



DELHI JAL BOARD
GOVERNMENT OF N.C.T. OF DELHI
OFFICE OF THE ASSISTANT COMMISSIONER (W)
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F.No.13(11)/AC(W)/2014/

129617

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CIRCULAR

Subject : Guidelines for providing certain facilities in r/o persons with Disabilities who are already employed in Government for efficient performance of their duties.

In reference to O.M. No.36035/3/2013-Estt.(Res.) dated 31.03.2014 issued by Deputy Secretary to the Govt. of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, North Block, New Delhi, the following guidelines/instructions are hereby issued to provide certain additional facilities/amenities to the **persons with disabilities(PWD)** to enable them to effectively discharge their duties.

- 1. Identification of jobs :** Each office should identify the types of jobs which could be easily performed by them specially for Group B,C and D posts where the number of jobs are more. Such persons should preferably be posted to perform such identified jobs and they be allowed to continue performing such jobs, as far as possible. If the concerned PWD officer could perform all the jobs as people without disability or could perform several types of jobs efficiently, no effort should be made to instruct them to certain types of jobs only.
- 2. Preference in Govt. accommodation :** Preference may be given to the persons with disabilities for providing them accessible accommodation near their place of posting and they may be preferred for allotment of ground floor accommodation. Possibility of existing housing accommodations being renovated to make them conveniently accessible to persons with disabilities, be explored by the Estate Managers.
- 3. Special Casual leave :** Vide D.O..P.T.'s O.M. No.25011/1/2008-Estt.(A) dated 19.11.2008, a provision of Special Casual Leave for 4 days in a calendar year has been made for the employees with disabilities for specific requirements relating to disabilities of the officials. Further, vide this Department's O.M. 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 differently able employees with disabilities for participating in Conference/Seminars/Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment.

P.T.O.


EXECUTIVE OFFICER
DIARY NO. 3842
DATE 21/10/14

Sh. Sanjay Prasad

4. **Preference in transfer/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 desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.

The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained in the same job, where their services could be optimally utilized.

All DDOs/Controlling officers/Concerned Administrative Sections are hereby directed to take necessary action accordingly and ensure that this circular is brought to the notice of all the concerned as well as to the employees(PWDs) working under them.


(AMIT SATIJA)
DIRECTOR (A&P)

All C.E.s/System Administrator
All Directors.
All S.Es/Jt.Dir(Rev.)/(Vig.)/(F&A)/Shri Paras Ram, Jt. Director(R)East/Liaison Officer.
All EEs /All ACs/C.S.O.
All Dy.Dir.(Rev.)/(F&A)/(Labour Welfare)/Dy.CSO
All Admn. Officers/ZROs
All Accounts Officers/AAOs.
LO(W)/Consultant(PR)/AE(CCR)

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2. Member(A)/(F)/(WS)/(Dr)/C.V.O. /Addl. C.E.O./Secretary,DJB
3. P.S. to Chairman.
4. E.E.(EDP) : for uploading on the website of DJB.


DIRECTOR (A&P)