

**Government of Himachal Pradesh**  
**Planning Department**

No. PLG(B)1-3/2016 Shimla-2, the Dated

26<sup>th</sup> Feb, 2020

**NOTIFICATION**

The Governor, Himachal Pradesh in exercise of the powers conferred under Section 21 of The Rights of Persons with Disabilities Act, 2016, is pleased to notify Equal Opportunity Policy for Persons with Disabilities employees in respect of Planning Department in the State of HP as per Annexure "A" with immediate effect.

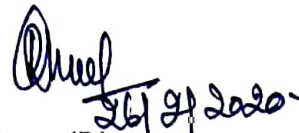
By Order

Principal Secretary (Planning) to the  
Government of Himachal Pradesh.

**Endst. No: As above      Dated: Shimla-2, the 26<sup>th</sup> February, 2020**

**Copy forwarded to :-**

1. The Commissioner (Disability)-cum-Additional Chief Secretary (SJ&E) to the Govt. of Himachal Pradesh.
2. The Director, Empowerment of SCs, OBCs, Minorities & Specially abled, H.P., Shimla-171009.



Deputy Secretary (Planning) to the  
Government of Himachal Pradesh.

**Equal Opportunity Policy in respect of employees of Planning Department, Himachal Pradesh, Shimla-2.**

**Background:**

The Government of India has enacted Rights of Persons with Benchmark Disabilities (RPwD) Act, 2016. The Section 21(1) states that every establishment shall notify Equal Opportunity Policy and also Section 21(2) of the Act, envisages that every establishment shall register a copy of the said policy with the State Commissioner for the Persons with Disability.

**Objective**

This Policy aims to safeguard the equality of self-determination, dignity and inclusion of Persons with Benchmark Disability employees working in the Planning Department Headquarter as well as at Districts level offices.

The objectives of this policy is to ensure that all the Persons with Benchmark Disability Employees of this Department are not only to improve the quality of life of person with benchmark disability, but also to promote and safeguard equality, self-determination, dignity and social inclusion of persons with benchmark disability.

The Persons with Benchmark Disabilities include those who have long-term physical, mental, intellectual or sensory impairments and possesses certificate of disability issued by a competent authority under section 57 of the RPwD Act, 2016.

**Applicability**

This Policy is applicable to the Employees having Benchmark Disability of the Department. This Policy is consonantly applied throughout the period of employment of the employee right from his recruitment till his/her employment in the Department.

**Policy**

It is the policy of Planning Department, Himachal Pradesh, to provide equal employment opportunities, without any discrimination on the grounds of caste, colour, disability, marital status, nationality, race, religion, sexual orientation. The Planning Department, H.P. retrieve 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 will consistently be applied throughout the period of employment of the individual, right from the recruitment process till retirement from service.

**Equal Opportunity and Non- Discrimination**

In accordance with the provisions of the Rights of Persons with Disabilities Act, 2016 and Rules, 2017, it is the policy of Planning Department to ensure that the work environment is free from any discrimination against the Persons with Benchmark Disabilities. Further, the Planning Department will take all actions to ensure that a conducive environment is provided to persons with benchmark disabilities to perform their role and excel in the same. The Planning Department strives towards establishing systems and processes to ensure:

1. That appropriate facilities and amenities would also be provided to persons with disabilities to enable them to effectively discharge their duties in the establishment and no officer/official shall be deprived of his or her personal liberty on the ground of disability.
2. That provision shall be made for an accessible environment, accessible buildings and availability of assistive paraphernalia as required to enable the persons with benchmark disabilities to effectively discharge their duties in the establishment.
3. That a Grievance Redressal Mechanism for addressing the matters related to the employment of persons with benchmark disabilities is available. Joint Director (Planning) is the Grievance Redressal Officer which will look after all the grievances of the PwDs in the Planning Department and the same is accountable to Adviser (Planning).
4. That the various Divisions in the Planning Department Headquarter level and in the respective District Planning Offices at Districts level will ensure that if any grievance does arise & is brought up to the concerned committee/officer with respect to selection of Person(s) with Benchmark disabilities for any position, training, promotion, transfer posting, leave, assistive aid & preference in accommodation allocation etc. is dealt with in a fair and equitable manner free from any discrimination.
5. That no opportunities are denied to persons with disabilities merely on the ground of his disability.
6. No discrimination practices are to be engaged in the course of employment of persons with a benchmark disability, including recruitment and career advancement or not to dispense with or reduce in rank an employee who acquires a disability during his or her service. Provided that if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits. Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

#### **Identification of Posts for Reservation**

The Planning Department, H.P. Shimla-2, shall identify the posts reserved for Persons with Benchmark Disabilities as per section 34(1) of the RPwD Act, 2016 that provides of 4% reservation to the Persons with Benchmark Disabilities. The information regarding identified posts and vacancies would be notified and uploaded on the website of this Department. The identified posts shall be filled up by the Planning Department as per the directions issued by the State Govt. from time to time and the same shall also be furnished to the employment exchange.

#### **Manner of Selection**

The Planning Department adopts the selection policy of the State Government regarding filling up of posts reserved for the Persons with Disabilities.

#### **Leave**

The Specially Aabled employees of this Department will be governed by the rules of leave specified by the State Government from time to time.

## **Liaison Officer**

The Administration (Establishment) of the Planning Department will ensure a Liaison officer is designated at Headquarter level to oversee the provision of required facilities/amenities including the process of recruitment of Persons with Benchmark Disabilities. Such Officer shall be accountable to Adviser (Planning) directly. Joint Director (Planning) will be the liaison officer will look after the recruitment of Persons with Benchmark Disabilities.

## **Complaints/Grievance and their Disposal**

A register of complaints/grievances has been maintained in the office and a Grievance Redressal Officer has been appointed to hear the pleading/request/grievances of Persons with Disabilities working in the Planning Department.

## **Responsibility**

- Planning Department is responsible for utilization of up to date information regarding applicable laws and rules for Persons with Disabilities.
- District Planning Officers at District level are responsible for giving effect to this policy at district level.
- Any employee who violates this policy shall be dealt in accordance with applicable rules and laws.

## **Communication of Policy**

This policy will be available to all employees via the Planning Department website i.e. [hplanning.nic.in](http://hplanning.nic.in)

## **Maintenance of Record**

Records shall be maintained as per the provisions of laws and the rules there under, shall maintain in relation to the matter of employment, facility provided and other necessary information in compliance with the provisions of laws.

This policy shall be displayed on the Planning Department website [hplanning.nic.in](http://hplanning.nic.in) or at conspicuous places.



(Ramesh Chand Sharma)  
Deputy Secretary (Planning) to the  
Government of Himachal Pradesh.