

**GOVERNMENT OF N.C.T. OF DELHI
SERVICES DEPARTMENT
DELHI SECRETARIAT,
I.P.ESTATE, NEW DELHI-110002**

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

The Government of India has enacted the Rights of Persons with Disabilities (RPwD) Act, 2016 w.e.f. 19th April 2017 and has also notified the Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Section 21(1) of RPwD Act 2016 states that every establishment shall notify its Equal Opportunity Policy, detailing measures proposed to be taken by it in pursuance of the provisions of this Chapter in the manner as may be prescribed by the Central Government. Further, Section 21(2) of said Act provides that every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.

Rule 8 of Rights of Persons with Disabilities Rules, 2017 and Rule 12 of the Delhi Rights of Persons with Disabilities Rules, 2018 stipulate the manner of publication of "Equal Opportunity Policy" as follows:-

- (1) Every establishment shall publish its Equal Opportunity policy for Persons with Disabilities.
- (2) The establishment shall display the Equal Opportunity Policy preferably on their website, failing which, at conspicuous places in their premises.
- (3) The Equal Opportunity policy of a private establishment having twenty or more employees and the Government establishments shall, inter alia, contain following information: -
 - (a) Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment
 - (b) List of posts identified suitable for persons with disabilities in the establishment
 - (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
 - (d) Provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities
 - (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

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- (4) The Equal Opportunity Policy of the private establishment having less than twenty employees shall contain facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment.

In compliance of the aforesaid provision, the Services Department, GNCT of Delhi frames the following Equal Opportunity Policy for Persons with Disabilities:-

Policy Statement

The Services Department is the Cadre Controlling Authority in respect of DASS and Stenographers Cadre and is committed towards eliminating all forms of discriminations (direct and indirect discrimination) and denial of reasonable accommodation and harassment of person 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: -**

Services Department is situated at Level-5 & Level-7 of Delhi Secretariat. The requisite facilities and amenities for all offices including Services Department, functioning from the premises of Delhi Secretariat, are provided and maintained by General Administrative Department (GAD).

- (b) **List of posts identified suitable for persons with disabilities in the establishment: -**

Services Department is the Cadre Controlling Authority in respect of "DASS" and "Stenographer" cadres. All the posts at various levels under these cadres are suitably identified for Persons with Disabilities. The list of categories of such posts is as under: -

DASS cadre: -

- (i) Grade-IV (DASS) / Junior Assistant
- (ii) Grade-III (DASS) / Senior Assistant
- (iii) Grade-II (DASS) / Assistant Section Officer
- (iv) Grade-I (DASS) / Section Officer

Stenographer cadre: -

- (i) Stenographer
- (ii) Personal Assistant
- (iii) Private Secretary
- (iv) Principal Private Secretary

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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: -**

In all such matters, including reservation applicable in respect of PwDs, the Services Department, GNCT of Delhi, follows the relevant OMs / instructions etc. issued by Govt. of India from time to time in respect of "DASS" and "Stenographer" Cadres.

As regards, post-recruitment and pre-promotion training, the Directorate of Training, UTCS, under Govt. of N.C.T. of Delhi, carries out various trainings for all employees of Govt. of N.C.T. of Delhi, including "DASS" and "Stenographers" cadres, from time to time.

Further, as far as preference in transfer / posting and special leave is concerned, the instructions issued by the Department of Personnel and Training, Govt. of India, from time to time are followed.

Regarding preference in allotment of residential accommodation, the same is done by Public Works Department, GNCTD, including "DASS" and "Stenographer" cadres.

- (d) **Provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities :-**

Services Department is situated at Level-5 & Level-7 of Delhi Secretariat. Further, Construction /repair works, requisite assistive devices, barrier-free accessibility and other provisions for all offices functioning from the premises of Delhi Secretariat, including Services Department, are provided and maintained by General Administrative Department (GAD).

- (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:**

Services Department is the Cadre Controlling Authority in respect of DASS and Stenographers cadres. The recruitment to these cadres is made by DSSSB on the basis of requisition sent by Services Department from time to time. In respect of reservation in recruitment in DASS and Stenographers cadres, Dy. Secretary-III (Services) will be the Liaison Officer. As the Services Department is situated at Level-5 & Level-7 of the Delhi Secretariat Building at I.P. Estate, New Delhi, whose maintenance and upkeep is done by the General Administration Department of the Govt. of N.C.T. of Delhi, Mrs. Promila Mitra, Deputy Secretary, GAD is the Liaison Officer in this respect.


(AJAY KUMAR CHAWLA)
DY. SECRETARY (SERVICES)

**In the Court of State Commissioner for Persons with Disabilities
National Capital Territory of Delhi**

25-D, Mata Sundari Road, Near Guru Nanak Eye Centre, New Delhi-110002
Phone: 011-23216003-04, Telefax: 011-23216005, Email: comdis.delhi@nic.in

**[Vested with powers of Civil Court under the Rights of Persons with
Disabilities Act, 2016]**

Case No.935/1015/2019/06/3230

Dated: 05/07/2019.

To

✓ The Deputy Secretary
Services Department, 7th Level, B-Wing,
Delhi Secretariat, I.P. Estate,
New Delhi-110002

SEP/19/1576
10/07/2019

Sub: Equal Opportunity Policy – Services Department, Delhi

Sir,

I am directed to refer to your letter No F. 19(05)/2017/RPwD/ S. IV/1917-18 dated 02.07.2019 regarding Equal Opportunity Policy in respect of Services Department framed u/s 21 of the Rights of Persons with Disabilities Act, 2016 and Rule 8 of the Rights for Persons with Disabilities Rules, 2017. The said EOP has been assigned Registration No. EOP/DL/Discom/25/2019.

2. You are advised to display the Equal Opportunity Policy preferably on your website or at conspicuous places in your premises.

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2019 (K)

Yours faithfully,

S.H. Hussain
5/7/19
(S.H. Hussain)

Section Officer (PwDs)