



HP HOUSING & URBAN DEVELOPMENT AUTHORITY  
NIGAM-VIHAR, SHIMLA-171002

No.HIMUDA:5-110/2019-Admn.Vol.X 22476-02

Dated: 8-3-2022

**NOTIFICATION**

In exercise of the powers conferred upon me under Section 21 of the Rights of Persons with Disabilities Act, 2016, the Equal Opportunity Policy for Persons with Disabilities Employees in respect of H.P. Housing & Urban Development is hereby notified as per **Annexure-A** with immediate effect.

CEO-cum-Secretary,  
HIMUDA, Shimla-2.

Endst. No. As above

Dated:

***Copy forwarded to the following for information and necessary action:***

- 1 The State Commissioner for Persons with Disabilities Government of Himachal Pradesh with the request to register the policy of this office as required under section 21 (2) of Right of Persons with Disabilities Act, 2016, please.
- 2 The Secretary (Housing) to the Government of Himachal Pradesh, Shimla-2.
- 3 The Director, Empowerment of SCs, OBCs, Minorities and the Special Aabled, H.P., Shimla-9.
- 4 The Chief Engineer, HIMUDA, Shimla-2.
- 5 The Senior Architect, HIMUDA, Shimla-2.
- 6 The Superintending Engineers (South) Shimla/ (North) D/Shala HIMUDA.
- 7 The Chief Accounts Officer, HIMUDA, Shimla-2.
- 8 The Tehsildar, HIMUDA, Shimla-2.
- 9 The Law Officer, HIMUDA, Shimla-2.
- 10 All Executive Engineers (Civil)/(Electrical) HIMUDA.
- 11 All Assistant Engineers (Civil)/(Electrical), HIMUDA.
- 12 All Superintendents Grade-I & II [Head Office].
- 13 ✓ Assistant Programmer, HIMUDA with the direction to upload this order alongwith Equal Opportunity Policy on the official website of the HIMUDA.

CEO-cum-Secretary,  
HIMUDA, Shimla-2.

**Equal Opportunity in respect of employees of Authority of H.P. Housing & Urban Development Authority, Himachal Pradesh.**

**Background:**

The Government of India has enacted Rights of Persons with Benchmark Disabilities (RPwD) Act, 2016. The Section 21(I) state that every establishment shall notify Equal Opportunity Policy and also section 21(I) 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 Head Office as well as at Divisional and Sub Divisions level offices.

The objectives of this policy is to ensure that all the Persons with Benchmark Disability Employees of this Authority 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 Authority. This Policy is consonantly applied throughout the period of employment of the employee right from his recruitment till his/her employment in the Authority.

### **Policy**

It is the policy of Directorate for the Empowerment of SCs, OBCs, Minorities & the Specially Abled, 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 Directorate Empowerment of SCs, OBCs, Minorities & the Specially Abled, 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 Head Office, HIMUDA to ensure that the work environment is free from any discrimination against the Persons with Benchmark Disabilities. Further, the Head Office, HIMUDA 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 Head Office, HIMUDA strives towards establishing systems and process 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 duty in the establishment.
3. That a Grievance Redressal Mechanism for addressing the matters related to the employment of persons with benchmark disabilities is available. Executive Director (HIMUDA) is the Grievance Redressal Officer with will look after all the grievances of the PwDs in the Head Office, HIMUDA and the same is accountable to CEO-cum-Secretary, HIMUDA.
4. That the various sections in the Head Office, HIMUDA and in the respective offices at Districts 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 Authority for the HIMUDA H.P. Shimla-2, shall identify the posts reserved for Persons with Benchmark Disabilities as per section 34 (I) of the RPwD Act, 2016 that provides of 4% reservation to the Persons with Benchmark Disabilities. The information regarding identified post and vacancies would be notified and uploaded on the website of this Head Office, HIMUDA. The identified posts shall be filled up the Authority, HIMUDA 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 Head Office, HIMUDA adopts the selection policy of the State Government regarding filling up of posts reserved for the Persons with Disabilities.

### **Leave**

The Specially Abled employees of this Authority of HIMUDA will be governed by the rules of leave specified by the State Government from time to time.

### **Liaison Officer**

The Administration (Establishment) of the Head Office, HIMUDA will ensure a Liaison officer is designated at Head Office, HIMUDA 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 Head Office, HIMUDA directly. Superintendent Grade-I 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 Authority, HIMUDA.

### **Responsibility**

- Authority, HIMUDA is responsible for utilization of up to date information regarding applicable laws and rules for Persons with Disabilities.
- Executive Engineers at District level are responsible for giving effect to this policy at district level.
- Assistant Engineers at Tehsil level are responsible for giving effect this policy at Tehsil level.

- Any employee who violates this policy shall be dealt in accordance with applicable rules and laws.

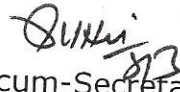
### **Communication of Policy**

This policy will be available to all employees via the HIMUDA website.

### **Maintenance or 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 provision of laws.

This policy shall be displayed on the HIMUDA website or at conspicuous places.

  
CEO-cum-Secretary,  
HIMUDA, Shimla-2.  
