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**HUMAN RESOURCES DIVISION, HEAD OFFICE  
PLOT NO.4, SECTOR - 10, DWARKA, NEW DELHI-110075**

**Date: 30.06.2025**

**NOTICE**

**POLICY FOR LEGAL AND FINANCIAL ASSISTANCE**

The Board in its meeting held on 30.04.2025 has approved the modification in the existing Legal and Financial Assistance policy and the same is circulated vide HRDD Circular No. 959 dated 09.06.2025.

One of the steps taken to provide immediate legal and financial support to our Directors/Officers/Workmen (serving/retired) is that the process is centralized at Litigation Management Cell (LMC), HO: Stress Asset Management Division. All the requests received by LMC shall be placed before the HO Committee-I and decision will be accorded in T+1 day.

As per the revised policy, every Zonal and Circle Office shall have Nodal Officer as well as alternate arrangements for assisting staff in lodging their request in HRMS and forwarding the same to HO: LMC through Zonal Office. Nodal officers at HO: LMC will be processing these requests and placing the same before HO Committee-I for approval/rejection within TAT of T+1 day.

The flow of application will be:

- For cases where incident location is CO / Offices reporting to Circle Office: CO > ZO > LMC at HO-SAMD.
- For cases where incident location is ZO / Offices directly reporting to Zonal Office: ZO > LMC at HO-SAMD.
- For cases where the incident location is HO Division/offices directly reporting to HO Division: HO Division > LMC at HO-SAMD.

The flow of application, document updation, recommendation and confirmation will take place through HRMS. However, the retired employees may submit the request/documents through law\_lfs@pnb.co.in to Litigation Management Cell.

We are enclosing the list of nodal officers nominated by respective Zonal/ Circle Offices for implementation of the scheme (Annexure- I).

The centralized process for providing Legal and Financial Assistance shall be functional w.e.f. 01.07.2025. HRMS navigation & Standard Operating Procedure of the Legal Assistance module in HRMS is attached as Annexure- II.

**GENERAL MANAGER  
(SUMESH KUMAR)**

**HUMAN RESOURCES DIVISION, HEAD OFFICE  
PLOT NO.4, SECTOR - 10, DWARKA, NEW DELHI-110075**

**Annexure- I**

ZO	CO	Nodal Officer			
		Emp ID	Name	Mobile No.	Email ID
ZO AGRA	ZO AGRA	5213308	HIMANSHU	9716654763	himanshu6@pnb.co.in
ZO AGRA	AGRA	5224443	RAWLANI,KAJOL	8318354043	kajol.rawlani@pnb.co.in
ZO AGRA	ALIGARH	5178013	VERMA,NITESH KUMAR	9450000311	nitesh.verma1@pnb.co.in
ZO AGRA	BAREILLY	5209421	KUMAR,SURESH	6393210810	suresh.kumar19@pnb.co.in
ZO AGRA	BULANDSHAHR	5169748	GIRI,NARESH KUMAR	7060502299	naresh.giri@pnb.co.in
ZO AGRA	ETAWAH	5179867	ANSARI,ASIF	8288098907	asif.ansari@pnb.co.in
ZO AGRA	JHANSI	5202647	SINGH,BHANU PRATAP	9457403921	bhanu.singh2@pnb.co.in
ZO AHMENDABAD	ZO AHMENDABAD	5224398	GOYAL AKSHITA	9653790205	akshitagoyal@pnb.co.in
ZO AHMENDABAD	CO AHMEDABAD	5224438	ARYA JIGYASA	8387895576	jigyasa.arya@pnb.co.in
ZO AHMENDABAD	RAJKOT	5203733	KIRTI BERA	9664014119	kirti.bera@pnb.co.in
ZO AHMENDABAD	SURAT	5214532	ISHANT	7206064882	ishant@pnb.co.in
ZO AHMENDABAD	VADODARA	5191418	NITIN PODDAR	7760050638	nitin.poddar@pnb.co.in
ZO AMRITSAR	KAPURTHALA	5209427	UMA SHANKAR	7009154944	uma.shankar2@pnb.co.in
ZO AMRITSAR	PATHANKOT	5202635	SHRI HARJOT SINGH	9888655356	harjot.singh@pnb.co.in
ZO AMRITSAR	JALANDHAR	5224434	ANJALI SINGH	7860911654	sanji0021@gmail.com
ZO AMRITSAR	JAMMU	5202657	AVINASH DUTTA	9906373371	avinash.dutta@pnb.co.in
ZO AMRITSAR	HOSHIARPUR	5224440	SHASHWAT SOMVANSI	7045769144	som.shashwat@pnb.co.in
ZO AMRITSAR	AMRITSAR	5202652	NAVISH SHARMA	7087922121	navish.sharma@pnb.co.in
ZO AMRITSAR	SRINAGAR	5202657	AVINASH DUTTA	9906373371	avinash.dutta@pnb.co.in
ZO BHOPAL	ZO BHOPAL	5202699	SHOBHIT KUMAR SINGH	9568098189	Shobhi.singh2@pnb.co.in
ZO BHOPAL	BHOPAL	5201318	ASHISH KUMAR THAKUR	8700391811	ashish.thakur@pnb.co.in
ZO BHOPAL	GWALIOR	5224435	NIDHI SINGH	9667297388	singhnidhi9989@pnb.co.in
ZO BHOPAL	INDORE	5224418	PRACHI RATHORE	7000417126	prachi.rathore@pnb.co.in
ZO BHOPAL	JABALPUR	5224436	HARSHIT SINGH	8004233628	harshit.singh@pnb.co.in

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ZO	CO	Nodal Officer			
		Emp ID	Name	Mobile No.	Email ID
ZO BHOPAL	UJJAIN	5200129	GUNJAN DWIVEDI	6260741720	gunjan.dwivedi@pnb.co.in
ZO BHUBANESWAR	ZO BHUBANESWAR	5129955	AMIYA KUMAR SAHU	9437151912	amiya.sahu@pnb.co.in
ZO BHUBANESWAR	BALESWAR	5224426	AKHIL SIDDHARTH	9643735888	akhil.siddharth@pnb.co.in
ZO BHUBANESWAR	BHUBANESWAR	5191425	DHANAJAY MUNDARI	7838715176	dhananjay.mundari@pnb.co.in
ZO BHUBANESWAR	CUTTACK	5148060	NIHAR RANJAN MOHAPATRA	8101074744	nihar.mohapatra@pnb.co.in
ZO BHUBANESWAR	BERHAMPUR	5148056	ANIL SAHU	7377377459	anil.sahu@pnb.co.in
ZO BHUBANESWAR	SAMBALPUR	5224389	EHTESHAM KHURSHED	8368982340	ehtesham049@pnb.co.in
ZO CHANDIGARH	CO KARNAL	5194483	ASHISH	9050769344	ashish1@pnb.co.in
ZO CHANDIGARH	CO REWARI	5213311	RACHIT JAIN	7732977704	rachit.jain@pnb.co.in
ZO CHANDIGARH	CO ROHTAK	5224388	MOHIT LATHWAL	8950343265	mohitlathwal@pnb.co.in
ZO CHANDIGARH	CO SIRSA	5209440	YOGENDRA POSWAL	9414502776	yogendra.poswal@pnb.co.in
ZO CHANDIGARH	CO KURUKSHETRA	5202920	SAKSHI SHARMA	9541552745	sakshi.sharma2@pnb.co.in
ZO CHANDIGARH	CO PANIPAT	5213310	MONU	9671888101	Monu@pnb.co.in
ZO CHANDIGARH	CO HISAR	5202908	VINEET MOHAN	9467978676	vineet.mohan@pnb.co.in
ZO CHANDIGARH	CO CHANDIGARH	5190957	NIKHIL KHANNA	9816146071	nikhil.khanna@pnb.co.in
ZO CHANDIGARH	CO JIND	5201412	VINAY KUMAR	8889995355	vinay.kumar45@pnb.co.in
ZO CHANDIGARH	ZO CHANDIGARH	5194347	CHAMAN	9034561877	chaman@pnb.co.in
ZO CHENNAI	ZO CHENNAI	5224409	PARAYAG RAJ SAHU	7477057944	prayagrajsahu1@pnb.co.in
ZO CHENNAI	CO CHENNAI	5224404	BHOLESHWAR	8319428634	bholeshwardhruw@pnb.co.in
ZO CHENNAI	CO COIMBATORE	5224402	DHEERAJ KUMAR	7905907218	dheerajkharagvanshi@pnb.co.in
ZO CHENNAI	CO ERNAKULAM	5169752	REMJI R	8129107931	remji.r@pnb.co.in
ZO CHENNAI	CO KOZHIKODE	5129497	SASIKALA K V	9746473096	sasikala.kv@pnb.co.in
ZO CHENNAI	CO TRICHY	5130642	CADER AHMED ABDUL	9840873021	5130642@pnb.co.in
ZO CHENNAI	CO TRIVANDRUM	5181079	RANI S THAMPI	7736011694	rani.thampi@pnb.co.in
ZO DEHRADUN	ZO DEHRADUN	5201394	ANSHUL JAISWAL	9169125456	anshul.jaiswal@pnb.co.in
ZO DEHRADUN	DEHRADUN	5203537	PARESH PATEL	7987287112	paresh.patel1@pnb.co.in

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ZO	CO	Nodal Officer			
		Emp ID	Name	Mobile No.	Email ID
ZO DEHRADUN	HARIDWAR	5202910	CHANDAN	7987620672	chandan4@pnb.co.in
ZO DEHRADUN	HALDWANI	5213302	ABHISHEKSHARMA	8750003435	abhishek.sharma11@pnb.co.in
ZO DEHRADUN	TEHRI	5202645	AKHILESH NAWANI	7078693838	akhilesh.nawani@pnb.co.in
ZO DELHI	EAST DELHI	5202660	RANJAN,SHREYANSH	9696898607	shreyansh.ranjan@pnb.co.in
ZO DELHI	WEST DELHI	5202643	VINOD	8700197191	vinod3@pnb.co.in
ZO DELHI	NORTH DELHI	5169771	MITUL GUPTA	8126823260	mitul.gupta@pnb.co.in
ZO DELHI	SOUTH DELHI	5202641	SHARMA,GAURAV	9211864819	gaurav.sharma7@pnb.co.in
ZO DELHI	NOIDA	5169762	SH. MANOJ MEENA	9953882929	manojmeena@pnb.co.in
ZO DELHI	GHAZIABAD	5133056	MEENAKSHI SINGH	8377986987	meenakshi.singh@pnb.co.in
ZO DELHI	GURUGRAM	5202663	SHARMA,PRITIKA AMAN	9610356363	pritika.sharma@pnb.co.in
ZO DELHI	ZO DELHI	5203612	KRISHANA,DHRUV	9910584643	dhruv.krishana@pnb.co.in
ZO DURGAPUR	ZO DURGAPUR	5129954	BENIMADHAB CHATTERJEE	9903916395	benimadhab.chatterjee@pnb.co.in
ZO DURGAPUR	BARDHAMAN	5224442	JAYA STEFFI MINZ	7903595348	jaya.minz@pnb.co.in
ZO DURGAPUR	DURGAPUR	5224447	SHAMPA RUIDAS	7478018508	shampa.ruidas@pnb.co.in
ZO DURGAPUR	MALDA	5139946	DEBANGSU CHAKRABARTY	8001800709	comaldainsp@pnb.co.in
ZO DURGAPUR	MURSHIDABAD	5224419	RUDRA DALIMA	9748917488	rudradalmia@pnb.co.in
ZO DURGAPUR	NADIA	5193165	SUMAN DEY	9232386020	suman.dey@pnb.co.in
ZO DURGAPUR	NEW JALPAIGURI	5202912	KAUSTAV KIRAN BASAK	9434347879	Kaustav.basak@pnb.co.in
ZO DURGAPUR	PURULIA	5141113	SOMNATH SOM	9830218871	somnath.som@pnb.co.in
ZO GUWAHATI	ZO GUWAHATI	5202625	KULBHUSHAN	9889996187	kulbhushan2@pnb.co.in
ZO GUWAHATI	AGARTALA	5224390	MANI PRAKASH	8292274047	mani.prakash@pnb.co.in
ZO GUWAHATI	DIBRUGARH	5224423	PRABHA SHANKAR TIWARI	9199168582	prabha.tiwari@pnb.co.in
ZO GUWAHATI	GUWAHATI	5194367	ROHIT SAHU	8435753148	rohit.sahu2@pnb.co.in
ZO GUWAHATI	IMPHAL	5224396	AMAN RAJ	7631757354	aman.raj@pnb.co.in
ZO GUWAHATI	JORHAT	5224377	PRINCE KUMAR	9508779982	prince.kumar7@pnb.co.in

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ZO	CO	Nodal Officer			
		Emp ID	Name	Mobile No.	Email ID
ZO GUWAHATI	NAGAON	5224374	SHUBHAM KUMAR	7004406052	Shubham.Kumar19@pnb.co.in
ZO GUWAHATI	SILCHAR	5224376	UMASHANKAR SARMAH	6002270313	umashankar.sarmah@pnb.co.in
ZO HYDERABAD	ZO HYDERABAD	5129963	AERRA,RAMESH BABU	8019958189	ramesh.aerra@pnb.co.in
ZO HYDERABAD	BANGALORE	5148068	MANIKANTA,N	8328304801	n.manikanta@pnb.co.in
ZO HYDERABAD	HUBLI	5202900	SINGH,NARINDER PARTAP	9478676907	narinder.singh6@pnb.co.in
ZO HYDERABAD	HYDERABAD	5185892	HASAN,SK TAWKEER	8902165982	tawkeer.hasan@pnb.co.in
ZO HYDERABAD	SECUNDERABAD	5165844	CHISTY,MOHEMMED MOINUDDIN	8989996871	m.chisty@pnb.co.in
ZO HYDERABAD	VIJAYAWADA	5202747	SHIVA,KOMARA	9502805336	Komara.shiva@pnb.co.in
ZO HYDERABAD	VIZAG	5146678	GULLA,BABY PURNIMA	7337059696	baby.golla@pnb.co.in
ZO JAIPUR	ZO JAIPUR	5133066	YASHWANT BINDAL	9928885160	yashwant.bindal@pnb.co.in
ZO JAIPUR	ALWAR	5143241	PREM PRAKASH DABARIA	9967346636	premprakash@pnb.co.in
ZO JAIPUR	BHARATPUR	5213305	AKSHAY SINGH DEVRA	7737123660	akshay.devra@pnb.co.in
ZO JAIPUR	BIKANER	5148067	DR DEEPAK HARSH	7568282999	deepak.harsh@pnb.co.in
ZO JAIPUR	HANUMANGARH	5203566	MR. SUNIL NANDA	8209292278	sunil.nanda@pnb.co.in
ZO JAIPUR	JAIPUR-SIKAR	5192562	SH. JAIRAJ SINGH RATHORE	9999317005	jairaj.rathore@pnb.co.in
ZO JAIPUR	JAIPUR-AJMER	5202672	AMIT KUMAR RANWA	9667944526	amit.ranwa@pnb.co.in
ZO JAIPUR	JODHPUR	5194555	SURENDRA CHOUDHARY	7318455421	surendra.choudhary3@pnb.co.in
ZO JAIPUR	KOTA	5194529	LOKENDRA SINGH JODHA	8005911321	Lokendra.jodha@pnb.co.in
ZO JAIPUR	SRI GANGANAGAR	5201315	HARMANDEEP KAUR	8209503554	Harmandeep.kaur@pnb.co.in
ZO JAIPUR	UDAIPUR	5202658	DIWAKAR SHARMA	9784870972	Diwakar.sharma2@pnb.co.in
ZO KOLKATA	ZO KOLKATA	5202637	PRTHWIRAJ PATRA	9831959551	prithwiraj.patra@pnb.co.in
ZO KOLKATA	KHARAGPUR	5200130	SUDESHNA MITRA	9477679212	sudeshna.mitra@pnb.co.in
ZO KOLKATA	HOOGHLY	5213301	ABHISHEK GAUTAM	8009777785	abhishek.gautam2@pnb.co.in
ZO KOLKATA	PASCHIM MEDINIPUR	5224439	ASHISH YADAV	7388821325	Ashishyadav@pnb.co.in
ZO KOLKATA	PURBA MEDINIPUR	5224430	SACHIN YADAV	9355765353	sachinyadav@pnb.co.in
ZO KOLKATA	SOUTH 24 PARGANAS	5128670	PRAN KRISHNA SAMADDAR	8511158757	pran.samaddar@pnb.co.in



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ZO	CO	Nodal Officer			
		Emp ID	Name	Mobile No.	Email ID
ZO KOLKATA	NORTH 24 PARGANAS	5202905	SOUMI BANERJEE	8777848211	soumi@pnb.co.in
ZO KOLKATA	KOLKATA WEST	5213314	TARUN PRAKASH	9580404620	tarun.prakash@pnb.co.in
ZO KOLKATA	KOLKATA NORTH	5138380	AVINASH KUMAR	7044502615	avinash33000@pnb.co.in;
ZO KOLKATA	KOLKATA SOUTH	5185891	RITESH KR PRASAD	6295195842	RITESH.PRASAD@pnb.co.in
ZO LUCKNOW	ZO LUCKNOW	5149510	JYOTI BHUSHAN PRASAD	9903159665	jyoti.prasad@pnb.co.in
ZO LUCKNOW	SITAPUR	5133050	ANURAG SINGH KUSHWAHA	9927122449	Anurag.kushwaha@pnb.co.in
ZO LUCKNOW	AYODHYA	5148065	SANTOSH KUMAR	9163843869	Santosh.kumar38@pnb.co.in
ZO LUCKNOW	GORAKHPUR	5202898	NITIN CHAND JAISWAL	8009464472	nitin.jaiswal2@pnb.co.in
ZO LUCKNOW	LUCKNOW	5165879	RAJNI VERMA	8948571810	rajni.verma@pnb.co.in
ZO LUDHIANA	SAS NAGAR	5195206	NATASHA	9796045347	natasha@pnb.co.in
ZO LUDHIANA	BATHINDA	5224412	JAI RAM SARAN	9982028182	jairamsaran@pnb.co.in
ZO LUDHIANA	MOGA	5224413	ABHINAV YADAV	7860487598	abhinavyadavlaw@pnb.co.in
ZO LUDHIANA	FAZILKA	5202640	CHANDER NIRWAN	9799323992	chander.nirvan@pnb.co.in
ZO LUDHIANA	PATIALA	5202695	NIDHI SHARMA	9417320467	Nidhi.sharma4@pnb.co.in
ZO LUDHIANA	LUDHIANA	5224399	AMANJOT KAUR	7657800636	jot3aman@gmail.com
ZO LUDHIANA	ZO LUDHIANA	5128662	SANJAY GUPTA	9799961244	sanjay.gupta8@pnb.co.in
ZO MEERUT	BIJNOR	5224446	SAKSHI VISHVAKARMA	9125144511	Sakshivishvakarma@pnb.co.in
ZO MEERUT	MEERUT	5202661	SHASHANK RAJ JAISWAL	8881111834	Shashankj.jaiswal@pnb.co.in
ZO MEERUT	MORADABAD	5194452	JUHI PALIWAL	9424456925	Juhi.paliwal@pnb.co.in
ZO MEERUT	MUZAFFARNAGAR	5169753	VIVEK VERMA	9917178578	vivek.verma@pnb.co.in
ZO MEERUT	SAHARANPUR	5195365	SURBHI RATAN	9711235151	Surbhi.ratan @pnb.co.in
ZO MEERUT	ZO MEERUT	5169970	PRAVEEN KUMAR	7060406056	Praveen.kumar32@pnb.co.in
ZO MUMBAI	ZO MUMBAI	5200141	KUMARI,RIYA	9532714709	riya.kumari1@pnb.co.in
ZO MUMBAI	KOLHAPUR	5224375	YADAV,SHIVESH	6396033726	shivesh.yadav@pnb.co.in
ZO MUMBAI	MUMBAI CITY	5224416	GUPTA,ROHIT	8960411120	rohit.gupta7@pnb.co.in
ZO MUMBAI	MUMBAI WESTERN	5224401	SINGH,ROHAN	7906472986	rohan.singh3@pnb.co.in

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ZO	CO	Nodal Officer			
		Emp ID	Name	Mobile No.	Email ID
ZO MUMBAI	NAGPUR	5224444	PANDEY,PANKAJ	7985603848	pankajpan712@pnb.co.in
ZO MUMBAI	NASHIK	5224417	SINGH,VISHWESHWAR PRATAP	8447360711	vishweshwar.singh@pnb.co.in
ZO MUMBAI	PUNE	5195163	SUD,SWATI	9888908509	swati.sud@pnb.co.in
ZO MUMBAI	THANE	5224393	RAJPUT,MANOJ	9522535782	manoj.rajput1@mail.pnb.co.in
ZO PATNA	ZO PATNA	5169749	RAKESH KUMAR	9589377733	rakesh.kumar15@pnb.co.in
ZO PATNA	ARRAH	5224406	SHIVAM MAURYA	9653020320	shivammaurya@pnb.co.in
ZO PATNA	AURANGABAD	5224382	TRIVEDI,ADITI	6388557959	aditi@pnb.co.in
ZO PATNA	BHAGALPUR	5207105	ANIL KUMAR	7903357331	Anil.kumar58@pnb.co.in
ZO PATNA	BIHARSHARIF	5213304	AJAY SEN	9308374555	ajay.sen@pnb.co.in
ZO PATNA	CHAMPARAN	5224433	SARMISHTHA TIWARI	7706958728	sarmishthatiwari2025@pnb.co.in
ZO PATNA	DARBHANGA	5202712	ABHISHEK CHANDRA	9717093914	abhishek.chandra@pnb.co.in
ZO PATNA	GAYA	5202679	PRASHANT KUMAR	945592742	prashant.kumar9@pnb.co.in
ZO PATNA	MUZAFFARPUR	5224410	SAMEER KUMAR CHAUBEY	9472261796	sameer.k.chaubey@pnb.co.in
ZO PATNA	PATNA	5177048	ALOK KUMAR	7070803540	alokkumar0008@pnb.co.in
ZO PATNA	PURNEA	5224445	NAVYA SINGH	8825102138	navya.singh@pnb.co.in
ZO RAIPUR	CO RAIPUR	5203573	VIVEK KUMAR RAI	9479219382	vivek.rai2@pnb.co.in
ZO RAIPUR	BILASPUR	5224408	MUGDHA RAJ	7667575998	mugdharaj094@pnb.co.in
ZO RAIPUR	BOKARO	5169756	KUMARI,NUTAN	7485092230	nutan.kumari@pnb.co.in
ZO RAIPUR	RANCHI	5202632	MAHANTA,BHARATI	8210114931	bharati.mahanta@pnb.co.in
ZO RAIPUR	ZO RAIPUR	5148061	DHARMENDRA DAS	8798172515	dharmendra.das@pnb.co.in
ZO SHIMLA	SOLAN	5161732	MS. ARPITA SONKAR	8196969621	arpita.sonkar@pnb.co.in
ZO SHIMLA	HAMIRPUR	5209435	RESHAM SINGH	9566459392	RESHAMSINGH@pnb.co.in
ZO SHIMLA	DHARAMSHALA	5203033	DHEERAJ	9459003366	dheeraj2@pnb.co.in
ZO SHIMLA	MANDI	5185922	ASHUTOSH DHARMANI	7490017076	ashutosh.dharmani@pnb.co.in
ZO SHIMLA	SHIMLA	5202623	SAVITA DEVI	9459482919	savita.devi@pnb.co.in
ZO SHIMLA	ZO SHIMLA	5224381	ARSHDEEP SINGH	9646563841	arshdeep.singh@pnb.co.in

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ZO	CO	Nodal Officer			
		Emp ID	Name	Mobile No.	Email ID
ZO VARANASI	KANPUR CITY	5161721	ABHAY PRATAP SINGH	956/045-9300	abhay.singh1@pnb.co.in
ZO VARANASI	MAU	5141116	ANUPAM MISHRA	7872360866	ak.mishra1@pnb.co.in
ZO VARANASI	PRAYAGRAJ	5169826	ZEESHAN ABDUL HANNAN	98932044	zeeshanhannan@pnb.co.in
ZO VARANASI	RAEBARELI	5202918	SHANKAR,VIJAY	9873385938	vijay.shankar1@pnb.co.in
ZO VARANASI	VARANASI	5120361	BRIJ LAL GUPTA	9896654621	brijgupta@pnb.co.in
ZO VARANASI	ZO VARANASI	5124844	VINAY KUMAR	7739727272	vinayk@pnb.co.in



**Annexure- II**

**Standard Operating Procedure**

**Purpose:** To provide dedicated module in HRMS to the officers of the bank for extending legal and financial support to serving/ retired Directors & Officers (Both Whole Time Directors & Non-Executive Directors) (present/previous) of the bank and their family members against cases arising out of bonafide execution of bank's work during their service period/tenure.

**Procedure and Process Flow:**

**1. Initiation:**

The concerned Officer/Workman against whom the case is initiated shall be required to inform the Nodal officer at CO/ZO/HO under which the incident took place.

In case of retired Director (Both Whole Time Directors & Non-Executive Directors)/ Officer/workmen, the Nodal Officer of respective controlling office where they are settled after retirement will collect the information.

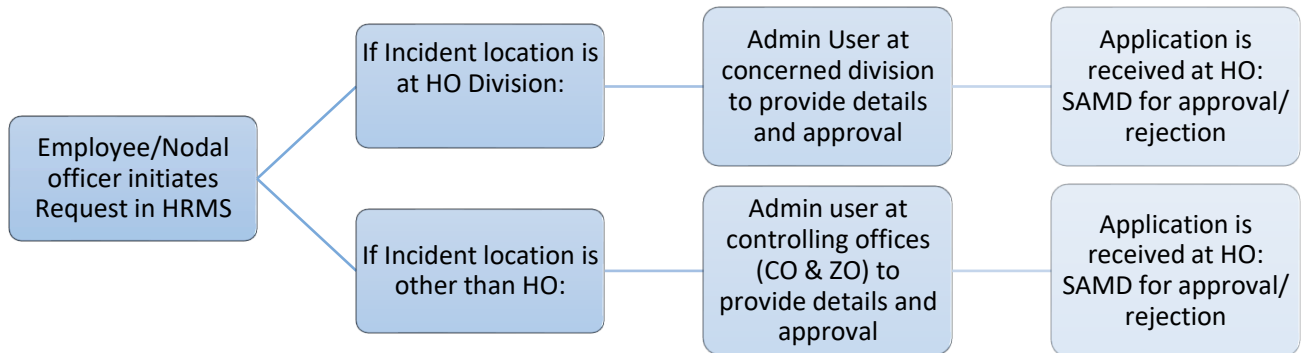
As soon as the information/relevant documents are received from the Director/Officer/workman (serving/retired) about the civil/criminal case filed against them while discharging Bank's duties, the Nodal Officer at Controlling Office (CO/ZO/HO) will lodge the claim in HRMS under legal assistance module and ensure the submission/forwarding of document/information to LMC on same day.

Concerned Nodal Officer can also lodge the request in HRMS through Officer self-service. The Officer is required to provide and upload the relevant documents and information as per the checklist provided in the module.

- 2. Approval by Controlling Offices:** Based on the location of the incident the application is forwarded to concerned controlling offices (CO/ZO) or HO: Division, for providing requisite details in HRMS Legal and financial assistance module. The application is then escalated to the next level (ZO/HO) for approval of application on the same day.
- 3. Approval at LMC, HO: SAMD (Head Office):** Applications will be processed and placed before the competent authority for In-Principal approval in T+1 Day from the day of receipt of application.
- 4. Claim under D&O Policy:** Nodal officer at HO: HRD will forward the request to insurer for lodging of claim under the Directors and Officers Liability (DOLI) policy. Any further requirement of data at the end of insurer will be raised in the same application to the controlling office in HRMS legal assistance module by HO.

**HUMAN RESOURCES DIVISION, HEAD OFFICE  
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**Navigation in HRMS – Legal and Financial Assistance module:**

**Step 1: Legal Assistance Application initiation by the Officer through Self Service or Nodal Officer to MSS**

**HRMS Navigation: Officer Self Service >> Legal Assistance>> Add New Value**

The screenshot shows the 'Legal Assistance' module in the HRMS system. The top navigation bar includes 'Employee Self Service' and 'Legal Assistance'. Below the header, there are tabs for 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is selected. The form contains fields for 'Empl ID' (5172199), 'Request ID' (NEW), and 'Incident Location' (with a search icon). An 'Add' button is located below the form. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

1. Officer to create new application by clicking of Add New Value tab on the Legal Assistance module.
2. Officer to select the **Incident Location** from the lookup. For cases where the incident location is BO, concerned Circle Office is to be selected as incident location. For cases where the incident location was at HO: Division, the said HO Division to be selected as the incident location.

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**Legal Assistance Case Information submission by the Officer:**

Employee Self Service

Legal Assistance Request Information

InstructionsLegal Assistance Case Info

**Legal Assistance Request Information**

**Employee Information**

Employee ID5172199Request IDNEW

NameSUYASH PANDEY

DesignationManager

Location399700HO HRD DIVISION

Department399700HO HRD DIVISION

**Incident Location**

Incident Location377900CO AGRA

Zone Location787700ZONAL OFFICE, AGRA

HO Location399700HO HRD DIVISION

Incident Location TypeCircle Office

\*Incident Date

**Case Details**

S.No.	Particulars	Description/Information	File Name	Add Attachment
1	Complete details of the Case			<a href="#">Add Attachment</a>
2	Copy of the FIR, police investigation report, if any			<a href="#">Add Attachment</a>
3	Present status of the Court Case, if any			<a href="#">Add Attachment</a>
4	Any other relevant information/document pertaining to the captioned matter			<a href="#">Add Attachment</a>

3. Officer to submit the details/information related to the case in the fields mentioned in the case details table and attach the documents as applicable.

Employee Self Service

Legal Assistance Request Information

InstructionsLegal Assistance Case Info

**Payment Details**

1-1 of 1

View All

S.No.	Bill Details	Bill Date	Amount Claimed	Payment Date	Amount Paid	File Name	Add Attachment
			0.00		0.000		<a href="#">Add Attachment</a>

\*For guidance with respect to quantum/limit of legal expenditure/reimbursement and other procedural aspects, please refer Law Division Circular.

\*Remarks

**Legal Assistance Request Updates**

1-1 of 1

View All

S.No.	Approval Status	Remarks	Last Updated By	Last Update Date/Time
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[Submit](#)

**Transaction History**

Created By

Created On

Last Updated By

Last Update Date/Time

Instructions

Legal Assistance Case Info

4. Details of legal expenditure (if any) and self-verified copy of the bills to be attached in the Payment Details table.
5. Officer to submit the application and new application ID will be created in Legal and financial assistance module in HRMS which will be available to controlling office for necessary action.

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**Step 2: Approval by Admin User at CO/ZO/HO Division levels**





**A. For Cases where the Incident Area is other than HO:**

**I. Approval at Circle Office Level:**

**HRMS Navigation: Officer Self Service>>Legal Assistance MSS**

Employee Self Service

Legal Assistance Request Information





CO/ZO/HO Division Admin Details

Case Actions/Updates

Forwarded to Locations	Forwarded Location Types	S.No.	Particulars	Description/Information	File Name	Add Attachment
377900	Circle Office	1	Details of the staff side action initiated against the Officer, if any w.r.t the said case and its present status	<input type="text"/>		<a href="#">Add Attachment</a>
377900	Circle Office	2	Confirmation that there is bonafide execution of bank's work w.r.t the said case	<input type="text"/>		<a href="#">Add Attachment</a>
377900	Circle Office	3	Any other relevant information/document pertaining to the captioned matter	<input type="text"/>		<a href="#">Add Attachment</a>

Payment Details



1-1 of 1

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View All



S.No.	Bill Details	Bill Date	Amount Claimed	Payment Date	Amount Paid	File Name	Add Attachment
1	Test Bill	01/09/2022	0.00		0.000		<a href="#">Add Attachment</a>

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\*For guidance with respect to quantum/limit of legal expenditure/reimbursement and other procedural aspects, please refer Law Division Circular.

\*Remarks

Legal Assistance Request Updates



1-1 of 1

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View All

S.No.	Approval Status	Remarks	Last Updated By	Last Update Date/Time
1	Pending at Circle Office	Test Case1	5172199	23/09/22 2:47:09PM

☐ Need to redirect, click here to change request status

[Approved by CO](#)

1. Admin User at concerned CO to enter the required information and attach relevant documents and approve the application with their remarks.
2. The application approved at CO Level will automatically be redirected to the Zonal Office for further approval. Admin User may redirect the application back to the Officer level for want of information/Document.

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**II. Approval at Zonal Office Level:**

**HRMS Navigation: Officer Self Service>>Legal Assistance MSS**

377900	Circle Office	4	bank's work w.r.t the said case	Test3	<a href="#">Add Attachment</a>
377900	Circle Office	3	Any other relevant information/document pertaining to the captioned matter	Test3	<a href="#">Add Attachment</a>
787700	Zonal Office	4	Details of the staff side action initiated against the Officer, if any w.r.t the said case and its present status		<a href="#">Add Attachment</a>
787700	Zonal Office	5	Confirmation that there is bonafide execution of bank's work w.r.t the said case		<a href="#">Add Attachment</a>
787700	Zonal Office	6	Any other relevant information/document pertaining to the captioned matter		<a href="#">Add Attachment</a>
787700	Zonal Office	7	Upload Specific Approval/Rejection of the Committee		<a href="#">Add Attachment</a>

**Payment Details**

							1-1 of 1			<a href="#">View All</a>
S.No.	Bill Details	Bill Date	Amount Claimed	Payment Date	Amount Paid	File Name	Add Attachment			
1	Test Bill	01/09/2022	0.00		0.000		<a href="#">Add Attachment</a>			

\*For guidance with respect to quantum/limit of legal expenditure/reimbursement and other procedural aspects, please refer Law Division Circular.

**\*Remarks**

**Legal Assistance Request Updates**

					1-2 of 2		
S.No.	Approval Status	Remarks	Last Updated By	Last Update Date/Time			
1	Pending at Circle Office	Test Case1	5172199	23/09/22 2:47:09PM			
2	Pending at Zonal Office	Test 1	5106525	23/09/22 3:19:17PM			

☐ Need to redirect, click here to change request status

[Approved by Zone](#)

1. Admin User at concerned ZO to enter the required information and attach relevant documents and approve the application with their remarks. On approval the Application will be forwarded to HO Level for approval.
2. The application approved at ZO Level will automatically be redirected to the Zonal Office for further approval. Admin User may redirect the application back to the Circle Office level/ Officer Level for want of information/Document.

**HUMAN RESOURCES DIVISION, HEAD OFFICE  
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**B. For Cases where the Incident Area is at HO Divisions:**

**I. Approval at HO Division Level:**

**HRMS Navigation: Officer Self Service>>Legal Assistance MSS**

Employee Self Service

Legal Assistance Request Information

HO Division Admin Details

Case Actions/Updates

Forwarded to Locations	Forwarded Location Types	S.No.	Particulars	Description/Information	File Name	Add Attachment
399900		1	Details of the staff side action initiated against the Officer, if any w.r.t the said case and its present status	<input type="text" value="Test HO Div"/>		<a href="#">Add Attachment</a>
399900		2	Confirmation that there is bonafide execution of bank's work w.r.t the said case	<input type="text" value="Test HO Div"/>		<a href="#">Add Attachment</a>
399900		3	Any other relevant information/document pertaining to the captioned matter	<input type="text" value="Test HO Div"/>		<a href="#">Add Attachment</a>

Payment Details

1-1 of 1

View All

S.No.	Bill Details	Bill Date	Amount Claimed	Payment Date	Amount Paid	File Name	Add Attachment
1	Test HO Div	01/09/2022	10.00		0.000		<a href="#">Add Attachment</a>

\*Remarks

Legal Assistance Request Updates

1-1 of 1

S.No.	Approval Status	Remarks	Last Updated By	Last Update Date/Time
1	Pending at HO Division	Test HO Div	5172199	28/09/22 1:21:39PM

☐ Need to redirect, click here to change request status

[Approved by Zone/HO Division](#)

1. Admin User at concerned HO Division to enter the required information and attach relevant documents and approve the application with their remarks.
2. The application approved at HO Division Level will automatically be redirected to HO SAMD for further approval. Admin User may redirect the application back to the Officer Level for want of information/Document.



**Step 3: Approval at HO: LMC, SAMD level**

1. Upon receipt of application complete in all respects and duly approved at all levels, the application will be placed before competent authority for approval/rejection.

**Step 4: Lodging of claim under D&O Liability Insurance policy of the Bank**

1. All eligible cases will be lodged under the D&O Liability Insurance policy of the Bank by the HO: HRD.
2. In case the application is rejected by the insurer due to some reason, the request of the Officer for legal assistance may be considered under the terms of HRDD Cir No.959/2025, subject to fulfilment of conditions as stipulated in the said circular.

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