

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 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 Administrative Reforms Department, NCT of Delhi frames the following Equal Opportunity Policy for Persons with Disabilities:-

Policy Statement:

The Administrative Reforms Department GNCTD 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 Administrative Reforms Department 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. Besides Administrative Reforms Department is situated in Delhi Secretariat which is most disabled friendly building among other Departments of GNCTD.
- (b) **List of posts identified suitable for persons with disabilities in the establishment-** As no direct recruitment is made by Administrative Reforms Department instead, Accounts, Planning Department and Services department are making direct recruitment, as such no action shall be desired on this point. Besides this Department has only 5 Ex-cadre post i.e. 1 post of ILO, 1 post of Driver and 3 posts of MTS(erstwhile Group-D Peon) which does not attract reservation rules.
- (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;**

No, action on behalf of A.R. Department on the above, is warranted except grant of Special Leave to the disabled persons as per rules enforce from time to time.

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(i) Post recruitment and Pre-promotion Induction training: Since, Administrative Reforms Department does not make direct recruitment except Driver, MTS and such recruitment is made by concerned Cadre Controlling Authority whereas Induction training is imparted by UTCS.

(ii) Preference in transfer and posting: Pertains to respective Cadre Controlling Authority.

(iii) 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 refers to OM No. 25°11/1/20°8-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. 28°16/02/2°07-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 Conference/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/Trainings/Workshop related to disability and development to be specified by the GNCT of Delhi.

(iv) Preference in allotment of residential accommodation: Matter pertains to Public Works Department.

(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 to PwDs by the Department. High tech/latest technology led assistive devices (including low vision aids, hearing aids with battery) on the recommendation of Doctor 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. The Department would carry out a review in this regard every three years. The employees with disabilities may seek reimbursement of such devices from the office from which they draw their salary.

Any new facility that is built or renovated will be evaluated for compliance with accessibility standards at different stages of the building construction. Any employee facing accessibility issue should report to the Head of the office at their office or write to the Liaison Officer.

(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 Cadre Controlling Authority shall appoint a Liaison Officer not below the rank of a Gazetted Officer (not below the rank of Group A officer) who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation. The Liaison officer shall be assisted by Grievance Redressal Officer.

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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 discrimination and harassment.
- 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.
- The Liaison Officer will submit the quarterly progress report to the Head of the Department.
- The format of quarterly progress report in which information has to be submitted is given below in the prescribed format:

Sl. No	Action to be initiated	Actual Realization in the quarter (w.e.f 01.07.19 to 30.09.19)	Limitations in achieving the set target	Remarks if any
1.	Making the workplace and IT systems accessible for employees with disabilities	This department is already situated in the Delhi Secretariat building, which is already disabled friendly.	N.A.	-
2.	Awareness among all employees about Equal Opportunity Policy	The staff of the department has already been made aware of equal opportunity policy.	NA	-
3.	Measures taken to prevent discrimination and harassment against employees with disabilities	Sh. L.R. Singh, Adhoc DANICS/Deputy Director-I(AR) is proposed as Nodal Officer in this regard.	NA	-
4.	Monitoring of status of implementation of 4% reservation for PwDs in the establishment.	Not applicable	NA	-
5.	Identification of jobs suitable for PwDs in the Department	Not Applicable	NA	

(f) 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.

(g) 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.



(h) The department shall appoint an officer not below the rank of a Gazetted Officer as Grievance Redressal Officer. The Grievance Redressal Officer shall be head of a committee comprising of two members among whom one will be an employee with disability and other may be an outside expert (RCI registered) in the field of disability. Also at least one of the members of the Committee shall be a woman. This committee shall assist the Grievance Redressal Officer in the discharge of his/her functions.

(i) 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 complainant;
3. name of the person who is enquiring the complaint;
4. place of incident;
5. the name of establishment or 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 person with disability is discriminated 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 behavior, 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, counseling 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 employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement. Review of Policy shall be undertaken at regular intervals.

THIS POLICY HAS BEEN APPROVED BY THE PR. SECRETARY (AR).

Pr. Secy
18/11/19