

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
OFFICE OF THE COMMISSIONER OF EXCISE, ENT. & LUXURY TAXES
L-BLOCK, VIKAS BHAWAN, IP ESTATE, NEW DELHI -110002

No.F.9 (258)/Ex/Estt./12/ 1516

Dated:- 12/12/14

CIRCULAR

Attention is invited to Ministry of Personal, Public Grievances and Pensions, Department of Personal and Training, Govt. of India O.M. No.36035/3/2013-Estt. (Res) dated 31-03-2014 which highlights the provision for Special Casual Leave of 04(Four) days in a calendar year for the Government employees with disabilities for specific requirements relating to disabilities of the official..Further, vide OM 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 abled Government employees with disabilities for participating in Conference/ Seminars/Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment (Copy enclosed for ready reference).

Further, reference is also invited to instructions issued by Ministry of Finance, Department of Expenditure, Government of India vide O.M. No. 21-1/2011-E.II (B) dated 05.08.2013(Copy enclosed for ready reference) vide which Double Transport Allowance has been allowed to orthopedically Handicapped Government employees if he or she has a minimum of 40% permanent partial disability of either one or both upper limbs or one or both lower limbs OR 50% permanent partial disability of one or both upper limbs and one or both lower limbs combined.

This is for compliance by all concerned.

(INDU SHEKHAR MISHRA)
DEPUTY COMMISSIONER (EXCISE)

No.F.9 (258)/Ex/Estt./12/

Dated:-

Copy to:-

1. The Commissioner for Persons with Disabilities, GNCTD, 25 Mata Sundari Road, New Delhi
2. All Branch In-charges, Excise Department, New Delhi.
3. Accounts Officer/DDO, Excise Department, New Delhi.
4. Assistant Commissioner(Admn.), Excise Department, New Delhi
5. Guard file/Notice Board

(INDU SHEKHAR MISHRA)
DEPUTY COMMISSIONER (EXCISE)

No.36035/3/2013-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi.
Dated the 31st March, 2014.

OFFICE MEMORANDUM

Subject: Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties

A need has been felt to issue guidelines to provide certain additional facilities /amenities to the persons with disabilities (PWD) to enable them to effectively discharge their duties. The facilities such as identification of jobs, post recruitment and pre-promotion training, assistive devices, free accessibility, preference in transfer/posting, special casual leave, etc. have been identified as areas which require special attention. The proposed facility indicated in the guidelines should be applicable in respect of such employees working in the Ministries/Departments of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc.

2. An inter-ministerial committee was formed to finalise guidelines for providing certain facilities in respect of persons with disabilities, who are already employed in efficient discharge of their duties. Based on the discussions held with the stakeholders and suggestion received from the stakeholders, the following guidelines are issued to provide certain facilities/amenities to the persons with disabilities:-

A. Identification of jobs

Each Ministry/Department of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc. 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.

B. Post recruitment and Pre-promotion training

Induction training is an essential component of the service requirement of an employee. Induction training programme for the persons with disabilities should be imparted together with the other employees.

Job specific post-recruitment as well as pre-promotion training programmes are required to be organised for the persons with disabilities. Outlining a specific module/norm for training programme for the persons with disabilities common to all the Ministries/Departments and their attached/subordinate offices, Central Public Sector

E. Preference in Govt. accommodation

The Directorate of Estates may give preference 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 Directorate of Estates.

F. Grievance redressal

Some of the employees including persons with disability may be got trained by the empanelled Master Trainers/Offices of various National Institutes working in the sphere of disability to develop their skills in handling grievances relating to PWDs.

The Liaison Officer appointed to look after reservation matters for SCs, STs may also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for the persons with disabilities. In addition, every Ministry/Department, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc., would preferably constitute a Grievance Redressal Mechanism headed by the Head of Administration and comprising at least two employees including a PWD having knowledge in disability matters. The Committee so constituted would receive and try to redress the grievances of persons with disabilities within a reasonable time frame.

G. Special Casual Leave

Vide this Department's OM 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 of Central Government with disabilities for specific requirements relating to disabilities of the official. Further, vide this Department's OM 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 abled Central Government employees with disabilities for participating in Conference/Seminars/Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment.

H. 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 utilised.

3. Every Ministry/Department in consultation with the Office of the Chief Commissioner for Persons with Disabilities would arrange for training of the Liaison Officer on "Disability Equality and Etiquettes".

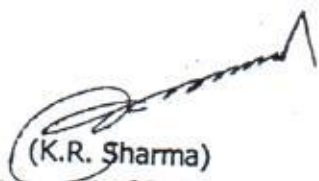
No. 21-1/2011-E.II(B)
Government of India
Ministry of Finance
Department of Expenditure

North Block, New Delhi
Dated: 5th August, 2013.

OFFICE MEMORANDUM

Subject: Grant of Transport Allowance to Orthopaedically handicapped Central Government employees.

The undersigned is directed to refer to this Ministry's Office Memorandum No. 19029/1/78-E.IV(B) dated 3rd December, 1979, as amended from time to time and to say that the criteria for orthopaedically handicapped employees to draw Transport Allowance at double the normal rates has been reviewed in consultation with the Ministry of Health & Family Welfare. It has been decided that in partial modification of para 1 of Office Memorandum dated 3rd December, 1979 referred above, Double Transport Allowance shall be allowed to an orthopedically Handicapped Government employee if he or she has a minimum of 40% permanent partial disability of either one or both upper limbs or one or both lower limbs **OR** 50% permanent partial disability of one or both upper limbs and one or both lower limbs combined. The other conditions of O.M. dated 3rd December, 1979 for granting Double Transport Allowance to orthopaedically handicapped Central Government employees shall remain unchanged.


(K.R. Sharma)

Under Secretary to the Government of India

To,
All Ministries and Departments of the Government of India (as per standard distribution list.)

Copy to: C&AG and UPSC etc. as per standard endorsement list (with usual number of spare copies).