



डेडीकेटेड फ्रेट कोरीडोर

डेडीकेटेड फ्रेट कोरीडोर कॉर्पोरेशन ऑफ़ इंडिया लि.

भारत सरकार (रेल मंत्रालय) का उपक्रम

Dedicated Freight Corridor Corporation of India Limited

A Govt. of India (Ministry of Railways) Enterprise

No. 2021/HQ/Admin/RTI-414

New Delhi: 15.06.2021

Sh. Arun Kumar Srivastava
UP

Subject: Providing information w.r.t. Original RTI Application received under the RTI Act 2005.

Reference: Your online RTI application dated 31.05.2021 (Registration No. DFCCIL/R/E/21/00309) received through DOPT.

Information, as obtained from the concerned record holding office, is provided herewith as under;

S. No	Point No.	Information sought for	Information provided
1.	1	Refer to the original RTI application dt. 31.05.2021	Please refer to order No: 34-02/2015-DD-III issued by Department of empowerment of persons with disabilities (Divyangjan), Ministry of Social Justice & Empowerment. All the clauses as per the above mentioned order shall be adhered for conducting written examination for persons with disabilities.
2.	2		Government orders may please be obtained from the Department of Empowerment of Persons with Disability. In so far as DFCCIL is concerned, Para VII of Orders dated 01.05.2020 may be referred. Copy of the orders is attached.

This information is provided to you free of cost.

Hope the above information is complete and satisfactory. If not, then you can appeal within 30 days of receipt of the letter to the 1st Appellate Authority whose name and address is as under;

Ms. R. P. Chhibber
GGM/Administration DFCCIL,
5th Floor, Supreme Court Metro Station Building,
Pragati Maidan, New Delhi-110001.

DA: 10 pages


15/06/2021
(S.K. Roy)

Dy. G.M./Admn.(PIO)
E-mail: skroy@dfcc.co.in
011-23454707

(4)

F. No. 34-02/2015-DD-III
Government of India
Ministry of Social Justice & Empowerment
Department of Empowerment of of Persons with Disabilities (Divyangjan)

Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, New Delhi -110003
Dated: the 29th August, 2018

Office Memorandum

Subject: Guidelines for conducting written examination for Persons with Benchmark Disabilities

The undersigned is directed to say that this Department had issued the guidelines for conducting written examination for persons with disabilities defined in terms of erstwhile Persons with Disabilities (Equal Opportunities, Protection for Rights and Full Participation) Act, 1995 vide OM No. 16-110/2003-DD.III dated 26/02/2013. The Department had constituted a Committee under the Chairmanship of Secretary, DEPWD in March, 2015 to review the said guidelines based on the issues raised by Union Public Service Commission and others. Meanwhile the Central Government enacted the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) which came into force from 19.04.2017. The Act provides for reservation in Government jobs for persons with benchmark disabilities as defined under section 2 (r) of the said Act.

Based on the findings of the Committee, the Central Government hereby lays down the revised guidelines for conducting written examination for persons with benchmark disabilities in supersession of the earlier guidelines issued vide OM No. 16-110/2003-DD.III dated 26/02/2013 as under:

- I. These guidelines may be called as "Guidelines for conducting written examination for persons with benchmark disabilities 2018".
- II. There should be a uniform and comprehensive policy across the country for persons with benchmark disabilities for written examination taking into account improvement in technology and new avenues opened to the persons with benchmark disabilities providing a level playing field. Policy should also have flexibility to accommodate the specific needs on case-to-case basis.
- III. There is no need for fixing separate criteria for regular and competitive examinations.

IV. The facility of Scribe/Reader/Lab Assistant should be allowed to any person with benchmark disability as defined under section 2(r) of the RPwD Act, 2016 and his limitation in writing including that of speed if so desired by him/her.

In case of persons with benchmark disabilities in the category of blindness, locomotor disability (both arm affected-BA) and cerebral palsy, the facility of scribe/reader/lab assistant shall be given, if so desired by the person.

In case of other category of persons with benchmark disabilities, the provision of scribe/reader/lab assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government health care institution as per proforma at APPENDIX-I.

V. The candidate should have the discretion of opting for his own scribe/reader/lab assistant or request the Examination Body for the same. The examining body may also identify the scribe/ reader/lab assistant to make panels at the District/Division/ State level as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

VI. In case the examining body provides the scribe/reader/lab assistant, it shall be ensured that qualification of the scribe should not be more than the minimum qualification criteria of the examination. However, the qualification of the scribe/reader should always be matriculate or above.

In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination. The persons with benchmark disabilities opting for own scribe/reader should submit details of the own scribe as per proforma at APPENDIX-II

VII. There should also be flexibility in accommodating any change in scribe/reader/lab assistant in case of emergency. The candidates should also be allowed to take more than one scribe/reader for writing different papers especially for languages. However, there can be only one scribe per subject.

VIII. Persons with benchmark disabilities should be given, as far as possible, the option of choosing the mode for taking the examinations i.e. in Braille or in the computer or in large print or even by recording the answers as the examining bodies

can easily make use of technology to convert question paper in large prints, e-text, or Braille and can also convert Braille text in English or regional languages.

IX. In case, the persons with benchmark disabilities are allowed to take examination on computer system, they should be allowed to check the computer system one day in advance so that the problems, if any in the software/system could be rectified. Use of own computer/laptop should not be allowed for taking examination. However, enabling accessories for the computer based examinations such as keyboard, customized mouse etc should be allowed.

X. The procedure of availing the facility of scribe should be simplified and the necessary details should be recorded at the time of filling up of the forms. Thereafter, the examining body should ensure availability of question papers in the format opted by the candidate as well as suitable seating arrangement for giving examination.

XI. The disability certificate issued by the competent medical authority at any place should be accepted across the country.

XII. The word "extra time or additional time" that is being currently used should be changed to "compensatory time" and the same should not be less than 20 minutes per hour of examination for persons who are allowed use of scribe/reader/lab assistant. All the candidates with benchmark disability not availing the facility of scribe may be allowed additional time of minimum of one hour for examination of 3 hours duration. In case the duration of the examination is less than an hour, then the duration of additional time should be allowed on pro-rata basis. Additional time should not be less than 5 minutes and should be in the multiple of 5.

XIII. The candidates should be allowed to use assistive devices like talking calculator (in cases where calculators are allowed for giving exams), tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape and augmentative communication devices like communication chart and electronic devices.

XIV. Proper seating arrangement (preferably on the ground floor) should be made prior to the commencement of examination to avoid confusion or distraction during the day of the exam. The time of giving the question papers should be marked accurately and timely supply of supplementary papers should be ensured.

XV. As far as possible, the examining body should also provide reading material in Braille or E-Text or on computers having suitable screen reading software for open book examination. Similarly online examination should be in accessible format i.e. websites, question papers and all other study material should be accessible as per the international standards laid down in this regard.

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XVI. Alternative objective questions in lieu of descriptive questions should be provided for Hearing-Impaired persons, in addition to the existing policy of giving alternative questions in lieu of questions requiring visual inputs, for persons with Visual Impairment.

XVII. As far as possible the examination for persons with disabilities should be held at the ground floor. The examination centres should be accessible for persons with disabilities.

2. It is requested to ensure that the above guidelines are scrupulously followed while conducting examination for persons with benchmark disabilities. All the recruitment agencies, Academics/Examination Bodies etc. under the administrative control of each Ministry/Deapartment may be advised appropriately to ensure compliance of implementing these guidelines. Action taken in this regard may be intimated to this office.

3. The above guidelines are issued with the approval of Hon'ble Minister (Social Justice & Empowerment).

Yours faithfully.


(D.K. Panda)

Under Secretary to the Government of India
Tele. No. 24369059

To

1. Secretary of all Ministries/Department.
2. Secretary, UPSC, Shahjahan Road, New Delhi.
3. Chairman, SSC, Block No.12, CGO Complex, Lodhi Road, New Delhi-110003.
4. Chairman, University Grants Commission with a request to issue necessary instructions to all universities including Deemed Universities for compliance.
5. Chairman, Railway Board
6. All National Institutes and RCI under administrative control of Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of SJ&F, New Delhi

Copy for information to: CCPD, Sarojini Bhawan, Bhagwan Dass Road, New Delhi

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist/PMR).

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Letter of Undertaking for Using Own Scribe

I _____, a candidate with _____ (name of the disability) appearing for the _____ (name of the examination) bearing Roll No. _____ at _____ (name of the centre) in the District _____ (name of the State). My qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader/lab assistant for the undersigned for taking the aforesaid examination.

I do hereby undertake that his qualification is _____. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

(Signature of the candidate with Disability)

Place:

Date:



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डेडीकेटेड फ्रेट कोरीडोर कार्पोरेशन ऑफ इंडिया लि.
Dedicated Freight Corridor Corporation of India Limited

(भारत सरकार का उपक्रम)
(A Govt. of India Enterprises)

No. HQ-HR0COPO(HRP)/8/2020-HR-COORD AND POLICY

Dated: 01.05.2020

Equal Opportunity Policy for Persons with Disabilities (PwD) in DFCCIL

Consequent upon issue of instructions and guidelines on the "Rights of Persons with Disabilities" under the relevant Act & Rules the subject was under consideration for having a policy on the subject laid down in DFCCIL. With the approval of the competent authority the following policy is hereby issued for strict compliance.

I. Preamble

This policy applies to all DFCCIL employees and operations. DFCCIL aims to create employment opportunities such that all employees achieve their full potential. DFCCIL endeavors to maintain conducive and harmonious work environment to ensure that the persons with disabilities enjoy the right to equality, life with dignity and respect for his or her integrity with others.

II. Policy

The Equal Opportunity Policy is in accordance with the provisions of "The Rights of Persons with Disabilities Act, 2016".

It is the policy of DFCCIL to provide equal employment opportunities, without any discrimination on the grounds of disability. The Company strives to maintain a work environment that is free from any harassment/discrimination based on above considerations.

The Equal Opportunity Policy will be consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

III. Equal Opportunities for Persons with Disabilities

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017, it is Company's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive

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environment is provided to persons with disabilities to perform their roles and excel in the same.

IV. Facilities and Amenities

The Company will build systems and processes to ensure:

- i. That appropriate facilities and amenities are provided to persons with disabilities to enable them to effectively discharge their duties in the establishment.
- ii. That provision is made for an accessible environment and of availability of assistive devices as required.
- iii. That a liaison officer is designated to oversee the provision of required facilities/amenities including the process of recruitment for persons with disabilities.
- iv. That a Grievance Redressal mechanism for addressing the matters related to the employment of employees including persons with disabilities is available. That the Management will ensure that any grievance concerning selection of person(s) with disability, training, promotion, transfer, posting, leave and preference in accommodation allocation etc. is dealt with in fair and equitable manner free from any discrimination.

V. Recruitment and Training

Reservation in appointments is provided as per Government of India instructions issued from time to time against posts which are identified for persons with disabilities, in keeping with the spirit of the Ministry of Social Justice and Empowerment Notification in the matter. The candidates with necessary disability certificate issued by the Competent Authority in accordance with the Act are considered for identified positions.

As per Learning and Development Policy of DFCCIL, post recruitment and pre - promotion training facilities will be organized for persons with disabilities. Training programs will also be organized for them, keeping in view any change in job, introduction of new technology, after promotion of the employee etc. The venue of the training will be fixed as considered suitable for such training.

VI. Appointment of Liaison Officer

HR in charge in the field units will be the Liaison Officer in respect of PwD employees in field units. HR in charge of welfare in Corporate Office will be the liaison officer for PwD employees in Corporate Office. Liaison Officer shall ensure compliance



of guidelines/instructions issued for persons with disabilities. The contact details of Liaison Officer (PwD) shall be displayed on company website/intranet.

The Liaison officer will be responsible for: -

- i. Ensuring a PwD friendly workplace.
- ii. Ensuring reservation of posts for PwDs as per Govt. of India Rules
- iii. Ensuring that all employees are aware of this policy and know their duties and rights in relation to the policy; and
- iv. Developing proactive strategies to prevent discrimination and harassment

VII. Preference in Transfer and Posting

The request of persons with disabilities for intra-transfer/posting will be supportively considered to the extent possible, for optimally utilizing their services.

VIII. Grievance Redressal Officer

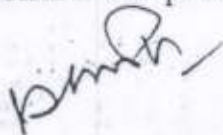
CGM/GM-Coordination will be the Grievance Redressal Officer in respect of PwD employees in field units. GGM/GM (HR) will be the Grievance Redressal Officer for PwD employees in Corporate Office. The Grievance Redressal Officer will be mandated to keep the records of complaints etc. as per Rule 10 of "Rights of Persons with Disabilities, Rules, 2017".

IX. Maintenance of Records of Persons with Disabilities

DFCCIL shall maintain records of persons with disability in the form and manner as prescribed in Chapter IV, Rule 9 of "Rights of Persons with Disabilities, Rules, 2017."

X. Responsibility

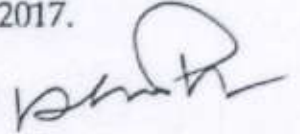
- i. DFCCIL Management is responsible for giving effect to this policy.
- ii. Each field unit is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- iii. HR Department has the functional responsibility of assuring compliance with Company policy, developing, coordinating and implementing all programs, and reporting findings and progress.
- iv. Any employee who violates this policy, or, in any manner discriminates with any person with disability, or renders any harassment to such person shall be dealt with under DFCCIL Discipline and Appeal Rules.
- v. The Liaison Officer is accountable to the Director -In-Charge of HR of the Company to oversee and promote this policy.



XI. Communication of Policy

- i. This policy will be available to all employees via the Company website, DFCCIL Employee Portal and Intranet.
- ii. Suitable material will be included in Company publications, conferences and training programs.
- iii. All HR literature and employment advertisements will indicate that the Company is an Equal Opportunity Employer.

The above policy is in compliance with the provisions of Rights of Persons with Disabilities Act, 2016 and Rights of Persons with Disabilities Rules, 2017.



(Susanta Kumar Panda)

Dy. General Manager/HR&Admin

Copy to -

1. Secy to MD, for kind information of MD
2. Director/PP, Director/OP&BD, Director/Finance
3. ED/EDFC, ED/WDFC
4. All GGMs/GMs /CGMs/GM-CO for information of all employees
5. Manager/IT - for placing the order on website/ intranet.
6. Concerned Policy file.