

**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.953/1015/2019/06/ 3698.

Dated: 23/07/19.

To

The Deputy Secretary (Admn.)
Department of Law, Justice and Legislative Affairs,
8th Level, C-wing, Delhi Secretariat,
I.P. Estate,, New Delhi-110002

LJ/2019/12355
29/7/19

**Sub: Equal Opportunity Policy (Registration): Department of Law, Justice &
Legislative Affairs, GNCT of Delhi.**

Sir,

I am directed to refer to your letter No.F.11(11)/Admn/Misc/LJ&LA/15/4384 dated 17.07.2019 regarding the Equal Opportunity Policy in respect of Department of Law, Justice & Legislative Affairs, GNCT of Delhi 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/41/2019.

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

Yours faithfully,

V.K. Rajput
23/07/19
(V.K. Rajput)

Asstt. Accounts Officer (PWDs)

RD 20/7/19
sd/CA

30/7/19

su su

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF LAW, JUSTICE AND LEGISLATIVE AFFAIRS
8TH LEVEL, C-WING, PLAYERS BUILDING,
DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI.**

No.F.11 (11)/Admn/Misc/LJ&LA/15/4384

Dated: 17.07.19

In pursuance of the Section 21 of the of the Rights of Persons with Disabilities Act, 2016 read with Rule 8 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 Law, Justice and Legislative Affairs, Govt. NCT. of Delhi hereby frames the following Equal Opportunity Policy for Persons with Disabilities namely:-

Policy/Guidelines EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES:

The Department of Law, Justice & Legislative Affairs Govt. NCT of Delhi 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 Law, Justice & Legislative Affairs Department is situated at level-8 of Delhi Secretariat. The requisite facilities and amenities for all offices including Law 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 Law, Justice & Legislative Affairs 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:** As regard, post recruitment and pre-promotion training, the Directorate of Training, UTCS, under Govt. of NCT of Delhi, carries out various trainings for all employees of Govt. of NCT of Delhi, from time to time. Further, request will be sent to UTCS for organizing special training as and when Person with Disabilities joins this department. The employee with Disabilities shall be placed with an experienced employee for atleast one month on resuming responsibility of a post. This would help him/her to pickup skills required to perform the job and also the adaptations that may be required in individual cases.
- (iv) **Preference in transfer and posting:** In the Law 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, in case of internal transfer, 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 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: Law, Justice & Legislative Affairs 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 Law, Justice & Legislative Affairs Department, are provided and maintained by General Administrative Department (GAD). Further, request to GAD will be sent to provide appropriate furniture, wheelchairs etc. to Person with Disability 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 Law, Justice & Legislative Affairs Department has appointed Sh. Ramesh Kumar, Deputy Secretary, 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 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. _____ 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 Sh. Ramesh Kumar, Deputy Secretary (Admn.) 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.

 17/7/19

(Ramesh Kumar)
Dy. Secretary (Admn.)
Law, Justice & L.A. Deptt.,
Govt. of NCT of Delhi.