

BHARAT SANCHAR NIGAM LIMITED
(A Government of India Enterprise)
Corporate Office, SCT Cell
R.No.221, Eastern Court, Jan path
New Delhi - 110 001.
(SG Section)

No. 28-01/2013-SCT (SG)/209

Dated: 21st March., 2014

Subject: Reservation for Persons with Disabilities and representation of SC/ST/OBC/Minorities and Women on Selection Board/Committees.

Kindly find enclosed herewith copies of O.M.s as detailed below issued by Department of Personnel and Training received through Department of Telecom vide letter no. 17-1/2014 SCT dated 4.2.14 on the subject cited above for necessary action into the matter and information.

Sl. No.	DoP&T No.	Subject
1.	No. 42011/2/2014-Estt(Res) Dated 13.2.14	Representation of SC,ST,OBC and Women on Selection Boards/Committees
2.	No. 36012/24/2009-Estt(Res) Dated 14.2.14	Reservation for Persons with Disabilities-Computation of reservation-Implementation of the judgement of Hon'ble Supreme Court in the matter of Union of India & Anr. Vr. National Federation of Blind & Ors.
3.	No. 36035/3/2013-Estt(Res) Dated 14.2.14	Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties.

Enclose: as above


(Ram Shakti)

Chief Liaison Officer (SCT)
Tel. No. 011-23037363
FAX: 011-23766143

1. All Heads of Telecom Circles and Metro Districts, BSNL
2. PGM(Arch.), PGM(BW), PGM(Elect.), PGM(FP), Sr.GM (Pers.), Sr.G.M(Estt.), Sr.G.M(Rectt.), Sr.GM(Admin), Sr.GM(SR) BSNL CO.
3. ✓ Intranet Portal, BSNL

Ministry of Communications & IT
Department of Telecom
(SCTCELL)
Sanchar Bhawan, New Delhi



No.17-1/2014-SCT

Dated: 4th 3.14.

Office Memorandum



Sub: Reservation for Persons with Disabilities and Representation of SC/ST/OBC/Minorities and Women on Selection Board/Committees.

The undersigned is directed to enclose herewith the following circulars received from DoP&T on the subject mentioned above for implementation and record :

Sl.No.	DoP&T No.	Subject
1.	No.42011/2/2014-Estt(Res) dated 13.2.14	Representation of SC, ST, OBC, Minorities and Women on Selection Boards/Committees
2.	No.36012/24/2009-Estt(Res) dated 14.2.14	Reservation for persons with Disabilities - Computation of reservation - Implementation of the judgement of Hon'ble Supreme Court in the matter of Union of India & Anr. Vs. National Federation of Blind & Ors.
3.	No.36035/3/2013-Estt(Res) dated 14.2.14	Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties.

(Signature)
(Veena Prinja)
Under Secretary (SR)

Encl: As above.

All Sr.DDsG/ JSs/DDsG/Directors/ADGs/SOs (Staff branches)
Director, Wireless Monitoring Organization
CMD - BSNL, MTNL, ITI, TCIL / Executive Director, C.DoT

(Signature)
19/3

(Signature)
19/3

F.No.42011/2/2014-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

New Delhi, dated the 13th February, 2014

OFFICE MEMORANDUM

Subject: Representation of SC, ST, OBC, Minorities and the Women on Selection Board/Committees.

The undersigned is directed to draw attention of the Ministries/Departments to this Department's O.M. No.42011/15/1995-Estt(SCT) dated 11th July, 1995. Para 2 provided as follows:-

2. In partial modification of the above instructions it has now been decided that wherever a Selection Committee Board exists or has to be constituted for making recruitment to ten or more vacancies in Group 'C' or Group 'D' posts or services it shall be mandatory to have one Member belonging to SC/ST/OBC and one Member belonging to Minority Community in such Committees/Boards. Further, one of the Members of the Selection Committees/Boards whether from the general category or from the minority community or from SC, ST, OBC should be a lady failing which a lady member should be co-opted on the Committee/Board. It may please be ensured that where the number of vacancies against which the selection is to be made is less than ten no effort should be spared in finding SC/ST/OBC officer, minority community officer and a lady officer as explained in para (2) for inclusion in such Committees/Boards."

2. The matter has been reviewed and in partial modification of above instructions, it has now been decided that wherever a Selection Committee/Board exist or has to be constituted for making recruitment to 10 or more vacancies in any level of posts or services, it shall be mandatory to have one Member belonging to SC/ST, one Member belonging to OBC category and one Member belonging to Minority Community in such Committees/Boards. Further, one of the members of the Selection Committee/Board, whether from the general category or from the minority community or from the SC/ST/OBC community should be a lady failing which a lady member should be co-opted on the Committee/Board. It may also be ensured that where the number of vacancies against which selection is to be made is less than ten, no effort should be spared in finding the SC/ST, OBC officer and the Minority Committee Officer and a lady officer, for inclusion in such Committees/Boards.

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3. Similar instructions in Public Sector Undertakings and Financial Institutions including Public Sector Banks will be issued by Department of Public Enterprises and Ministry of Finance respectively.


(Sandeep Mukherjee)

Under Secretary to the Government of India

To

1. All Ministries/Departments of the Govt. of India
2. Department of Public Enterprises, CGO Complex, New Delhi 110003.
3. Department of Financial Services, Ministry of Finance, Jeevandeep Building, New Delhi 110001
4. Railway Board
5. Supreme Court of India/Election Commission/ Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office, Planning Commission.
6. National Commission of Scheduled Castes/ National Commission of Scheduled Tribes, Lok Nayak Bhavan New Delhi
7. National Commission for OBC, Trikot-I, Bhikaji Cama Place, R.K.Puram, New Delhi
8. Union Public Service Commission, Dholpur House, Shahjahan Road, New Delhi
9. Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
10. All Sections of DOPT.

Copy also to Director, NIC, DOPT with the request to upload in the website of DoPT under the head Estt(Reservation).

M. T. Chelam

IMMEDIATE
COURT CASE

No. 36012/24/2009-Estt.(Res)

Government of India

Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training

North Block, New Delhi

dated the 14th February, 2014

OFFICE MEMORANDUM

Subject: Reservation for persons with disabilities- Computation of reservation- Implementation of the judgement of Hon'ble Supreme Court in the matter of Union of India & Anr. Vs. National Federation of Blind & Ors.

The undersigned is directed to refer to this Department's O.M. of even number dated the 3rd December, 2013 on the subject cited above conveying the judgement of the Hon'ble Supreme Court dated 8.10.2013 in the matter of Civil Appeal No.9296 of 2013 (arising out of SLP (Civil) No.7341 of 2009) titled Union of India & Anr. Vs. National Federation of Blind & Ors. and follow up action required to be taken thereon.

All the Ministries/Departments/Organizations were, inter alia, requested to compute the number of vacancies available in all the ca. lines under their control including attached offices, subordinate offices, public sector undertakings, Government Companies, Cantonment Board, etc. in accordance with the directions of the Hon'ble Supreme Court as per Para 5 of the aforementioned O.M. of this Department and further identify the posts for disabled persons within a period of three months from the date of the judgement of the Hon'ble Supreme Court (i.e. 8.10.2013) and implement the same without default.

The National Federation of Blind has filed an application and the Hon'ble Court has directed to file a status report giving details of steps taken to implement the judgement of the Hon'ble Supreme Court including the appointments made, if any. The next date of hearing is 12th March, 2014. A copy of the correspondence received in this regard from the Central Government Standing Counsel is enclosed for reference.

This Department is required to file a status report on the action taken by the Ministries/Departments in connection with the next hearing to be held on 12th March, 2014.

It is requested that status report on the action taken by the Ministries/Departments/Organizations may kindly be sent to this Department within a week's time i.e. by 21st February, 2014 so that a consolidated report could be filed before the next date of hearing.



(Debabrata Das)

Under Secretary to the Government of India

Tel. 23093307

To

- (i) The Secretary, All the Ministries/Departments of the Government of India
- (ii) The Secretary, Department of Financial Services (Banking and Insurance Division), New Delhi
- (iii) The Secretary, Department of Public Enterprises, New Delhi.
- (iv) The Secretary, Railway Board, Rail Bhavan, New Delhi.
- (v) Union Public Service Commission, Supreme Court of India, Election Commission of India, Lok Sabha Secretariat, Rajya Sabha Secretariat, Cabinet Secretariat, Prime Minister's Office, Planning Commission
- (vi) The Secretary, Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
- (vii) Office of the Court of the Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi- 110 001
- (viii) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions, and all attached/subordinate offices of this Ministry.
- (x) Information and Facilitation Centre, DOPT, North Block, New Delhi- 20 copies

Copy for information to:

Shri Ravinder Agarwal, Central Government Standing Counsel, C-70, Nizamuddin East, New Delhi- 110 003

Copy to Director NIC, DOPT with a request to place this on the website of this Department for information of all concerned.

TIME BOUND

No.36035/3/2012-Est(Res)

Government of India

Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

Dated the 14th February 2014
North Block, New Delhi.

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.

The undersigned is directed to enclose a copy of draft guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties. It is requested that the draft guidelines may be examined and suggestions, if any, may be sent to this Department before 21st February, 2014 as the guidelines will be issued very shortly.

Encl.: As above.

(G. Srinivasan)

Deputy Secretary to the Government of India
Ph. No. 23093307

To:

- (i) The Secretary, all the Ministries/Departments of the Government of India;
- (ii) The Secretary, Ministry of Railways, Rail Bhavan, New Delhi;
- (iii) The Chairman, Union Public Service Commission, Dhoolpur House, Shahjahan Road, New Delhi;
- (iv) Supreme Court of India, Election Commission of India, Lok Sabha Secretariat, Rajya Sabha Secretariat, Prime Minister's Office, Cabinet Secretariat, Planning Commission;
- (v) The Chairman, Staff Selection Commission, CGO Complex, Lodi Road, New Delhi;
- (vi) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.

Copy to Director, NIC DORT - with a request to immediately place this O.M. on the website of this Department for information of all concerned.

North Block, New Delhi
Dated the 201

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 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, Public Sector Undertakings, Government Companies, 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, 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, Public Sector Undertakings, Government Companies, Cantonment Boards etc. should identify the types of jobs which could be easily performed by them specially for Group E, 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/Public Sector Undertakings/Government Companies/Cantonment Board, etc. may not be possible as the training requirement may be different on the basis of the work pattern. All the Ministries / Departments should take definite action to conduct job specific inclusive training programmes for the persons with disabilities with other employees.

Duration and training contents may be finalized in consultation with the National Institutes working in the sphere of disability under the Department of Disability Affairs, Ministry of Social Justice and Empowerment. It should also be ensured that training programmes are conducted at the time of change in job, introduction of new technology, after promotion of the employee etc. The venue of the training may be fixed as considered suitable for conducting such training. The Ministries/Departments and their offices shall utilize existing Budget provisions for undertaking the aspects of training programme.

The employee with disability shall be placed with an experienced employee for at least one month on resuming responsibility of a post. This would help him to pick up skills required to perform the job and also explore the adaptations that may be required in individual cases.

B. Providing aids/assistive devices

The persons with disabilities could perform their duties efficiently if they are provided with aids and appliances which are suitable to their needs. Ministries/Departments and their attached and subordinate offices, Public Sector Undertakings, Government Companies, Cantonment Board, etc. should assist the persons with disabilities by providing them good quality assistive devices, special chairs, wheel chairs, software, etc. in accordance with their requirement, which would improve their efficiency.

They should either provide or shall reimburse the cost of such devices with a specific time period for such devices to persons with disabilities in accordance with

the procurement of the special devices eg. A chairs, software etc. as advised by them, in consultation with various National Institutes working in the sphere of disability. A review exercise shall be carried out by the Departments/Ministries every three years to check the availability or need for introduction of enhanced/upgraded versions of such devices/software etc. They shall utilise their existing budget provisions for providing these facilities.

C. Accessibility and barrier free environment at work place

In addition to the guidelines for modification in all public buildings including Government offices to provide easy accessibility and barrier free environment for PWDs as per the provisions of the PWD Act, all Government offices should take special steps to provide barrier free and accessible work stations to PWD employees, access from main building entrance to their work stations and access to common utility areas such as Toilets, canteens etc.

D. Preference in Govt. accommodation

The Directorate of Estate 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. Existing housing accommodations could be renovated to make them conveniently accessible to persons with disabilities.

E. Grievance redressal

Some of the employees 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/public sector undertaking would preferably constitute a Grievance Redressal Mechanism headed by the Head of Administration and comprising atleast two employees having knowledge in disability matters. The Committee so constituted would receive and try to redress the grievances of persons with disabilities.

F. Special Casual Leave

Special Casual Leave of 15 days per annum may be granted to the persons with disabilities, if and when required, mainly for the inpatient treatment in CGHS recommended hospitals. This leave may be granted in one or more spell.

G. 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 especially the persons suffering from (i) blindness or Low Vision and (ii) Hearing Impairment, 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".

4. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control, for information and compliance.

(G. Srinivasan)
Deputy Secretary, to the Government of India

To

- (i) The Secretary, All the Ministries / Departments of the Government of India.
- (ii) The Secretary, Railway Board, Rafi Bhavan, New Delhi.
- (iii) Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Prime Minister's Office/Planning Commission.
- (iv) The Chairman, Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
- (v) Office of the Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi-110001.
- (vi) Office of the Comptroller and Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (vii) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
- (viii) Information and Facilitation Centre, DOPT, North Block, New Delhi- 20 copies.

Copy to Director, NIC, DOP&T, with a request to place this circular on the website of this Ministry, for information of all concerned