

Note

Dated : 04.07.2025

No. HQ/HR/Policy/RTI

RTI-445

Name of the Applicant- BHUPENDRA KUMAR		
S.No.	Information Sought	Reply
Request for information regarding home town transfer rules and special provisions for PwBD employees DFCCIL		
1.	What are the rules and guidelines related to the transfer of PwBD (Persons with Benchmark Disabilities) employees to their home town/home district in DFCCIL?	Relevant office order is attached.
2.	Are there any special provisions or preferences given to PwBD employees for transfers to locations near their residence/home town? If yes, kindly provide a copy of the relevant rules/orders/guidelines.	
3.	Is there any minimum service requirement (in terms of years or duration) for PwBD employees to become eligible for home town transfer? If yes, please provide details of such policy or guidelines.	
4.	What special provisions or benefits are available to PWBD employees in DFCCIL? Specifically, please provide details regarding: A) Any additional allowance(s) provided B) Extra or special leave entitlements C) Relaxation in workload D) Provision of accessible and inclusive work environment E) Any other welfare measures specifically designed for PwBD employees	

Ref: No. 2022/HQ/Admin/RTI-445

GM/HR

AGM/Admin(CPIO)

DGM/HR



**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



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.

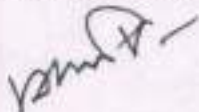
#### **V. Recruitment and Training**

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**

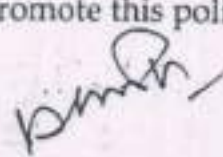
CGM/GM-Coordination will be the Grievance Redressal Officer in respect of PwD employees in field units. GGM/GM (HR) will be the Grievance Redressal Officer for PwD employees in Corporate Office. The Grievance Redressal Officer will be mandated to keep the records of complaints etc. as per Rule 10 of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

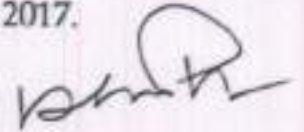
- i. DFCCIL Management is responsible for giving effect to this policy.
- ii. Each field unit is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- iii. HR Department has the functional responsibility of assuring compliance with 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.