

Government of National Capital Territory of Delhi
Department for the Welfare of SC/ST/OBC/Minorities
B-Block, 2nd Floor, Vikas Bhawan, I.P. Estate, New Delhi

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

Section 21 of the Rights of Persons with Disabilities Act 2016 mandates that:

- 1) Every establishment shall notify equal Opportunity Policy detailing measures proposed to be taken by it in pursuance of the provisions of chapter IV in manner as prescribed the central govt.
- 2) Every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.

Therefore, in pursuance of the Section 21 of the Rights of Persons with Disabilities Act 2016 and Rule 8, 9 and 10 under Chapter-IV (Employment) of the Rights of persons with Disabilities Rules 2017 and as incorporated under Rule 12, 13, and 14 under Chapter-V, Employment and Vacancies for persons with Benchmark Disabilities of the Delhi Rights of Persons with Disabilities Rule 2018, the Department for the Welfare of SC/ST/OBC, NCT of Delhi frames the following Equal Opportunity Policy for persons with Disabilities:-

Policy Statement:

The Department for the Welfare of SC/ST/OBC is committed towards eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination) and denial of reasonable accommodation and harassment of persons with disabilities.

- a) **Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment-** The Department for the Welfare of SC/ST/OBC aims to ensure that our physical and digital infrastructure (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Government of India. The Department is situated in a building which is owned by PWD. Provision of ramps, grab bars and wider doorways to enable access to buildings and work places, provision of lifts, wheelchairs accessibility, web accessibility, parking facility, accessible toilets etc are already being followed. Further all facilities are already available in Nehru Boys Hostel and Kamla Nehru Girls Hostel of this department.
- b) **List of posts identified suitable for persons with disabilities in the establishments-** Services Department and Planning Department are the cadre controlling authority of the department. Only ex-cadre posts are controlled by the department for which a list will be prepared to identify posts for persons with disabilities within a period of two (02) months from the date of issue of this policy.

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c) **The manner of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation if any, and other facilities;**

i) **Selection of persons with disabilities for various posts:** The Department for the Welfare of SC/ST/OBC would encourage candidates with different disabilities to apply. All vacancies will be advertised through proper channel. Selection process is done through DSSSB.

Selection criteria (job description and employee specification) will be kept under periodic review as per DoPT norms to ensure that they are non-discriminatory and that they relate purely to the skills needed for the job and nothing else. Applications forms will be made available in alternate accessible formats.

Decisions on employment, career progression, training, reservation or any other benefits shall be given as per govt. policy.

ii) **Post recruitment and Pre-promotion Induction training:** It is an essential component of the service requirement of an employee. Induction training programme for the persons with disabilities shall be imparted together with the other employees. Job specific post-recruitment as well as pre-promotion training programmes shall be organized for the persons with disabilities by the UTCS, GNCT of Delhi. The Department shall ensure job specific inclusive training programmes for the persons with disabilities with other employees in consultation with the UTCS, GNCT of Delhi. It shall also be ensured that training programmes are conducted at the time of change in job, introduction of new technology, after promotion of the employee, etc. The venue of the training shall be fixed as considered suitable for conducting such training to PwDs.

iii) **Preference in transfer and posting:** As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same job, where they would have achieved the optimum performance. Instructions issued by the Department of Personnel and Training, GOI from time to time will be followed.

iv) **Special Leave:** The guidelines issued in this regard as per office memorandum no. 36035/3/2013-Estt. (Res) dated 31/03/2014 by the Department of Personnel and Training, GOI will be followed which refer to OM No. 25011/1/2008-Estt.(A) dated 19.11.2008 having a provision of Special Casual Leave for 4 days in a calendar

year for employees with disabilities for specific requirements relating to disabilities of the official. Further, vide DoPT, GOI OM No. 28016/02/2007-Estt (A) dated 14.11.2007, there is also a provision of 10 days Special Casual Leave in a calendar year subject to exigencies of work for the employees with disabilities for participating in Conferences/Seminars/Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment shall be implemented. The same shall also be applicable for participating in Conference/Seminars/Training/Workshop related to disability and Development to be specified by the GNCT of Delhi.

v) **Preference in allotment of residential accommodation:** Estate Department of GNCT of Delhi provides accommodation to the govt. employees. The Department for the Welfare of SC/ST/OBC will ensure that the employees with disability be provided accessible accommodation near their place of posting and they will be preferred for allotment of ground floor accommodation.


d) **Provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities:** Appropriate furniture, wheel chairs (motorized if necessary), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency, shall be provided (including low vision aids, hearing aids with battery) on the recommendation of Doctors shall either be provided or the cost of such devices shall be reimbursed as per govt. approved rates with a specific time period (2 months) to persons with disabilities in accordance with the price/durability of the special devices.

e) **Appointment of liaison officer by the department to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.**

The Department for the Welfare of SC/ST/OBC shall appoint a Liaison Officer not below the rank of a Gazetted Officer (not below the rank of Group A officer).

The Liaison Officer shall be responsible for:-

- Implementing the action plan for making the workplace and IT systems accessible for people with disabilities by liaising with the concerned officers.
- Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Opportunity policy.
- Developing proactive strategies to prevent discriminations and harassment.


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- All employees have the responsibility to comply with the Equal Opportunity Policy. The Liaison officer needs to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.
 - Ensuring of reservation of 4% Vacancies for PwDs in the establishment. All recruitment proposals must be routed through Liaison Officer.
 - The Liaison Officer will submit the quarterly progress report to the Head of the Department.
 - The Administration Branch of the Department shall maintain records containing the following particulars, namely:-
 1. The number of persons with disabilities who are employed and the date from when they are employed;
 2. The name, gender and address of persons with disabilities;;
 3. The nature of disability of such persons;
 4. The nature of work being rendered by such employed person with disability; and
 5. The kind of facilities being provided to such persons with disabilities.
- f) The department shall produce for inspection on demand; records maintained under these rules, to the District level Committee on Disability and shall supply such information which may be required for the purpose of ascertaining whether the provisions have been complied with.
- g) The department shall appoint an officer not below the rank of a Gazetted Officer as Grievance Redressal Officer.
- h) The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-
1. Date of complaint;
 2. Name of the complainant;
 3. Name of the person who is enquiring the complaint;
 4. Place of incident;
 5. The name of establishment of person against whom the complaint is made;
 6. Gist of the complaint;
 7. Documentary evidence, if any;
 8. Date of disposal by the Grievance Redressal Officer;
 9. Details of disposal of the appeal by the district level committee; and
 10. Any other information.

Employees with disability have the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. Any policy violation i.e. when any persons with disability is discrimination against or not provided reasonable accommodation or denied access to any facility will be regarded as a grievance.

On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, she/he will be dealt in accordance with the provisions of the Act. Possible action taken against the employee may include a reprimand, detraction of benefits for a definite or indefinite time period, demotion, denial of promotion and suspension or termination for more serious offences. Involuntary or indirect discrimination will be resolved through training, counselling and suitable modification of procedures when required to ensure fair treatment.

The above policy covers applicants with disabilities for posts in the Department, full time/part time employees, interns/trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure. This policy also applies to all aspects of employments, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement. Review of policy shall be undertaken at regular intervals.



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GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT FOR THE WELFARE OF SC/ST/OBC/MINORITIES
B-BLOCK, 2ND FLOOR, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI

No.F.1/651/Admn/DSCST/2019/10446-49

Dated: 08/8/19

OFFICE ORDER

As per the direction of Competent Authority, **Sh. Raj Kumar, Dy. Director** is hereby appointed as **Liaison Officer** as per provisions of **Equal Opportunity Policy for persons with Disabilities** of this Department to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.



Dy. Director (ADMN)

No.F.1/651/Admn/DSCST/2019/10446-49

Dated: 08/8/19

Copy to:-

- 1) Officer concerned.
- 2) S.O. (Admn.)
- 3) PS. to Pr. Secretary, DSCST
- 4) PA to Spl. Secretary, DSCST.



Dy. Director (ADMN)



GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT FOR THE WELFARE OF SC/ST/OBC/MINORITIES
B-BLOCK, 2ND FLOOR, VIKAS BHAWAN, I.P. ESTATE, NEW DELHI

No.F.1/651/Admn/DSCST/2019/10450-53

Dated: 02/01/19

OFFICE ORDER

As per the direction of Competent Authority, **Sh. C. L. Meena, Section Officer** is hereby appointed as **Grievance Redressal Officer** as per provisions of **Equal Opportunity Policy for persons with Disabilities** of this Department to maintain register of complaints of persons with disabilities.



Dy. Director (ADMN)

No.F.1/651/Admn/DSCST/2019/10450-53

Dated: 02/01/19

Copy to:-

- 1) Officer concerned.
- 2) S.O. (Admn.)
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Dy. Director (ADMN)

