

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF GURDWARA ELECTIONS
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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 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 Directorate of Gurdwara Elections, NCT of Delhi frames the following Equal Opportunity Policy for Persons with Disabilities:-

Policy Statement:

Directorate of Gurdwara Elections, 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- Directorate of Gurdwara Elections 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 maintenance and upkeep of the building in which our Directorate is housed is looked after by the Public Works Department of Govt. of NCT of Delhi. The Directorate will write to the PWD to revamp its existing buildings to ensure strict compliance with the RPWD Act 2016.

(b) List of posts identified suitable for persons with disabilities in the establishment- The Services Department of Govt. of NCT of Delhi posts/deploy all groups- A, B, and C staff to this Directorate. The Directorate do not make recruitment by itself on regular basis.

(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 Delhi Sub-ordinate Services Selection Board conduct examination for selection of candidate and the Services Department posts the selected candidate to this Directorate and other Departments of Delhi Government.

Decisions on employment, career progression, training, reservation or any other benefits shall be given as per govt. policy. An inclusive evaluation process shall be followed by ensuring that a person with disability is provided with any suitable flexibility and reasonable accommodation that may be required so that she/he may be evaluated fairly.

Any information shared by an employee on disability/medical condition shall be kept confidential.

(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. The UTCS, GNCT of Delhi conducts training to the employees of Delhi Government including the Directorate of Gurdwara Elections. Job specific post-recruitment as well as pre-promotion training programmes are organized are organized by UTCS, GNCT of Delhi. The Directorate will request the UTCS to take definite action to conduct job specific inclusive training programmes for the persons with disabilities, if any, posted in this Directorate. The employee with disability shall be placed with an experienced employee for at least one month on resuming responsibility of a post. This would help him/her to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

(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. Further, choice of preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints. 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 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.

(v) Preference in allotment of residential accommodation: The Public Works Department of Government of NCT of Delhi makes allotment of residential accommodation. The Directorate will send request to the P.W.D. to provide accessible accommodation to the persons with disabilities near their place of posting and preference 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 to PwDs by the Directorate. High tech/latest technology led assistive devices (including low vision aids, hearing aids with battery) on the recommendation of Doctor 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 employees with disabilities may seek reimbursement of such devices from this Directorate or from where they are drawing salary.

Any employee facing accessibility issues should report to the Head of 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 Directorate of Gurdwara Elections has appointed Shri Binod Kumar, Section Officer as Liaison Officer (not below the rank of a Gazetted 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 Shri R.K. Ken, Section Officer as Grievance Redressal 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 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.

(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, Shri R.K. Ken, S.O. 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 Directorate, 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.
