recruited shall be up to 5% of the posts to be filled through direct recruitment under Manpower Plan approved by the Board for respective Financial Year.

g) Other Conditions:

All appointments under this scheme shall be entirely at the discretion of the bank and shall be made at the starting stage of the pay scale of the respective grade/post.

- i. All sportspersons appointed will be governed by the rules/ policies/ award as applicable to the general candidates of the respective grade.
- ii. Sportspersons appointed will be on probation for the same period, as applicable for general candidates.
- iii. At the time of appointment, the candidates must be an active sportsman and should be fit enough to take part in the future tournaments as well.
- iv. Sports/ Games certificates/ achievements may be got verified by the Bank with the issuing authorities independently. In case of any doubt the candidates may be asked to give demonstration of the game in which he claims to be meritorious.
- v. Only Indian citizen are eligible for appointment under this scheme.
- vi. Age relaxation in case of reserved category candidates shall be allowed as per the guidelines issued by Government of India from time to time.
- vii. The candidates should possess the certificate relating to achievement / efficiency in games/ sports issued by prescribed certifying authorities before appointment and consideration of eligibility.
- viii. The sportsperson recruited under the provisions of the scheme would be obliged to play for the bank's team whenever and wherever necessary. If a sportsperson employee is required to participate in State/ National/ International events, he will have to seek prior permission of the bank which will not be normally refused but the Bank reserves the right to withhold such permission at its own discretion without assigning any reason. Refusal to play for the Bank's team or failure to obtain prior permission of the Bank to play elsewhere would be tantamount to misconduct and shall attract disciplinary action provided for under the service rules applicable. All sportspersons recruited under these rules will be required to give a written undertaking to the Bank to the aforesaid effect at the time of their appointment in Bank.

h) Adjustment of persons appointed under sports quota in Reservation Roster:

A person appointed under sports-quota should be adjusted in the recruitment/reservation roster against the category viz. SC/ST/OBC/General to which he/she belongs, e.g., a sportsperson from SC category will be counted against the SC reservation point; if he belongs to ST/OBC he will be counted against ST/OBC point, and if he belongs to General category he will be shown against the General category vacancy point in the reservation roster.

INCENTIVE FOR OUTSTANDING PERFORMANCE

An employee may be granted one or more of the following incentive for outstanding performance as above:-

A. Out of Turn Promotions

Eligibility: The medal winning performance in sports events to be eligible for out of turn promotion will be restricted to regular disciplines of:

- i. Olympic Games,
- ii. Commonwealth Games,
- iii. Asian Games
- iv. World Championships and
- v. Record breaking medal winning performance in National Games conducted by Indian Olympic Association in the regular disciplines of Olympics, Commonwealth Games, Asian Games and World Championships
- vi. The Scheme will also cover differently-abled sportspersons for equivalent events/games organized for them.

Number of out of turn promotion to be allowed

A maximum of three out of turn promotion in the entire service career, subject to following conditions can be allowed to sportspersons for excellence in International/National Sports events:

(a) Excellence in international sports events

- i. A sportsperson winning Gold, Silver or Bronze or more than one medal in Olympic Games, Commonwealth Games, Asian Games and World Championships in a particular year will be eligible only for one out of turn promotion in that year.
- ii. Only the medal winning performance in aforesaid sports events will be considered for out of turn promotion. If a sportsperson or more than one sportspersons while competing in a discipline in Olympic Games, Commonwealth Games, Asian Games and World Championships, does not win a medal but gives better performance than the previous national record in the discipline then no out of turn promotion will be allowed.
- iii. In case of a team event, a sportsperson will qualify for out of turn promotion only if he has played at least 50% of the matches in the same event. Reserve player, if any, shall not be entitled for any out of turn promotion.

An out of turn promotion be considered for performance as a Coach if he/she has trained a sportsperson or a team which goes on to win a medal in any of the international Games/Championships mentioned in para III above. A Coach who is a Government employee will be considered for out of turn promotion even if the sportsperson(s) he/she has trained is not a Government Servant provided he has already intimated his/her office the name of sportsperson(s) or team which have been receiving training from him. In case more than one Coach has trained a sportsperson or a team which eventually wins a medal then only the main Coach, subject to other conditions will be considered for out of turn promotion.

- iv. The number of out of turn promotions allowed to a Coach will be capped at two with a gap of four years. However, the total number of out of turn promotions allowed to a Coach will not exceed three in the entire career including those given to him/her in the past for performance as a sportsperson.

(b) Excellence in national sports events

In case of National Games conducted by Indian Olympic Association record breaking medal winning performance in an individual discipline would be considered for one out of turn promotion during the entire service career. In case more than one sportsperson gives better performance than the existing national record in the discipline in the same National Games, then all sportspersons winning medals shall be considered for one out of turn promotion.

General Instructions for considering out of turn promotion:

- i. The Managing Director & CEO shall be competent authority for granting out of turn promotion.
- ii. Sports person has to be in permanent service of Bank for considering the case for out of turn promotion.
- iii. Educational/ professional qualification required for out-of-turn promotion of sportsperson shall be as under:

Promotion from clerical cadre to Officer Cadre in JMG/S-I	Graduation
Promotion from Sub Staff to Clerical Cadre	12th Standard Pass

- iv. Eligibility criteria including qualifying service etc. which is otherwise required for a candidate for promotion to a post shall not be applicable for considering a sportsperson for out of turn promotion.
- v. The entitlement of a sportsperson for out of turn promotion may be processed within a period of three months from the date of occurrence of event which entitles him/her for out of turn promotion. Promotion shall however be effective from the date it is approved by the Competent Authority.
- vi. Seniority to the higher cadre as well as Salary fitment on out of turn promotion shall be applicable from the effective date of promotion.

- vii. An employee punished under gross misconduct with a punishment other than censure/warning in terms provisions of Bipartite Settlement applicable for workmen staff and Major Penalty under PNB Officer Employees' (Discipline and Appeal) Regulations, 1977 shall not be eligible for out of turn promotion for One year from the date of imposition of penalty.
- viii. Vigilance clearance has to be obtained in case of the sportsperson before considering the case for out of turn promotion.

B. Additional Increments

Sportspersons:

A sportsperson can be considered for allowing one additional increment in one occasion for achieving excellence in National events and two additional increments for achieving excellence in International events in the Sports/ Games specified in the Policy. The total number of increments to be awarded to an individual should not exceed five in his/her entire career.

Sportspersons participating in sporting events (both individual and team events) of National and International importance will be treated as having achieved excellence for the purpose of grant of increment(s) if he/she achieves 1st, 2nd or 3rd position in the finals of sporting events if more than three individual or teams have participated in the events. If only three or less individuals or teams have participated in the final of a sporting event, the sportsperson/team achieving first position will be treated as having achieved excellence.

Referees/Umpires:

Two advance increments may be granted for each event subject to total five increments in the entire career, to Referees/Umpires who excel at the International level. The term 'excellence' would mean that the Umpire/Referee has been accepted as a Referee/Umpire by the International Federation governing the particular sports discipline and has performed the duties in International Competitions recognized by such International Federation. However, no such incentive will be allowed to those Referees/Umpires, who perform such duties at the National level.

Coaches:

Coaches, who are associated with Gold Medal Winning Teams at the Asian Games/World Championship/Olympic Games, can be considered for grant of the same number of increments as available to the Members of the Team and thus, only Coaches, who imparted training to Teams, will be eligible for advance increments.

However, this benefit would not be available to (i) Coaches in whose case imparting training to National Teams is a part of their normal duties (ii) Coaches training sportsperson who win gold medal in individual events.

Executive Director (In charge of HR domain) shall be the competent authority for sanction of additional Increments.

C. Cash Incentive

Cash Incentive may be considered to the employees as under:

- i. On representing country in reputed International Event / Bank in Team/Individual Events and securing first/second /third position in Sports Events of national accreditation and duly recognized by concerned sports authority (Prize money for the entire team/Individual).
- ii. On breaking any National/ International record in Team Event/individual capacity

Above cash prizes shall be provided only for the games/events provided in this policy.

Executive Director (Incharge of HR domain) shall be the competent authority for such sanction.

While being awarded with out of turn promotion/ additional increments/ cash incentive, the employee shall have to undertake as under:

- i. He/she shall execute a bond for an amount of Rs.3.00 lakhs and will not resign from the bank's service at least up to 3 (three) years from the date of getting award/promotion.
- ii. The Bank may use his Name, Photo & other credentials for the Bank's publicity in various channels.

OTHER FACILITIES FOR SPORTSPERSONS

A. Special Leave

Special Casual Leave is granted to a Sportsperson for a period not exceeding 30days in any one calendar year for:

- i. Participating in sporting events of national/international importance;
- ii. Coaching/administration of teams participating in sporting events of national/international importance;
- iii. Attending coaching or training camps under Rajkumari Amrit Kaur Coaching Scheme or similar All India Coaching or Training schemes
- iv. Attending coaching camps in sports organized by National Sports Federations/Sports Boards recognized by Government (Department of Youth Affairs and Sports)
- v. Participating in mountaineering expeditions
- vi. Attending coaching camps in sports organized by National Sports Federation/Sports Boards recognized by All India Council of Sports; and
- vii. Participating in trekking expeditions.
- viii. Attending pre-selection trials/camps connected with sporting events of National/ International importance.

Events of National importance: National championships/tournaments being conducted by the recognized National Sports Federations in individual disciplines and National Games conducted by Indian Olympic Association is recognized as events of national importance.

Events of international importance: The events recognized by the International Sports bodies in the concerned disciplines and in which participation has been with prior approval of the Bank may be treated as sporting event of international importance.

Treatment of period of participation/coaching as duty:

- i. The period of the actual days on which the sportsperson participates in the events of National/ International importance as also the time spent in traveling to and from such tournaments may be treated as duty.
- ii. Attending pre-participation Coaching Camp held will be treated as duty.

CGM/GM (HR) will be the competent authority for sanction of Special Leave, on the recommendation of Corporate Communication Division.

Injury during sporting event: In the event of injury during sporting event, special leave and reimbursement of actual medical expenses may be considered as available to the other employees sustaining injuries in the course of duty. Such facility may also be provided to full time Referee, Umpire and Coach.

B. Time off facility: All active sportsperson employee who are currently playing and representing Bank/ State/ Country will be eligible for time off facility for the practice, based on need, on the basis of request of the individual/team.

Such request will be placed by Sports Committee before CGM/GM Corporate Communication Division for approval, considering the specific requirement of the player/ sport.

OTHER PROVISIONS

A. PNB Hockey Academy

Bank has a Senior Hockey Team of 25 players who are employees of the Bank. Bank may have PNB Hockey Academy with 25 Junior Hockey players in the age group of 16-21 years; the age limit being in conformity with the rules of Federation of International Hockey. These players are not employees of the Bank but are representing PNB in Junior Hockey Tournaments. Retention of junior Hockey Team players is required for our Senior Hockey team for selecting the best talent to boost our National game.

While selecting players for Senior Hockey Team of the Bank, the players at PNB Hockey Academy who apply for selection and fulfil eligibility criteria of (i) Age and (ii) Educational Qualification, may be considered for selection on the following terms and conditions:

- i. The minimum stay of the players in PNB Academy is 2 years.
- ii. Out of the total tournaments played during the last 12 months, players from PNB Junior Hockey Team have been winner or runner up in minimum 50% of the tournaments.

Note: Such player should also appear for field trials and personal interview as applicable to other candidates.

B. Placement of Hockey Players after their active playing career

The Hockey players of Bank's Senior Hockey team after their active playing career will be posted, only on the first occasion, in the Circle of their choice, and would be subject to normal transfer/posting thereafter as per the Bank's extant guidelines.

C. Formation of Sports Committee

A Four-member Sports Committee will be formed at Corporate Communication Division comprising of a Sports person, Senior Manager/ Chief Manager, Asstt. General Manager and headed by General Manager/Chief General Manager (CCD).

The Committee will look after all the matters relating to sports activities in the Bank, identification of sportspersons/Bank's team for participation in sport events of repute, as provided in this Policy, obtaining sanction and allocation for financial budget for sports activities, submitting recommendations for special leave and other incentives to sport persons for outstanding performances as envisaged in the Policy etc. to HRD Div.

D. General

- a) Bank may provide sponsorship to an employee for participation in Tournaments/ Events as above. MD & CEO shall be competent authority for such sanction.
- b) Sportspersons in Clerical/Subordinate Cadre participating in tournament on behalf of the Bank will be entitled for Boarding & Lodging and TA/DA as per entitlement applicable to Officers in JMG Scale I. Such employee will also be reimbursed out of pocket expenses for participating in tournaments representing the Bank. Sports persons in Scale I and above will be reimbursed Boarding & Lodging and TA/DA as per their entitlement.
- c) Sportspersons who refuse to represent the Bank in National level tournaments and All India Inter-Bank tournaments shall have the special facilities, which they were hitherto entitled to, as a sportsperson, withdrawn permanently.
- d) In case any sportsperson violates the rules of the game like testing positive for dope test or any other acts of misconduct/ indiscipline thereby bringing the Bank to disrepute, disciplinary action shall be taken besides withdrawal of all benefits for sportspersons.
- e) It shall be ensured that while proceeding for participating in sports event aboard sponsored by the Bank, the employee is covered with appropriate medical insurance policy taken by the Bank.
- f) Performance of the player will be assessed annually by a 3-member Committee comprising of concerned Sport expert (Bank employee/officer), AGM/CM (CCD) and GM/CGM Corporate Communication Division. In case performance is found unsatisfactory, the performance assessment committee can recommend Human Resource Development Division to utilize services of the player as general employee. CGM-HR/GM-HR will be the Competent Authority for taking final decision in this regard. Services of the player will then be utilized as general employee of the Bank as per Bank's requirement.
- g) All sportsperson of the Bank will give an explicit consent in writing that bank may use their Name, Photo & other credentials for Bank's publicity in various channels.

(HRMD Circular No. 652/2022 dated 19.09.2022)

FORM 1

(for representing India in an International Competition in one of the recognized Games/ Sports)

NATIONAL FEDERATION / NATIONAL ASSOCIATION OF _____

Certificate to meritorious sportsman for employment to Clerical/ Subordinate Cadre in Punjab National Bank

Certified that Shri/ Ms _____ Son/ Wife/ Daughter of
Shri _____ and resident of _____
_____ (complete address) represented the country in the game/event
_____ in _____
Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/ team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the office of National Federation/ National Association of _____.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Name of Federation/National Association: _____

Address: _____

Seal: _____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM 2

(for representing India in an International Competition in one of the recognized Games/ Sports)

STATE ASSOCIATION OF _____ IN THE GAME _____ OF _____

Certificate to meritorious sportsman for employment to Clerical/ Subordinate Cadre in Punjab National Bank

Certified that Shri/ Ms _____ Son/ Wife/ Daughter of Shri _____ and resident of _____ (complete address) represented the country in the game/event _____ in _____ Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/ team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the office of National Federation/ National Association of _____.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Name of Federation/National Association: _____

Address: _____

Seal: _____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM 3

(for representing India in an International Competition in one of the recognized Games/ Sports)

UNIVERSITY OF _____

Certificate to meritorious sportsman for employment to Clerical/ Subordinate Cadre in Punjab National Bank

Certified that Shri/ Ms _____ Son/ Wife/ Daughter of Shri _____ and resident of _____ (complete address) represented the country in the game/event _____ in _____ Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/ team in the above said Competition/Tournament was _____.

The Certificate is being given on the basis of record available in the office of National Federation/ National Association of _____.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Name of Federation/National Association: _____

Address: _____

Seal: _____

Note: This Certificate will be valid only when signed personally by the Secretary, National Federation/National Association.

FORM 4

(for representing India in an International Competition in one of the recognized Games/ Sports)

DIRECTORATE OF PUBLIC INSTRUCTIONS/ EDUCATION OF THE STATE OF _____

Certificate to meritorious sportsman for employment to Clerical/ Subordinate Cadre in Punjab National Bank

Certified that Shri/ Ms _____ Son/ Wife/ Daughter of
Shri _____ and resident of _____
_____ (complete address) represented the country in the game/event
_____ in _____
Competition/Tournament held at _____ from _____ to _____.

The position obtained by the individual/ team in the above said Competition/Tournament was
_____.

The Certificate is being given on the basis of record available in the office of National
Federation/ National Association of _____.

Place: _____

Date: _____

Signature: _____

Name: _____

Designation: _____

Name of Federation/National Association:

Address: _____

Seal: _____

Note: This Certificate will be valid only when signed personally by the
Secretary, National Federation/National Association.