

**GOVERNMENT OF NCT OF DELHI
OFFICE OF THE CHIEF ENGINEER
IRRIGATION & FLOOD CONTROL DEPARTMENT
L.M. BUND OFFICE COMPLEX, SHASTRI NAGAR, DELHI-110031**

F.4(58)/2018/Estt./PWD Act, 2016/CE(I&FC)/

Dated:

ORDER

In continuation of, this Department's Equal Opportunity Policy for the Persons with Disabilities and Rule 8 (3)(c), of Rights of the Persons with Disabilities Rules- 2017, registered with the State Commissioner for Persons with Disabilities, NCT of Delhi, vide Registration No. EOP/DL/Discom/52/2019. Shri Sanjay Saxena, Chief Engineer (I&FC), Zone- II, is hereby appointed as Liaisoning Officer I&FC Department, to discharge the duties in accordance with the provisions contained in Rights of the Persons with Disabilities Rules- 2017

Further, the following Officers of the Department have been appointed as Grievance Redressal Officers for the Offices mentioned below against their Name, in the below given tabulation in accordance with Section 23 of the Rights of Persons with Disabilities Act- 2016. The Grievances Redressal Officers shall discharge their duties as specified in Section 22 of the said Act and in Rule 10 of Rights of the Persons with Disabilities Rules- 2017:-

| Sl. No | Name of the Office (I&FC) | Grievance Redressal Officer |
|--------|---------------------------|-------------------------------|
| 1. | Flood Circle - I | Superintending Engineer - I |
| 2. | Flood Circle - II | Superintending Engineer -II |
| 3. | Flood Circle - III | Superintending Engineer - III |
| 4. | Flood Circle - IV | Superintending Engineer - IV |
| 5. | Civil Division -I | Executive Engineer - CD- I |
| 6. | Civil Division -II | Executive Engineer - CD-II |
| 7. | Civil Division -III | Executive Engineer - CD- III |
| 8. | Civil Division -IV | Executive Engineer - CD-IV |
| 9. | Civil Division -V | Executive Engineer - CD- V |
| 10. | Civil Division -VI | Executive Engineer - CD- VI |
| 11. | Civil Division -VII | Executive Engineer - CD-VII |
| 12. | Civil Division -VIII | Executive Engineer - CD-VIII |
| 13. | Civil Division -IX | Executive Engineer - CD- IX |
| 14. | Civil Division -X | Executive Engineer - CD- X |
| 15. | Civil Division -XI | Executive Engineer - CD-XI |
| 16. | Civil Division -XII | Executive Engineer - CD- XII |
| 17. | Civil Division -XIII | Executive Engineer - CD-XIII |
| 18. | Civil Division -XIV | Executive Engineer - CD-XIV |
| 19. | Mechanical Division - I | Executive Engineer - MD-I |
| 20. | Mechanical Division - II | Executive Engineer - MD- II |
| 21. | Mechanical Division - III | Executive Engineer - MD- III |
| 22. | Mechanical Division - IV | Executive Engineer - MD- IV |
| 23. | Head Quarter | Executive Engineer- P&D |

However, no extra remuneration will be paid for the above said assignment.

This issues with the prior approval of Competent Authority.

M.C. Sharma
(M.C.SHARMA)

SECTION OFFICER (I&FC)

F.4(58)/2018/Estt./PWD Act, 2016/CE(I&FC)/ 5683-5735

Dated: 8-8-19

Copy for information to:

- (i) The Commissioner for Persons with Disabilities, GNCT of Delhi, 25- D, Mata Sundari Road, New Delhi- 110002.
- (ii) Secretary to Secretary (I&FC), GNCT of Delhi, Varunalaya, Karol Bagh, Delhi.
- (iii) Chief Engineer, Zone- I & II.
- (iv) All SEs and EEs of I & FC Department.
- (v) Dy. Director (Disab.), GNCT of Delhi, Department of Social Welfare, GLNS complex, Firozsah Kotla, Delhi Gate, New Delhi- 110002.
- (vi) All officers concerned.
- (vii) Nodal Officer (IT), I&FC Department, Government of NCT of Delhi, with the request to upload the same on the official website of I&FC Department
- (viii) Guard File.

M.C. Sharma
(M.C.SHARMA)

SECTION OFFICER (I&FC)

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. 942/1015/2019/06/ 3989

Dated: 2/8/2019.

To

The Section Officer(I&FC),
Office of the Chief Engineer,
Irrigation & Flood Control Department,
L.M. Bund Office Complex,
Shastri Nagar, Delhi-110031

Sub: Equal Opportunity Policy (Registration): Irrigation & Flood Control
Department, GNCT of Delhi

Sir,

I am directed to refer to your letter No. 4(58)/2018/Estt./PWD Act,2016/
CE(I&FC)/5285 dated 25.07.2019 regarding the Equal Opportunity Policy in
respect of Irrigation & Flood Control Department, GNCT of Delhi framed u/s 21
of the Rights of Persons with Disabilities Act, 2016 and Rule 8 of the Right
for Persons with Disabilities Rules, 2017. The said EOP has been assigned
Registration No.EOP/DL/Discom/52/2019.

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

S.H. Hussain
21/8/19
(S.H. Hussain)
Section Officer

O/o Chief Engineer (I & FC)
Govt. of NCT of Delhi

RECEIVED

Dy. No. 9326

Date 7/8/19

for information please. 7/8/19
A.O. (I&FC)

**IRRIGATION & FLOOD CONTROL DEPARTMENT
GOVERNMENT OF NCT OF DELHI
L.M. BUND OFFICE COMPLEX, SHASTRI NAGAR, DELHI – 110 031**

EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES

1. The Government of India has enacted Rights of Persons with Disabilities (RPwD) Act, 2016 from 19 April 2017 and has also notified the Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017.
2. The Section 21(1) of RPwD Act, 2016 provides that every establishment shall notify Equal Opportunity Policy detailing measures proposed to be taken by it in pursuance of the provisions of this Chapter in the manner as may be prescribed by the Central Government. The Section 21(2) of the said Act provides that every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.
3. The Rule 8 of the RPwD Rules, 2017 also states about the manner of publication of equal opportunity policy: (1) Every establishment shall publish Equal Opportunity Policy for Persons with Disabilities. Rule 8 (2) provides that the establishment shall display the Equal Opportunity Policy preferably on their website, failing which, at conspicuous places in their premises.
4. Rule 8 (3) of the above said rules also stipulates that the Equal Opportunity Policy shall also be made by the private establishment having twenty or more employees and the Government establishments which inter-alia, contain the followings, namely:-
 - A. Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment;
 - B. List of posts identified suitable for persons with disabilities in the establishment;
 - 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;
 - D. Provisions for assistive devices, barrier free accessibility and other provisions for persons with disabilities;



E. Appointment of liaison officer by the establishment to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.

5. Rule 8 (4) of the RPwD Rules 2017 also made it mandatory that the equal opportunity policy of the private establishment, having less than twenty employees, shall contain the facilities and amenities which are to be provided to the persons with disabilities to enable them to effectively discharge their duties in that establishment.

6. In pursuance to the above said provision of Section 21 of Rights of Persons with Disabilities Act, 2016 read with Rule 8 of Rights of Persons with Disabilities rule, 2017, the Equal Opportunity Policy of the Department of Irrigation & Flood Control, Govt. of NCT of Delhi, for Persons with Disabilities shall be as under:

Policy Statement

7. The Department of Irrigation & Flood Control, GNCTD is committed towards eliminating all forms of unlawful discrimination (including direct, indirect discrimination and denial of 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 I&FC Department will ensure -

- (i) That its physical and digital infrastructure (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Govt. of India.
- (ii) To revamp or to make necessary provisions in its existing buildings in compliant with RPwD Act, 2016.
- (iii) A provision of ramps, grab bars and wider doorways to enable access to buildings and workplaces, provision of lifts, wherever feasible or in the alternative a reception counter will be set up with special room for the officers to listen / address the grievances of persons with disabilities, tactile paths, wheelchairs accessibility, web accessibility, parking facility, accessible toilets etc.



(B) List of posts identified suitable for persons with disabilities in the establishment –

The Department of Irrigation & Flood Control, Govt. of NCT of Delhi shall –

- i) Prepare a list of the identified posts in all groups i.e. A, B and C for persons with disabilities, within three months from the date of implementation of the policy, on which persons with disabilities could easily perform their duties.

Vide order No.4(58)/2018/Estt./PWDAct/2016/CE(I&FC)/4325-40 Dt. 14.06.2019, the department has already constituted an Expert Committee for the identification of posts suitable for persons with benchmark disabilities.

(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) The department is committed to adhere the friendly criteria of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training.
- ii) Preferential treatment will be given in transfer and posting and to recommend allotment of residential accommodation with the allotment agency i.e. PWD to allot accommodation in such buildings having requisite infrastructure of easy accessibility to the persons with disabilities and are nearby to their working places.
- iii) Will encourage candidates with different disabilities to apply and all vacancies will be advertised through proper channel with **an appropriate short statement on equal opportunities for people with disabilities.**
- iv) Will carry periodic review of the selection criteria (job description and employee specification) as per DoPT norms to avoid discrimination and the criteria purely relate to the skills needed for the job and nothing else.
- v) Application forms will be made available in alternate accessible formats.



- vi) Will ensure prompt decision on employment, career progression, training, reservation or any other benefits shall be given as per govt. policy.
- vii) An inclusive evaluation process shall be followed by ensuring that a person with disability is provided with suitable flexibility and reasonable accommodation that may be required so that she / he may be evaluated fairly.
- viii) The Administration Branch of the office (where the service book of the employee is held) shall maintain the record of the employees with disability.
- ix) Any information shared by an employee on disability / medical condition shall be kept confidential.
- x) If an employee acquires a disability during her / his employment tenure she / he can return to work at the same rank and with the same service conditions as before.
- xi) In case the employee is unable to perform the current job, the organization shall invest in re-skilling the employee for another position at the same rank or higher and if the same is not possible, the employee shall be posted on a Supernumerary post.
- xii) Special casual leave will be ensured as per instructions issued by the DOPT, GOI vide office memorandum no. 36035/3/2013-Estt.(Res) dated 31/03/2014 and OM No. 25011/2008-Estt.(A) dated 19.11.2008. The instructions contained in DoPT, GOI OM/28011/02/2007-Estt.(A) dated 14.11.2007 regarding provision of 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 relates to disability and development to be specified by the Ministry of Social Justice and Empowerment shall be implemented.
- xiii) The same shall also be applicable for participating in Conference / Seminars / Trainings / Workshops related to disability and development as per norms specified by the GNCT of Delhi.



- xiv) A Provision for assistive devices, barrier-free accessibility and other provisions for persons with disabilities will be made as under:
- a) All efforts will be made to provide appropriate furniture, wheel chairs (motorized if necessary), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency.
 - b) Latest technology led assistive devices (including low vision aids, hearing aids with battery) on the recommendation of authorized Doctor shall either be provided or the cost of such devices shall be reimbursed as per Govt. approved rates within a specific time period (2 months) to persons with disabilities in accordance with the price / durability of the special devices.
 - c) Would carry out a review in this regard every three years through the Committee already set up.
 - d) Will be ensured that new facility built or renovated shall be in compliance with accessibility standards required in a building at different stages.
 - e) An appropriate mechanism will be set up to address the accessibility issues at the doorstep of the employees with disabilities.

(D) Appointment of liaison Officer

The Department shall appoint a Liaison Officer not below the rank of a Gazetted Officer (not below the rank of Executive Engineer) preferably an employee registered with Rehabilitation Council of India (RCI), GOI who will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation. The Liaison Officer shall be assisted by Grievance Redressal Officers.

The Liaison Officer shall be responsible for:

- (i) Implementing the action plan for making the workplace and IT systems accessible for people with disabilities by liaising with the concerned officers.
- (ii) Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Opportunity Policy.



- (iii) Developing proactive strategies to prevent discrimination and harassment.
- (iv) 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.
- (v) Ensuring of reservation of 4% vacancies for PwDS wherever applicable for ex-cadre posts in the department.
- (vi) The Liaison officer will submit the quarterly progress report to the Head of the Department.

The I&FC Department consists of 02 Zones, 04 Flood Circles, 14 Civil Divisions and 04 Mechanical Divisions. The department shall appoint an officer not below the rank of a Gazetted Officer as Grievance Redressal Officer at various Division level, Flood Circle level and Zonal level.

- (a) 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.

- (b) Employees with disability have the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. The Grievance Redressal Officer shall investigate the matter within reasonable time and suggest appropriate action to be taken by the Competent Authority in the Department through the Liaison Officer.



8. The above policy covers all the employees employed in the department with disabilities in all the posts in the department whether full time / part time employees, interns / trainees, contractual employees directly engaged by the department, including temporary employees. It also covers those employees who acquire disability during their work tenure. This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfer and posting, employee benefits and career advancement. Review of policy shall be undertaken at regular intervals.

9. This policy shall be effective w.e.f. _____ (the date of registration with the State Commissioner for Persons with Disabilities, NCT of Delhi).

10. This issues with the approval of Secretary (I&FC).



(BHUPINDER SINGH)
DEPUTY SECRETARY (I&FC)