

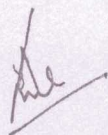
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF POWER
8TH LEVEL, B-WING, DELHI SECRETARIAT, NEW DELHI.

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 Rule 12 of the Employment and Vacancies for Persons With Benchmark Disabilities of the Delhi Rights of persons with Disabilities Rule 2018, the Department of Power, NCT of Delhi frames the following Equal Opportunity Policy for Persons with Disabilities namely:-

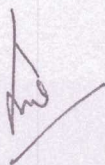
Policy /Guidelines Equal Opportunity Policy for Persons with Disabilities

The Department of Power, 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 Power Department is situated at level-8 of Delhi Secretariat. The requisite facilities and amenities for all offices including Power Department, functioning from the premises of Delhi Secretariat, are provided and maintained by General Administrative Department (GAD). Further if any specific requisition is made by the person with disabilities the same shall be forwarded to GAD with the request to do the needful.
- (b) **List of posts identified suitable for persons with disabilities in the establishment** - The Department of Power shall prepare a list of the identified posts in all groups- A, B, C and D for persons with disabilities which could be easily performed by them. The identification of post for persons with disabilities is under process.
- (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:** In all such matter, including reservation applicable in respect of person with disabilities, the Law, Justice & Legislative Affairs department, Govt. of NCT of Delhi, follows the relevant OMs/instructions etc. issued by Govt. of India from time to time.
 - ii. **Special Leave :** The guidelines/instructions issued by the Department of Personnel and Training, Govt. of India, from time to time are followed.
 - iii. **Post Recruitment and pre-promotion Induction training :** The Department of Power will ensure induction training in accessible formats on request of persons with physical disabilities. Assistive aids, accessible training venue, accessible materials, scribe & etc. will be made available as per the format request in any form subject to availability of the same in this office.
 - iv. **Preference in transfer and posting:** In the Power Department, we do not have any subordinate offices or any other offices thus there is no other place of transfer and posting except this department. 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 Disabilities subject to the administrative constraints/exigencies. Instructions issued by the Department of Personnel and Training, GOI from time to time will be followed.
 - v. **Preference in allotment of residential accommodation:** This department does not deal with the residential accommodations. However, necessary recommendation in this regard in favour of disabled employees shall be made to the PWD or any other concerned department in case of request by the Persons with Disabilities.
- (d) **Provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities:** The Power Department is situated at level-8 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 Power Department, are provided



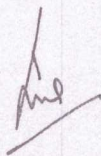
and maintained by General Administrative Department (GAD). Further, request to GAD will be sent to provide appropriate furniture, wheelchairs etc to Persons with Disabilities in accordance with their requirement, which would improve their efficiency.

(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 of Power has appointed Shri R.S. Samria, Deputy Director, as a Liaison 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.
- 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 Department.
- The prescribed format of quarterly progress report in which information has to be submitted is given below:

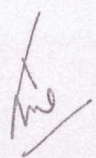


Sl.No	Action to be initiated	Actual Realization in the quarter (w.e.f. _____ to _____)	Limitations in achieving the set target	Remarks if any
1.	Making the workplace and IT systems accessible for employees with disabilities			
2	Awareness among all employees about Equal Opportunity Policy			
3	Measures taken to prevent discrimination and harassment against employees with disabilities			
4	Monitoring of status of implementation of 4% reservation for PwDs in the establishment			
5	Identification of jobs suitable for PwDs in the department			

(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 has appointed Shri R.S. Samria, Deputy Director as Grievance Redressal Officer.
- (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.

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30/10/19
(POONAM)
DY. SECRETARY (POWER)