

## **Equal Opportunity Policy for Persons with Disabilities in SDMC**

Equal Opportunity Policy for Persons with Disabilities for South Delhi Municipal Corporation is proposed as under:

- 1) **Accessibility/Barrier Free Environment for Persons with Disabilities (PwDs) in the Offices and Municipal buildings-** The SDMC shall ensure accessibility of physical infrastructure such as Ramps, Hand Rail/Grab rails, Tactile tiles, Lifts, Signages, Low Height Toilet/Wash Basin and Proper Lighting at working places in its offices and other Municipal buildings such as Schools, Primary Health centres, Hospitals, Dispensaries, maternity centres, footpaths of roads maintained by SDMC and in all buildings and offices to be constructed in future as specified in the **“Harmonised Guidelines and Standards for Universal Accessibility in India,2021”** (which superseded Harmonized Guidelines and space Standards for barrier free build environment for PwDs 2016) issued by the Ministry of Housing and Urban Affairs on 27.12.2021 and the prescribed standards set from time to time.
  
- 2) **Reservation in Recruitment/Promotion to Persons with disabilities-** In pursuance of **Section 20** of the Act, there shall be no discrimination in employment. Reservation in Recruitment/Promotion to Persons with disabilities will be provided as per DoPT, Central Govt. and State Govt. policy issued from time to time. Reservation in Recruitment/Promotion will be suitably amended/reconstructed accordingly. DoPT circulars Nos. 36035/02/2017-Estt (Res) dt. 15.01.2018 & 36035/02/2017-Estt (Res) dt. 23.08.2019 are being followed in this regard. This shall be ensured by Director (Personnel), SDMC.
  - a- **Posts identified suitable for PwDs in SDMC** -The Ministry of Social Justice & Empowerment vide its notification dated 04.01.21 has circulated identification of posts for PwDs (Divyangjan). The SDMC identify suitability of the posts before sending vacancies to UPSC and DSSSB. Further, SDMC is following the DoPT guidelines for identification of suitable post for PwDs.
  - b- **Details of the manner of selection of PwD for various posts in SDMC-** Selection process is being carried out by UPSC or DSSSB. There is no role of SDMC in the selection process.

c- **Post-recruitment and Pre-promotion training PwDs in SDMC-** A training cell already exists in SDMC for the same purpose.

d- **Preference in transfer and posting to PwDs-** Preference in transfer and posting will be followed for PwDs as per DOPT guidelines. Further, SDMC is following the DoPT guidelines in transfer and posting of PwDs.

3) **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. 25011/1/2008-Estt.(A) dated 19.11.2008 regarding 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, 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/Workshops related to disability and development to be specified by Ministry of Social Justice & Empowerment/ the GNCT of Delhi shall also be implemented as per DoPT, GOI OM No. 28016/02/2007-Estt (A) dated 14.11.2007. Further SDMC provides special casual leave to PwDs as per DoPT guidelines issued from time to time.

4) **Provisions for assistive devices and other provisions for persons with disabilities-** Appropriate furniture such as chairs, tables, wheel chairs and digital devices such as special keyboards, voice recognition and dictation systems, Braille enabled Computer systems, software scanners and other hardware, etc. in accordance with their specific requirement, which would improve their efficiency, shall be provided to employees with disabilities as per the Govt. policy/schemes. A separate fund needs to be created for the purpose.

5) **Preference in allotment of residential accommodation to PwDs in SDMC colonies and residential facilities-** Land & Estate Department of SDMC follows the provisions indicated in supplementary rules, G.O.I. for preference in allotment of residential accommodation to PwDs. SDMC is following the GOI guidelines issued from time to time in this regard.

6) Under **Section 23** of the Act, SDMC shall appoint an officer as **Grievance Redressal Officer** as per Rules. The Grievance Redressal Officer shall be assisted by two members among whom one will be an employee with disability or a person with disability

from any other organization. At least one of the members shall be a woman.

The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely: -

- i. Date of complaint;
- ii. Name of complainant;
- iii. Name of the person who is enquiring the complaint;
- iv. Place of incident;
- v. The name of establishment or person against whom the complaint is made;
- vi. Gist of the complaint;
- vii. Documentary evidence, if any;
- viii. Date of disposal by the Grievance Redressal Officer;
- ix. Details of disposal of the appeal by the district level committee; and
- x. Any other information.

On investigation, if the employee against whom the complaint has been made, is found guilty of discrimination, she/he will be dealt in accordance with the provisions of the Act.

Involuntary or indirect discrimination will be resolved through training, counseling and suitable modification of procedures when required to ensure fair treatment.

**7) Appointment of Liaison Officer by the Department to look after the provisions of facilities and amenities for employees with disabilities.**

- (i) The SDMC shall appoint a Liaison Officer in accordance with the Rules who will be responsible for taking initiatives and providing the requisite support necessary for an inclusive and accessible work place. The Nodal Officer shall be assisted by Grievance Redressal Officer.
- (ii) The Liaison Officer shall be responsible for:
  - Implementing the action plan for making the workplace and IT systems accessible for people with disabilities by co-ordinating 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 shall be responsible to comply with the Equal Opportunity Policy. The Nodal Officer shall monitor the work environment to ensure that it is free from discrimination and harassment and encourage inclusion and respect for others.
- Ensuring of reservation of Vacancies for PwDs in the establishment. All recruitment proposals if any, shall be routed through Liaison Officer.
- The Liaison Officer will submit half yearly progress report to the Commissioner, SDMC.
- The format of half yearly progress report in which information has to be submitted is given below in the prescribed format:

S. 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 workplaces 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/Implementation of reservation of vacancies for PwDs in the establishment.			
5	Identification of jobs suitable for PwDs in the establishment and intimation to Department of Social Welfare.			

The Liaison Officer for SDMC with Office address: - **Office of the Liaison Officer, SDMC, 3<sup>rd</sup> floor, Dr. SPM Civic Centre, Minto Road, New Delhi-110002.**

**8)** Director (Personnel),SDMC/Establishment Branch of the SDMC shall maintain records containing the following particulars, namely: -

- i. The number of persons with disabilities who are employed and the date from when they are employed;
- ii. The name, .gender and address of persons with disabilities;
- iii. The nature of disability of such persons;
- iv. The nature of work being rendered by such employed person with disability; and,
- v. The kind of facilities being provided to such persons with disabilities.

**9)** The above policy covers applicants/persons with disabilities for posts in the SDMC, 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. The Policy shall be reviewed at regular intervals not exceeding three years from the date of its registration.

**10)** The SDMC shall make necessary amendments in the EOP according to the guidelines/instructions issued with regard to policy for Persons with Disabilities by the Govt. of India/DoPT.

The SDMC shall endeavor that the establishments implement their respective Equal Opportunity Policy (EOP). Any complaint relating to non-implementation of the EOP by any establishment shall be dealt in accordance with the provision of Section 80(b) of the Act.

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