

F.No.3/13/2014-Welfare
GOVERNMENT OF INDIA
Ministry of Finance
Deptt. of Financial Services

3rd Floor, Jeevan Deep Bldg., Parl. Street,
New Delhi, dated : 18th November, 2014

To

1. All CMDs of PSBs/PSICs/FIs.
2. The Chairman, NABARD/ IBA
3. CGM, RBI, HO, Mumbai
4. **PFRDA**

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

Sir,

I am directed to refer to the subject cited above and to forward herewith a copy of DoP&T's O.M. No. 36035/3/2013-Estt(Res.) dt. 31.03.2014 for information and compliance.

Yours faithfully,


(J. S Phaugat)

Under Secretary to the Govt. of India

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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

