



ICAR- CENTRAL RESEARCH INSTITUTE FOR DRYLAND AGRICULTURE  
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# ICAR-CRIDA Equal Opportunity Policy

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# ICAR-CRIDA Equal Opportunity Policy

## 1.0. Title and Commencement

In accordance with 'The Rights of Persons with Disabilities Act, 2016' issued vide Gazette Notification dated 28th December, 2016 and "Rights of Persons with Disabilities Rules, 2017' issued vide Gazette notification dated 15<sup>th</sup> June, 2017, this policy, called the 'ICAR-CRIDA Equal Opportunity Policy' shall come into force with immediate effect.

## 2.0. Overview of the Policy

ICAR-CRIDA recognizes the value of a diverse workforce and 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 Persons with Disabilities Act, 2016 (RPWD Act 2016)", hereinafter referred to as the Act and "The Rights of People with Disabilities Rules, 2017", hereinafter referred as the Rules.

## 3.0. Scope and Applicability

The Policy covers all persons with disabilities, including current employees/stakeholders, potential employees/stakeholders and pensioners. This policy applies to both regular and contractual staff of ICAR-CRIDA, including trainees, SRFs, JRFs, RAs, Young Professionals and all manpower engaged by ICAR-CRIDA on contract basis/ fixed term basis. It also covers those employees who acquire disability during their work tenure. This policy also applies to all aspects of employment, be it recruitment, training, working conditions, compensation, transfers, employee benefits and other service related matters.

## 4.0. Facilities and Amenities

### a) Physical Infrastructure

ICAR-CRIDA aims to ensure that its physical infrastructure (buildings, furniture, facilities and services in the building/ campus and transportation) adheres to the accessibility standards as prescribed by the Government of India. Wherever possible, any new facility that is built or renovated or leased or rented will be evaluated for compliance with accessibility standards as per requirement. Any employee facing accessibility issues may write to the Institute's Liaison Officer.

### b) Digital Infrastructure

ICAR-CRIDA continuously endeavours that the Institute's documents, communication and information technology systems adhere to the accessibility

standards as per requirement. Any employee facing accessibility challenges can reach out to the Liaison Officer.

#### 5.0. List of positions identified

ICAR-CRIDA shall

- (a) Identify posts in the establishments which can be held by respective category of persons with benchmark disabilities in respect of the vacancies reserved in accordance with the provisions of Section 34 of RPWD Act;
- (b) Constitute an expert committee with representation of persons with benchmark disabilities for identification of such posts; and
- (c) Undertake periodic review of the identified posts at an interval not exceeding three years.

In accordance with the provisions of Section 34 of RPWD Act, the establishment shall appoint not less than four per cent of the total number of vacancies in the cadre strength in each group of posts meant to be filled with persons with benchmark disabilities of which one per cent each shall be reserved for persons with benchmark disabilities namely (a) blindness (b) deaf and hard of hearing (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; and one per cent for persons with benchmark disabilities namely (d) autism, intellectual disability, specific learning disability and mental illness; and (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disability.

#### 6.0. Manner and process of selection

As per the guidelines issued by Govt. of India from time to time.

#### 7.0. Post Recruitment & Pre- promotion Training

Induction training programme for the persons with disabilities will be imparted together with the other employees as and when conducted. Job specific post-recruitment as well as pre-promotion training programmes whenever conducted will be organized in an inclusive manner by ICAR-CRIDA.

Wherever possible, training contents will be finalized in consultation with the ICAR. Training programmes will also be conducted at the time of change in job, introduction of new technology, etc. The venue of the training may be fixed as considered suitable for conducting such training for people with disabilities.

#### 8.0. Career growth

ICAR-CRIDA will not deny promotion to any employee merely on the ground of disability. If an employee acquires a disability during his/ her service, he/ she will not be dispensed with or reduced in rank/ grade. If such employee after acquiring disability is not suitable for the post he/ she was holding, will be shifted to some other post with the same pay scale and service benefits upon approval of competent authority. If it is not possible to adjust the employee against any other post, he/ she will be kept on a supernumerary post until a suitable post is available or he/ she attains the age of superannuation, whichever is earlier.

## 9.0. Transfer & Posting

Unless in sensitive posts and warranted by Vigilance to be transferred, the persons with disabilities will be exempted from the rotational transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in plate of posting at the time of transfer/promotion will be given to the persons with disability subject to the administrative constraints.

## 10.0. Provision for Leave

Leave provisions for employees with disabilities in ICAR-CRIDA will be as per CCS(Leave) Rules,1972 and DoPT guidelines issued in this regard from time to time.

## 11.0. Preference in allotment of residential accommodation

To the extent possible, ICAR-CRIDA will give preference to the persons with disabilities for providing them accessible accommodation along with disable friendly toilets/ bathrooms preferably at ground floor near their place of posting.

## 12.0. Providing Aids/ Assistive devices

As far as feasible, ICAR-CRIDA will assist the persons with disabilities by providing them assistive devices (including low vision aids, hearing aids with battery),special furniture, wheel chairs (motorized if required by the employee), computer and other hardware, etc. for use in connection with the work assigned and use in Office premises in accordance with their requirements, which would improve their efficiency. ICAR-CRIDA will try to provide such devices in consultation with various National Institutes working in the sphere of disability.

## 13.0. Accessibility and barrier free environment at Work place

ICAR-CRIDA will take steps to provide barrier free and accessible work stations to disabled employees, access from main building entrance to their concerned departments and access to common utility areas such as Toilets, canteens etc. in addition to providing disable friendly toilets. Lifts/ elevators/ramps will be made accessible by providing Braille signage and audio outputs. Wherever required, suitable colour contrast will also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

## 14.0. Liaison Officer

The Liaison Officer appointed by ICAR-CRIDA to look after reservation matters for SCs, STs will also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Institute will make arrangements for training the Liaison Officer on "Disability Equality and Etiquettes" in consultation with the Office of the Chief Commissioner for Persons with Disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for the persons with disabilities, reservation matters relating to the recruitment of persons with disabilities and also maintains records and submit returns as per the Act read with the Rules.

#### 15.0. Grievance Redressal Officer

ICAR-CRIDA will appoint a senior Officer as a Grievance Redressal Officer for looking after the grievances of people with disabilities. The appointment of the Grievance Redressal Officer will have to be communicated to the Chief Commissioner for Persons with Disabilities as per the provisions of the Act. Any person aggrieved has 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 Institute facility will be regarded as a grievance. The Grievance Redressal Officer so appointed would receive and try to redress the grievances of persons with disabilities within a reasonable time frame. However, every complaint will have to be enquired within two weeks of its registration. The Grievance Redressal Officer will maintain a register of complaints in the manner as prescribed under the Rules.

#### 16.0. Responsibility

- a. Every employee of ICAR-CRIDA is responsible for giving effect to this Policy.
- b. In association with Liaison Officer, ICAR-CRIDA will have the functional responsibility of assuring compliance with this Policy, developing action plans, coordinating and monitoring with all relevant programmes, in reporting findings and progress of the implementation of the Policy, etc.
- c. Any employee who violates this Policy, or in any manner discriminates with any person with disability or renders any harassment to such person will be considered as a misconduct and shall be dealt as per the CCS(Conduct) Rules/ Standing Orders of ICAR-CRIDA, as the case may be.

#### 17.0. Interpretation

The power to interpret the Policy is reserved with the Director, ICAR-CRIDA and his interpretation will be final.

#### 18.0. Savings

Director, ICAR-CRIDA reserves the right to relax, alter, amend or withdraw partly or fully any of the provisions of this policy as and when needed'

  
05/10/19  
Chief Administrative Officer

