



Equal Opportunity Cell
Arts Faculty Tutorial Building
University of Delhi
Delhi-11007

विशेष कार्याधिकारी
Officer on Special Duty

The Principal,

Moti Lal Nehru College,
Benito Juarez Road,
New Delhi-110021.

*Yogeshji
Adm
May
16/7/13*

समन्वयक
Coordinator
27th June, 2013



Subject: Guidelines in respect of Students with Disabilities for the conduct of FYUP.

Dear Sir/ Madam,

While thanking you for extending your valuable support to our students with disabilities, we request you to kindly ensure the following for our such students joining the Four Year Undergraduate Programme;

1. Making special arrangement for conducting parallel remedial classes in the foundation course on 'Building Mathematical Ability' to students with vision impairment.
2. Making special arrangement in the timetable to form groups of students including the visually impaired to ensure that the course on 'Building Mathematical Ability' is taught in the IInd semester.
3. Students with vision impairment and other disabilities who do not find it at all possible to study the two foundation courses on 'Building Mathematical Ability' and 'Science and Life' may also be offered alternative courses on 'Mathematical Awareness' and 'History of Science' the syllabus will follow soon.
4. As regards field work/project work, it is requested that the teachers should form the groups in the class such that the Visually Impaired students are included in the group with other students so that they develop a sense of belonging to the group and contribute to the task at hand to the best of their capability like other students in the group. Teachers and student should be sensitised to this effect.

5. The teachers should be requested to describe verbally the black board work for the benefit of students with disabilities. They should also encourage the fellow students to describe to the Visually Impaired students the contents of the Power Point presentation being made in the class.
6. To hold a special orientation programme for students with disabilities to familiarize themselves along with the facilities and in identifying the support and training for them.

Please note that these guidelines have been duly approved in the Academic Council Meeting held on 27th May, 2013 vide its Resolution no. 23. We request you to extend your fullest cooperation in ensuring the above guidelines for the benefit of students with disabilities.

Your cooperation in this regard will go a long way in providing equal opportunity to such students.

With regards,

B. K. Singh

OSD

विशेष कार्याधिकारी (ओ.एस.डी.)
Officer on Special Duty
समान अवसर प्रकोष्ठ / Equal Opportunity Cell
दिल्ली विश्वविद्यालय
University of Delhi
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J. Usha Rao

Coordinator
Prof. J. Usha Rao
Coordinator
Equal Opportunity Cell
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Delhi-110007



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UNIVERSITY OF DELHI,
MAIN CAMPUS,
DELHI - 110007.

CB-II/Misc./PwD/2012/49/125

27.02.2014

The Principal,
Moti Lal Nehru College,
Benito Juarez Road,
New Delhi - 110021.

Sub: Appointment of Nodal Officer for implementation of reservation policy for PwD - Supreme Court directions.

Dear Sir/Madam,

I am directed to enclose herewith a copy of Notification No. Estab (T)/NT/2014 dated 13.02.2014 issued by the Registrar, University of Delhi on the above noted subject for necessary compliance.

Officer
Yours faithfully,

Assistant Registrar (Colleges)

AO/SO (Adm.) for ma
Encl: As above.
Dr Yogesh Gupta may be contacted so as to take his consent for appointment as Nodal Officer and thereafter ma may be taken
for 15-3-14

So, M. P. sent to Dr. Yogesh Gupta

दिल्ली विश्वविद्यालय
UNIVERSITY OF DELHI



Ref.No.Estab.(T)/NT/2014
Dated: 13rd February, 2014

NOTIFICATION

The Vice-Chancellor hereby appoints Dr. Anil Aneja, OSD, Equal Opportunity Cell as Nodal Officer for the University for the purpose of finalizing modalities for implementing direction of Ministry of Human Resource Development letter no. F.11-10/2013-SC/ST dated 30th January, 2014 on the subject "Reservation Policy for Persons with Disabilities- Supreme Court Directions".

2. All the College shall also appoint Nodal Officer for implementing aforesaid order of MHRD in respect of their College.

Alta Sharma

REGISTRAR

F. No. 11-10/2013-SC/ST
Government of India
Ministry of Human Resource Development
Department of Higher Education

Shastri Bhawan, New Delhi.
Dated the 30th January, 2014

To,
The Vice-Chancellor,
University of Delhi,
Delhi - 110 007.

Subject:-Reservation Policy for Persons with Disabilities - Supreme Court Directions.

Sir,

Please refer to this Department's letter of even no. dated 31.10.2013 requesting initiations of necessary action on the judgment of Hon'ble Supreme Court dated 8/10/2013, in Civil Appeal No. 9096/2013 (arising out of SLP (Civil) No. 7541 of 2009 in the case of Union of India & Anr. Vs. National Federation of Blind & Ors vide which certain directions to ensure proper implementation of the reservation policy for the disabled and to project their rights were given to the "appropriate government. A copy of the judgment has already been uploaded on the ministry's website.

The DOPT has now issued an OM No. 36012/24/2009-Est. Res.) dated 3.12.2013, for strict implementation of reservation for person with disabilities in the light of above said judgment of Hon'ble Supreme Court.

[The Hon'ble Supreme Court in its judgment dated 8.10.2013, inter alia, held:-

"Thus, after thoughtful consideration, we are of the view that the Computation of reservation for persons with disabilities has to be computed in case of Group A, B, C, and D posts in an identical manners viz., 'Computing 3% reservation on total number of vacancies in the cadre strength' which is the intention of the legislature".]

You are, therefore, requested to initiate necessary action for compliance of our earlier directions as well as this recent OM of DOPT.

This issues with the approval of Economic Advisor (Higher Education).

(Anil Gairola)

Under Secretary to the Government of India
Ph. No. 23386030

2

IMMEDIATE/COURT MATTER

No.36012/24/2009-Estt(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi.
Dated the 3rd December 2013

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.

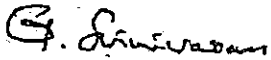
The undersigned is directed to refer to this Department's OM No.36035/3/2004-Estt.(Res) dated 29.12.2005, a copy of which is enclosed for ready reference, through which this Department had issued consolidated instructions regarding reservation for persons with disabilities. The instructions were in consonance with the provisions of the Persons with Disabilities (Equal Opportunity, Protection of Rights and Full Participation) Act, 1995.

2. Para 13 of the Office Memorandum of 29.12.2005 provides that reservation for persons with disabilities in case of direct recruitment as well as promotion for Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in Group C and Group D posts as the case may be in the establishment although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. Para 14 of the said O.M. provides that Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

3. The Hon'ble Supreme Court in its judgement dated 8.10.2013 in the matter of Civil Appeal No.9096 of 2013 (arising out of SLP (Civil) No.7541 of 2009) titled Union of India & Anr. Vs. National Federation of Blind & Ors. has, inter-alia, held :

"Thus, after thoughtful consideration, we are of the view that the computation of reservation for persons with disabilities has to be computed in case of Group A, B, C and D posts in an identical manner viz., "computing 3% reservation on total number of vacancies in the cadre strength" which is the intention of the legislature."

proper strict implementation of reservation for person with disabilities, be departmentally proceeded against for the default.



(G. Srinivasan)

Deputy Secretary to the Government of India
Tel.No.23093074

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 Chief Commissioner of Disabilities, Sarojini House, 6 Bhagwan Das Road, New Delhi-110001;
- (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 the attached/subordinate offices of this Ministry.
- (x) Information and Facilitation Centre, North Block, New Delhi - 25 copies.

Copy to Chief Secretaries of all States/Union Territories - for information

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

4. **IDENTIFICATION OF JOBS / POSTS:** The Ministry of Social Justice and Empowerment have identified the jobs / posts suitable to be held by persons with disabilities and the physical requirement for all such jobs / posts vide their notification no. 16-25/99.N.I.I dated 31.5.2001. The jobs / posts given in Annexure II of the said notification as amended from time to time shall be used to give effect to 3 per cent reservation to the persons with disabilities. It may, however, be noted that:

- (a) The nomenclature used for any job / post shall mean and include nomenclature used for other comparable jobs / posts having identical functions.
- (b) The list of jobs / posts notified by the Ministry of Social Justice & Empowerment is not exhaustive. The concerned Ministries / Departments shall have the discretion to identify jobs / posts in addition to the jobs / posts already identified by the Ministry of Social Justice & Empowerment. However, no Ministry / Department / Establishment shall exclude any identified job / post from the purview of reservation at its own discretion.
- (c) If a job/ post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay-scale or otherwise, the job/ post shall remain identified.

5. **RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES:** If a post is identified suitable only for one category of disability, reservation in that post shall be given to persons with that disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from the disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible, get equal representation.

6. **APPOINTMENT AGAINST UNRESERVED VACANCIES:** In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

7. **ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT :** Persons with disabilities selected on their own merit without relaxed

persons would be eligible for reservation in services / posts who suffer from not less than 40 per cent of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in Annexure I.

10. COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE :-

The competent authority to issue Disability Certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / State Government may constitute Medical Board(s) consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be.

11. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical Board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

12. At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

13. COMPUTATION OF RESERVATION: Reservation for persons with disabilities in case of Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in all Group C or Group D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for the persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Similarly, all vacancies in promotion quota shall be taken into account while computing reservation in promotion in Group 'C' and Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 per cent.

(f) After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

(g) If the number of vacancies in a year is such as to cover only one block or two, discretion as to which category of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

(h) A separate roster shall be maintained for group C posts filled by promotion and procedure as explained above shall be followed for giving reservation to persons with disabilities. Likewise two separate rosters shall be maintained for Group D posts, one for the posts filled by direct recruitment and another for posts filled by promotion.

(i) Reservation in group A and group B posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group A posts and Group B posts in the establishment shall be maintained. In the rosters maintained for Group A and Group B posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

16. INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:

(a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.

(b) If any vacancy reserved for any category of disability cannot be filled due to non-availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

(c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the

as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with disabilities and out of two persons with disabilities appointed, one belongs to a Scheduled Caste and the other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

20. Since the persons with disabilities have to be placed in the appropriate category viz. SC/ST/OBC/ General in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/ST/OBC or General category.

21. **RELAXATION IN AGE LIMIT :**

- (i) Upper age limit for persons with disabilities shall be relaxable (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group 'D' posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts where recruitment is made otherwise than through open competitive examination; and (c) by 10 years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group A and Group B posts through open competitive examination.
- (ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

22. **RELAXATION OF STANDARD OF SUITABILITY:** If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for persons with disabilities cannot be filled on the basis of general standards, candidates belonging to this category may be taken by relaxing the standards to make up

- (iv) not, the categories of disabilities viz blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable alongwith functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.
- (v) It shall also be indicated that persons suffering from not less than 40% of the relevant disability shall alone be eligible for the benefit of reservation.

26. **CERTIFICATE BY REQUISITIONING AUTHORITY :** In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the UPSC, SSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

"It is certified that the requirements of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no. of cycle no. of 100 point reservation roster out of which number of vacancies are reserved for persons with disabilities."

27. **ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH DISABILITIES :**

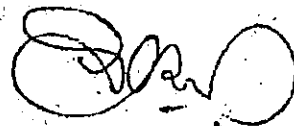
(i) Soon after the first of January of every year, each appointing authority shall send to its administrative Ministry/Department:-

(a) PWD Report-I in the prescribed proforma (Annexure III) showing the total number of employees, total number of employees in the posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy as on the 1st January of the year, and

(b) PWD Report-II in the prescribed proforma (Annexure IV) showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year.

(ii) The administrative Ministry/Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-I and PWD Report- II in prescribed proformae in respect of the Ministry/Department including information in respect of all attached and

29. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

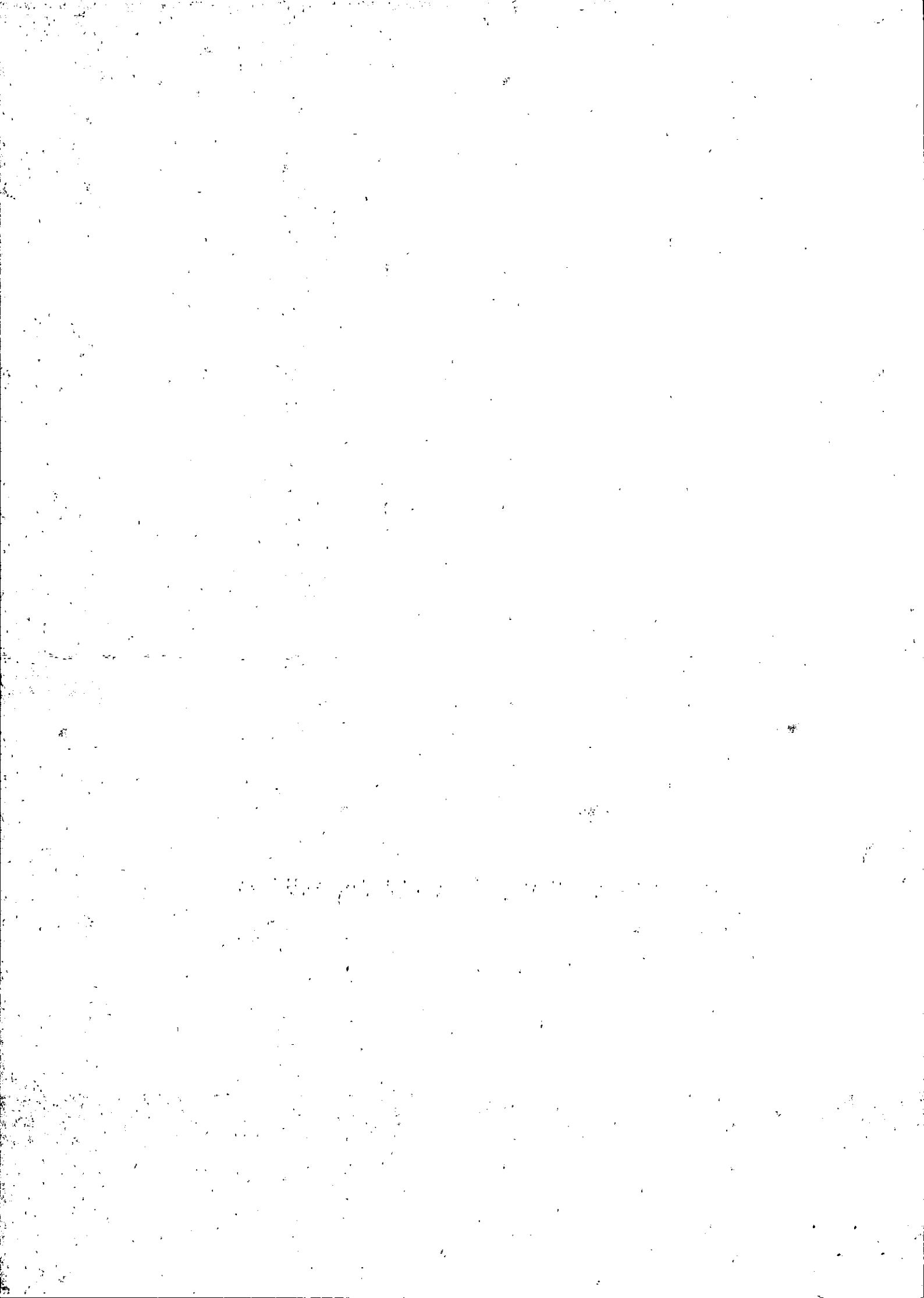


(K.G. Verma)

Deputy Secretary to the Govt. of India

To

- (i) All Ministries/Departments of the Govt. of India.
- (ii) Department of Economic Affairs (Banking Division), New Delhi
- (iii) Department of Economic Affairs (Insurance Division), New Delhi
- (iv) Department of Public Enterprises, New Delhi
- (v) Railway Board.
- (vi) Public Service Commission/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.
- (vii) Staff Selection Commission, CGO Complex, Lodi Road, New Delhi
- (viii) Office of the Chief Commissioner for Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi - 110 001
- (ix) Office of the Comptroller & Auditor General of India, 10, Bahadur Shah - Zafar Marg, New Delhi.
- (x) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
- (xi) Information and Facilitation Centre, DOPT, North Block, New Delhi.
- (xii) 200 spare copies for Estt(Res)Desk.





C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

- (i) F-can perform work by manipulating with fingers. Yes/No
- (ii) PP-can perform work by pulling and pushing. Yes/No
- (iii) L-can perform work by lifting. Yes/No
- (iv) KC-can perform work by kneeling and crouching. Yes/No
- (v) B-can perform work by bending. Yes/No
- (vi) S-can perform work by sitting. Yes/No
- (vii) ST-can perform work by standing. Yes/No
- (viii) W-can perform work by walking. Yes/No
- (ix) SE-can perform work by seeing. Yes/No
- (x) H-can perform work by hearing/speaking. Yes/No
- (xi) RW-can perform work by reading and writing. Yes/No

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson,
Medical Board

Countersigned by the
Medical Superintendent / CMO/Head of
Hospital (with seal).

*Strike out which is not applicable.