



## **DELHI POLICE**

### **OFFICE OF THE COMMISSIONER OF POLICE :: DELHI**

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### **EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES**

#### **1. Introductory**

THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 has been published in the Gazette of India, Extraordinary, Part-II, Section 1) vide No. 59 dated the 28<sup>th</sup> December, 2016 by the Ministry of Law & Justice, Govt. of India on 27<sup>th</sup> December, 2016. The Act is to give effect to the United Nations Conventions on the Rights of Persons with Disabilities and for matters connected therewith or incidental thereto.

#### **Section 21 of the Rights of Persons with Disabilities Act, 2016 mandates that:**

- (1) Every establishment shall notify Equal Opportunity Policy detailing measures proposed to be taken by it in pursuance of the provisions of Chapter IV in manner as prescribed by the Central Govt.
- (2) Every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.

Therefore, in pursuance of Section 21 of the Rights of the Persons with Disabilities Act, 2016 and various provisions/rules, the Delhi Police frames the following Equal Opportunity Policy for Persons with Disabilities:-

#### **2. About Organisation**

The Delhi Police is a metropolitan force meant to serve the policing requirement of the National Capital. The primary duty of a police officer is to protect the life and property of the people. Their common duties include prevention & detection of crime, providing security, maintaining Law & Order, controlling traffic, patrolling neighbourhoods, responding to emergency calls, executing summons and warrants etc. Police are also called occasionally to testify in court about a situation they witnessed or handled. Additionally, duties of police include awareness/training programmes for the public to help prevent and solve the crime. The Delhi Police makes recruitment of various posts/cadres falling under Group 'C' from the rank of

Constable to Inspector and Multi-Tasking Staff (Civilian) (Formerly Group 'D'). Vacancies are reserved for person with Disabilities (PwD) for various trades of Multi-Tasking Staff in Delhi Police. Keeping in view the nature of duties, the disabilities for the following trades/posts have been identified as under:-

|       | <b><u>Trade</u></b> | <b><u>Disability</u></b> |
|-------|---------------------|--------------------------|
| (i)   | Cook                | OH                       |
| (ii)  | Safai Karamchari    | OH                       |
| (iii) | Water Carrier       | HH                       |
| (iv)  | Mochi               | OH/HH                    |
| (v)   | Dhobi               | OH/HH                    |
| (vi)  | Barber              | OH/HH                    |

OH-Ortho Handicapped  
HH-Hearing Handicapped

No vacancies are reserved for persons with disabilities (PwD) from the rank of Constable to Inspector(Exe.) as they are essentially required to undergo Outdoor and Indoor training programme and perform strenuous field duties. The outdoor training programme includes P.T., Parade, stamina building, firing, crowd control, law & order arrangements, traffic control and unarmed combat course etc. For this, the candidates should be physically fit enough to undergo the training. The candidates have to qualify race, high jump and long jump event before they are inducted through open competition. However, recently, the posts of Head Constable(Ministerial), Assistant Sub-Inspector (Stenographer) and Head Constable(Store Clerk) have been identified to give 3% reservation to persons with disabilities (PwD) having Locomotor disability 40% and above (Either one or both leg affected) in Delhi Police. Their posts will be civilian in nature and they will not wear uniform of Delhi Police. Necessary amendments in the Recruitment Rules for these posts have been issued by the Govt. of NCT of Delhi

### **3. Policy Statement**

Delhi Police is committed to provide **equal opportunities** in **employment** and creating an inclusive workplace and work culture in which all employees are treated with respect and dignity. This **Equal Opportunity Policy** is in accordance with the provisions of The Rights of **People with Disabilities Act**, 2016. It is the policy of Delhi Police to provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex and sexual orientation. The department strives to maintain a work environment that is free from any harassment based on above considerations. This Equal Opportunity Policy is subject to applicable regulations, qualifications and merit of the individual. This Policy is consistently applied throughout the period of employment of the individual, right from the recruitment process till superannuation and thereafter, with respect to all applicable regulations.

- (a) **Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment-** Delhi Police Department aims to ensure that our physical and digital infrastructure (buildings, furniture, facilities and services in the building) adhere to the accessibility standards as prescribed by the Government of India. The Department also aims to revamp its existing buildings to ensure strict compliance with the RPWD Act, 2016. Provision of ramps, grab bars, and wider doorways to enable access to buildings and workplaces, provision of lifts, tactile paths, wheelchair accessibility, web accessibility, parking facility, accessible toilets etc. shall be made available.
- (b) **List of posts identified suitable for persons with disabilities in the establishment-** Delhi Police makes recruitment of various posts falling under Group 'C' & 'D' (Now Group 'C'/MTS). In Group 'C'/MTS, 3% vacancies are reserved for persons with disabilities whereas no vacancies are reserved for other Group C/Executive posts keeping in view the nature of duty in Delhi Police which requires a candidate to have sound state of health, free from defect/deformity/disease except for three posts i.e. ASI(Stenographer), HC (Ministerial) and HC (Store Clerk) which have been recently, identified for giving 3% reservations to persons with disabilities.
- (c) **The manner of suitable posts 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) **Selection of persons with disabilities for various posts:** As and when the vacancies are to be filled up through direct recruitment, the vacancies are advertised/published in the leading newspapers of all States/UTs and Employment News/Rozgar Samachar. The examination notice is also uploaded on the Delhi Police website ([www.delhipolice.nic.in](http://www.delhipolice.nic.in)). In the advertisement/notice, the details of vacancies reserved for each category including persons with disabilities and terms & conditions will be clearly intimated so that eligible candidates may apply. **In the advertisement of vacancies to be published in future an appropriate short statement on equal opportunity for people with disabilities will be given and the notice will be sent to all Employment Exchanges of Delhi including Special Employment Exchange for persons with disabilities (PwD).**

Selection criteria (job description and employee specification) will be kept under periodic review as per DoPT norms to ensure that they are non-discriminatory and that they relate purely to the skills

needed for the job and nothing else. Application forms will be made available online on Delhi Police website [www.delhipolice.nic.in](http://www.delhipolice.nic.in).

Decisions on employment, career progression, training, reservation or any other benefits shall be given as per Govt. Policy. An inclusive evaluation process shall be followed by ensuring that a person with disability is provided with any suitable flexibility and reasonable yardsticks that may be required so that she/he may be evaluated fairly.

Any information shared by an employee on disability/medical condition shall be kept confidential. 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. 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 as far as possible and if the same is not possible the employee shall be posted on a Supernumerary post.

**(ii) Post-recruitment and Pre-promotion Induction training:** It is an essential component of the service requirement of an employee. The candidates selected for the posts in Delhi Police are sent for joining training and only on successful completion of basic training they are posted to various Districts/Units/Offices of Delhi Police. Induction training programme for the persons with disabilities shall be imparted together with the other employees. Job specific post-recruitment as well as pre-promotion training programmes shall be organized for the persons with disabilities. The Department shall take definite action to conduct job specific inclusive training programmes for the persons with disabilities with other employees. Duration, training contents shall be developed and experts who are proficient in providing training to PwDs shall be identified in consultation with the GNCT of Delhi and the State Commissioner, Disabilities and if felt necessary, prominent Associations/ Federations/Confederations working in the sphere of disability shall be consulted. It shall 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 shall be fixed as considered suitable for conducting such training to PwDs. The Department and their offices shall utilize existing Budget provisions for undertaking the necessary 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 the adaptations that may be required in such individual cases.

**(iii) Preference in transfer and 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 optimum performance. Further, choice of preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints. Instructions issued by the Department of Personnel and Training, GOI from time to time will be followed.

**(iv) Special leave:** The guidelines issued in this regard as per Office Memorandum No. 36035/3/2013-Estt. (Res) dated 31/03/2014 by the Department of Personnel and Training, GOI will be followed which refer to OM No. 25011/1/2008-Estt.(A) dated 19.11.2008 having a provision of Special Casual Leave for 4 days in a calendar year for employees with disabilities for specific requirements relating to disabilities of the official. Further, vide DoPT, GOI 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 employees with disabilities for participating in Conference/Seminars/Trainings/Workshop related to disability and development to be specified by the Ministry of Social Justice & Empowerment, shall be implemented. The same shall also be applicable for participating in Conference/Seminars/Trainings/Workshop related to disability and development to be specified by the GNCT of Delhi. The said leave will be over and above the 12 days Casual Leave applicable for all employees of Delhi Police with disabilities.

**(v) Preference in allotment of residential accommodation:** Subject to availability, the Department shall provide accessible accommodation to the persons with disabilities near their place of posting and they will be preferred for allotment of ground floor accommodation. Existing housing accommodation will be renovated subject to technical feasibility to make them accessible to persons with disabilities by the Quarter Allotment Cell of Delhi Police. The Quarter Allotment Cell of Delhi has issued S.O. No. 03/2013 in which there is provision for Out of Turn Allotment of government accommodation for person with disabilities.

**(d) Provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities:** Appropriate furniture, wheel chairs (motorized if necessary), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency, shall be provided to PwDs by the concerned Distts./Units of Delhi Police where the employee is posted. High tech/latest technology led assistive devices on the recommendation of Doctor shall either be provided or the cost of such devices shall be reimbursed as per govt. approved rates with in a specific time period (2 months) to person with disabilities in accordance with the price/durability of the special devices. The Department would carry out a review in this regard every three years.

The employees with disabilities may seek reimbursement of such devices from the office from which they draw their salary. Any new facility that is built or renovated will be evaluated for compliance with accessibility standards at different stages of the building under construction. Any employee facing accessibility issues should report to the Head of office at their office or write to the Liaison Officer.

- (e) **Appointment of liaison officer by the department to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.** DCP/Headquarters, Delhi Police Department (Gazetted Officer) has been appointed ex-officio as a Liaison Officer 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 for persons with disabilities (PwD). The Liaison officer shall be assisted by the Grievance Redressal Officer.

The Liaison Officer shall be responsible for:-

- Implementing the action plan for making the workplace and IT systems accessible for people with disabilities by liaising with the concerned officers.
- Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the policy.
- Developing proactive strategies to prevent discrimination and harassment.
- 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 it encourages inclusion and respect from others.
- Ensuring of reservation of 3% vacancies for PwDs in the establishment. All recruitment proposals must be routed through Liaison Officer.

- (f) **The DCP/IT(PHQ) shall maintain records** containing the following particulars, namely:-

1. the number of persons with disabilities who are employed and the date from when they are employed;
2. the name, gender and address of person with disabilities;
3. the nature of disability of such person;
4. the nature of work being rendered by such employed person with disability; and
5. the kind of facilities being provided to such person with disabilities.

- (g) The department shall produce for inspection on demand; records maintained under these rules, to the District level Committee on Disability and shall supply such information which may be required for the purpose of ascertaining whether the provisions have been complied with.
- (h) **The DCP/Vigilance** (Contact No. 011-23417997 and Fax No. 011-23417996) has been appointed as the **Grievance Redressal Officer** in terms of Section 23 of the Rights of Persons with Disabilities Act, 2016. The Grievance Redressal Officer shall be head of a Committee comprising two members among whom one will be an employee with disability and other may be an outside expert (RCI registered) in the field of disability. Also, at least one of the members of the Committee shall be a woman. This Committee shall assist the Grievance Redressal Officer in the discharge of his/her functions.
- (i) 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.

4. Employees with disability have the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. Any policy violation i.e. when any person with disability is discriminated against or not provided reasonable accommodation or denied access to any facility will be regarded as a grievance.

5. On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behavior, she/he will be dealt in accordance with the provisions of the Act. Possible action taken against the employee may include a reprimand, detraction of benefits for a definite or indefinite time period, demotion, denial of promotion and suspension or termination for more serious offences. Involuntary or indirect discrimination will be resolved through training, counseling and suitable modification of procedures when required so as to ensure fair treatment.

6. The above policy covers applicants with disabilities for posts in the Department, full time/part time employees, trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure for which a **Circular No.22/RB/2016** vide No. 3192-3319/Record Branch/PHQ dated 12.08.2016 had also been issued. This policy also applies to all aspects of employment, be it recruitment, training, working conditions, salaries, transfers, employee benefits and career advancement. The Review of Policy shall be undertaken at regular intervals.

**(M.I. HAIDER) DCP/ESTT.,**  
for COMMISSIONER OF POLICE,  
DELHI

Order Book No. **13/HAR/PHQ** Dated : **26/07/2019**

No. **1801-1950/HAR/PHQ**, dated Delhi, the **26/07/2019**

Copy forwarded to the:-

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2. All Joint Commissioners of Police and Additional Commissioners of Police, Delhi/New Delhi.
3. Principal, P.T.C., Jharoda Kalan, Delhi.
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5. All Distt./Units DCsP including FRRO, Delhi/New Delhi.
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