



**GOVERNMENT OF NCT OF DELHI  
PUBLIC WORKS DEPARTMENT  
5<sup>TH</sup> LEVEL "B" WING  
DELHI SECRETARIAT: NEW DELHI**

प्रमुख अभियंता  
आवृत्ति सं. 14183  
दिनांक 03.12.18

प्रमुख अभियंता  
निदेशक (कार्य एवं स्था.)  
निदेशक (अनुपालन)  
एच.एस.एम. अधिकारी  
उपनिदेशक (कार्य/प्र./अनु./न.सू.वि.)

Dated: 30/11/18

No.F.10(6)/PWD-I/Misc./2016/Vol-IV/ 15492

To,  
The Engineer-in-Chief,  
Public Works Department  
Govt. of NCT of Delhi  
MSO Building, IP Estate  
New Delhi-110002

**Sub: Forwarding of various letters/orders/Circulars/endorsements etc..**

Sir,

Please find enclosed herewith the copy of the following letters/circular/orders/endorsements etc. with necessary action as mentioned against them.

Sl.No.	PUC No. and Subject	Remarks
1.	Letter No. ACC(DL&UK)/Regional Committee (37)/2012/Vol.II/922 dated 25.10.2018 received from Employees provident fund organization regarding Implementation of the social security benefits to the outsourced employees working under the Govt. of NCT of Delhi and Local bodies/PSUs /Autonomous bodies/Boards/Corporations of NCT of Delhi.	For compliance under intimation to this office
2.	Ref. No. KU/115/4/76 dated 17.10.2018 of All India CPWD Karamchhari Union (Regd.) received through Minister, PWD regarding terminating Sh. Mohan Prakash, MLD from their works.	With the request to examine the case and submit the report.
3.	Letter No. F. 20/33/2018/AR/20931-21010 dated 19.11.2018 of Dy. Director (AR) regarding Prime Ministers's Awards for Excellence in Public Administratin, 2019	For information and appropriate action under intimation to this office
4.	Letter No. 82/1179/AD-III/DSW/2018/29162-29224 dated 16.11.2018 of Dy. Director (Disability), Deptt. of Social Welfare, GNCTD regarding Implementation of Section 21 and Section 23 of the Rights of Persons with Disabilities Act, 2016 mentioned in detail in Rule 8, 9, & 10 under Chapter-IV (employment) of the Rights of Persons with Disabilities Rules, 2017	For information and appropriate action
5.	Complaint dated 14.09.2018 of Driver & Computer Operator regarding discrepancies in the disbursement of the salary between the contractual employees.	For examine the matter and submit the ATR.

Encl: As above.

Yours Sincerely

कार्य प्रमुख अभियंता  
जो ई-मेल/पी/सुकर/एच/7744 दि 20/12/18  
उपनिदेशक द्वारा एवं आवश्यक कार्यवाही हेतु प्रेषित  
① लो.नि.वि. की वेब-साइट ।

(L.R. MEENA)  
Deputy Secretary (PWD/ADMN)

सहायक प्रशासनिक अधिकारी  
कार्यालय प्रमुख अभियंता  
लो० नि० वि०, दिल्ली सरकार  
मि० तल, पुलिस मुख्यालय,  
नई दिल्ली-110002

अपर केन्द्रीय भविष्य निधि आयुक्त का कार्यालय (दिल्ली एवं उत्तराखण्ड)  
कर्मचारी भविष्य निधि संगठन-श्रम एवं रोजगार मंत्रालय भारत सरकार



**EMPLOYEES' PROVIDENT FUND ORGANISATION**  
MINISTRY OF LABOUR & EMPLOYMENT, GOVERNMENT OF INDIA

भविष्य निधि भवन/ BHAVISHYANIDHI BHAWAN

सामुदायिक भवन वजीरपुर इंडस्ट्रियल एरिया दिल्ली -110052

दूरभाष/Phone: 011-27376784 फ़ैक्स/Fax: 011-27376174

ईमेल: / E-mail: [acc.dlut@epfindia.gov.in](mailto:acc.dlut@epfindia.gov.in)

No. ACC(DL&UK)/Regional Committee(37)/2012/Vol.II/922

Dated: 25.10.2018

To

Sh. S.K. Srivastava, Principal Secretary  
Department Of Public Works,  
5th Level, B-Wing, Delhi Secretariat,  
I.P. Estate, New Delhi-110002.

PWD/2018/30345  
12/11/18

**Sub:** Implementation of the social security benefits to the outsourced employees working under the Govt. of NCT of Delhi and Local bodies/PSUs/Autonomous Bodies/Boards/Corporations of NCT of Delhi -reg.

Sir,

Various Delhi Government Departments, PSUs, State Co-operatives and other Autonomous bodies working in the NCT of Delhi employs a large number of staff on outsourced basis. However all such employees are yet to be extended social security benefits under the Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Schemes framed thereunder despite Govt. of NCT direction vide letter no. 3/03/2013/Misc./AR/3455-3614 dated 17.04.2015. (Copy enclosed).

2. It is therefore, once again requested to issue necessary direction to all your subordinate DDOs and all bodies such as Local bodies/PSUs/Autonomous Bodies/Boards/Corporations of NCT of Delhi to ensure the compliance with the provisions of Employees' Provident Fund & Miscellaneous Provisions Act, 1952 and the Scheme framed thereunder in accordance with the letter (Supra) to provide Provident Fund, pension and insurance benefits upto 6 Lacs to your own employees deployed through contractors.

Encl: a/a.

Yours faithfully,

(K.L.Taneja)

Additional Central P.F. Commissioner (HQ)  
(Delhi & Uttarakhand)

SO (Admin.)  
R  
20/11/18

MS. Anny  
20/11/18

SS (P.W.D.)  
Eric

16/11

20/11



10-9-18

सेवा में

श्रीमान सतेन्द्र जैन मंत्री जी  
दिल्ली सचिवालय लो.नि.वि.  
ए विंग. सांतवा तल, आई.पी.स्टेट  
नई दिल्ली 110002



FWD SECRETARIAT  
Office of the Minister of Health,  
Home, Power, PWD, Industries &  
U.G. (GNCTD)  
By No. Mim4/2018/10324  
Dated: 17/09/2018.

*Handwritten signature*  
17/9  
SS(PWD)

विशय: कान्ट्रेक्ट (Contract) कर्मचारी के वेतन में भेदभाव के संबंध में  
महोदय,

निवेदन यह है कि लो.नि.वि. दिल्ली सरकार के अधीन अंचल उत्तर एम 3 में दिल्ली सरकार के आदेशानुसार अभी तक कान्ट्रेक्ट कर्मचारी के वेतन Seniority (वेरिष्ठता) के अनुसार नहीं दिया जा रहा है व वेतन के साथ भत्ते भी नहीं मिल रहा है, धार हजार से दस हजार तक इस जोन में कम दिया जाता है।

जबकि और सभी अंचलो में Seniority व भत्ते के सुविधा मिल रहा है।

अतः प्रमुख अभियन्ता व मुख्य अभियंता उत्तर, से निवेदन है कि अंचल उत्तर एम 3 में Seniority (वेरिष्ठता) व भत्ते के अनुसार वेतन दिलाने की कृपा करे और कौन एजेंसी या ठेकेदार यह सुविधा नहीं देता है उसे शक्ति से लागू कराया जाय।

धन्यवाद

(सोनी कम्पनी की तरफ)

*Handwritten signature*

भवदीय

ड्राईवर व कम्प्यूटर आपरेटर

लो. नि.वि. दिल्ली सचिवालय

आई.पी.स्टेट, नई दिल्ली -110002

Forwarded for further necessary action please.

TSO to Minister

Addl. Chief Secretary/Ch. Secretary PWD/  
Home/Health/Power/Industries/IFC

10 TSO (लो. नि. वि.)

*Handwritten signature*  
17-9-18  
SS(PWD)

*Handwritten signature*  
25/9  
D S(A)

*Handwritten signature*  
24-9-18  
So (Admin)  
Ms. Anny/18

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI  
ADMINISTRATIVE REFORMS DEPARTMENT  
7TH FLOOR, C-WING, DELHI SECRETARIAT,  
PHESTATE, NEW DELHI-110002  
email: srupdsta@nic.in Fax: 23392621

Dated: 17/04/15

No.3/03/2013/Misc./AR/2455-3614

To All Pr. Secretaries/Secretaries/HODs,  
GNCT of Delhi,  
Delhi / New Delhi

District & Session Judges,  
Tis Hazari, Karkardooma, Rohini,  
Dwarka, Saket, Patiala House Courts,  
Delhi / New Delhi

All MDs./Chairman of Local /Autonomous  
Bodies /Undertakings/Corporations,  
GNCT of Delhi,  
Delhi / New Delhi

The Commissioners, Municipal  
Corporation of Delhi,  
East, North, South Districts,  
Delhi / New Delhi

The Commissioner of Police,  
Delhi Police,  
Delhi/New Delhi

The Chairman/ CEO  
NDMC/DJB,  
Delhi / New Delhi

Sub: Ensuring welfare and justice to the poorest of the poor i.e. your own workers  
drawing less than Rs. 15000/-

Sir/Madam,

With reference to the subject cited above it is to bring you kind notice that it has been observed by EPF Organization that the contractors, who are providing human resources / outsource services to Govt. Offices/Organizations under GNCT of Delhi, claim provident fund on full salary/wages of employees from the Principal employer but do not deposit the same with the EPFO, thus cheat both the Principal employers as well as such employees which is a clear case of FIR u/s 418 of IPC. Under Para 29(3) of EPF Scheme, 1952 contribution for PF, Pension & Insurance benefits is payable on actual wages drawn. Subterfuge of law by showing monthly wages more than Rs. 15,000/- and actually paying lesser wages is not permissible.

In this era of contractualisation /actualization/outsourcing of various jobs, many poor employees actually drawing less than ₹ 15,000/- are being deprived from PF, Pension and Insurance benefits by contractors. Principal Employers may/ may be not involved in this major area of evasion and grievances but it does not absolve them from their statutory obligations under the law.

It is therefore, requested that all the employers/ offices under GNCT of Delhi taking such type of services or itself indulge in outsourcing of staff must ensure execution of legal provisions in true spirit by complying the following directions:

- (i) Being Principal Employer you should ensure PF payments in respect of all the contractual employees, employed through contractors. In case the Principal employer is not covered under the EPF & MP Act, 1952, the dues can be deposited by the Principal Employer himself in PF Code No. allotted to such contractor after getting copy of separate Electronic Challan cum Return, i.e. ECR and e-Challan from the contractor. ECR is employee wise monthly return showing PF wages & contributions etc.
- (ii) Thus if it is not possible for Principal Employer to deposit PF dues in own code number/code number of Contractor then following actions be taken to ensure benefits to workers deployed through contractors.

Dis/so/  
27/4/15

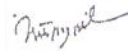
Handwritten signatures and stamps at the bottom of the page, including a stamp that says "Pl Put up as file" and a date "17/4/15".



- (iii) Principal employers should obtain copies of salary/wages registers signed by employees indicating PF Account numbers along with soft copy of ECR and ask contractors to deposit separate e-challans in respect of employees employed through contractor. Depositing one challan for labour supplied at various establishments keeps principal employers in dark and gives opportunity to contractors to cheat principal employers and employees both. Many contractors show copy of one consolidated challan to several principal employers without linking it up with ECR.
- (iv) Many principal employers don't ask for copy of salary/wage register and ECR before releasing payments to contractors. Later on contractors fled away/vanish. Thus they don't ensure deposit of PF dues regarding employees employed through contractors. Negligence of principal employer doesn't absolve them from aforesaid statutory liability.
- (v) To avoid cheating through fake challans Principal Employers should also verify veracity of challans submitted by employers from the website of the EPFO with reference of TRRN No. and list of employees in whose accounts deposits have been received by EPFO.
- (vi) To cross check further, they should check e-passbooks generated by a few contractors/employees from EPFOs website to ensure deposit of full PF dues in the accounts of employees employed through contractors.
- (vii) In respect of the employees deployed in the uncovered establishments as well as their own office employees, contractors should report compliance in their own P.F. code number.
- (viii) It is made clear that making payment to contractors contrary to legal provisions will not tantamount to valid discharge of statutory obligations and principal employer will be liable for actions specified in the Act. It is not acceptable if simply some copies of challans of contractors by the principal employer are produced without specifically linking the same with copy of ECR showing employee wise P.F. dues regarding contractors employees working for him and ensuring compliance through credit of P.F. dues in their accounts.

All the Departments under GNCT of Delhi and Local Bodies/ Undertakings/ Autonomous Bodies/ Boards/ Corporations, Govt. of NCT of Delhi must ensure full compliance to these statutory obligations under the law and to avoid any legal action.

Yours faithfully



(AMITABH JOSHI)  
DEPUTY DIRECTOR (AR)  
PH.:23392726

11



# India C.P.W.D. Karamchari Union (Regd.)

Head Office: Baba Lal Ji Complex, Shop No. 4,  
Opp. Haryana Roadways Main Bus Stand, Gurugram - 12001 (Haryana)  
Branch Office: Plot No. 1, Aram Bagh (Near Udasin Mandir) Paharganj, New Delhi - 110055

Chief Patron  
Sh. Ajay Makhan  
President, Delhi Pradesh Congress Committee

Petron  
Sh. Jai Prakash Aggarwal  
Ex. M.P.

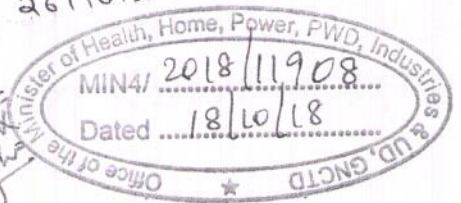
National President  
Sh. Hakam Chand

Ref. No. KU/115/A/26

18/10

Minu/2018/11908  
26/10/2018

Date: 17/10/2018



अधीक्षण अधिमन्ता  
(युनियन कन्व)

परिमण्डल, एम-22 लोकनिर्वाह  
दिल्ली सचिवालय नई दिल्ली

दिल्ली - 7 श्री मोहन प्रकाश माला को कार्य से हटाने के सम्बन्ध में।

Forwarded for further necessary action please.

SS (work)

OSD (PWD) to Minister

पिपु महोदय  
DS (A) 21/10/18  
उपरोक्त विषय के सम्बन्ध में आपके अगत कराना चाहता हूँ कि म-22 में तैनात माला, श्री मोहन प्रकाश को एक बुरी साजिश के तहत उनके कार्य से हटा दिया गया, जबकि पुलिस जांच में कर्मचारी को क्लीयरिटी दे दी गयी। इसके बाद भी कर्मचारी को उसका कार्य नहीं करने दिया जा रहा। यह कर्मचारी के अधिकारों का हनन है तथा आपके कार्यालय की तलाशाधी को दर्शाता है। इसके अलावा माननीय श्रम न्यायलय में कर्मचारी के नियमितकरण का मामला लम्बित चल रहा है, तथा माननीय न्यायलय से अपारिणती बनाने का आदेश पारित है उक्त आदेशों को नहीं मानता न्यायलय की अवहेलना है जो एक संवेदक मामला है, यह मामला आगे वाली तारीख में माननीय न्यायलय के सम्मुख उठाया जायेगा। इसके अलावा युनिन कन्व को पता चला है कि श्री अधिकारी, अधीक्षण अधिमन्ता जो आप है, आपके द्वारा सरकारी गाड़ी होने के बाद भी अपने निजी कार्य के लिये, पार्कट गाड़ी लगा रखी है।

इससे विभाग और दिल्ली सरकार को नुब  
पहुंचाया जा रहा है।

अब आप अपने इस पत्र के  
के 10 दिनों के अंदर कर्तव्यी मोरठ प्रकाश MLD  
को उसके कार्य पर नती खा तो आपको नोटिस  
देकर आपके घर से केरु कार्यलय तक घेराव और  
प्रदर्शन किया जायेगा इससे होने नुफसान की  
समस्त जिम्मेदारी केवल आपकी होगी।  
व्यवस्था

सितारिया -

① सतेन्द्र जैन, PWD मंत्री  
दिल्ली सरकार

Havel  
दुर्गा चंड  
राष्ट्रीय अघ

② EINC  
Prop, 12th Floor  
M.S.O. Building 11 Estate  
New Delhi

③ श्री जगमोहन सिंह  
अतिरिक्त अभियंता (सी.  
नगरपालिका बिल्डिंग, नई दिल्ली

④ पुलिस आयुक्त, दिल्ली पुलिस  
मुख्यालय (पुलिस) एम-एस.ओ.  
नई दिल्ली

⑤ राष्ट्रीय मानव अधिकार आयोग फलमार्ग  
नई दिल्ली

⑥ SC/ST सेचिव, लोक नायक गुरु  
नई दिल्ली

H.  
राष्ट्रीय अघ



No. K- 11011/01/2018-AR (Part. II) (5789)  
Government of India  
Ministry of Personnel, Public Grievances and Pension  
Department of Administrative Reforms & Public Grievances

Sardar Patel Bhawan, Sansad Marg,  
New Delhi-110001, dated 5<sup>th</sup> November, 2018

To,

The Chief Secretary/Administrator  
(All States/UTs)

**Subject:- Meeting with Chief Secretaries through Video Conferencing on Prime Minister's Awards for Excellence in Public Administration, 2019**

Sir/ Madam,

This is regarding "Prime Minister's Awards for Excellence in Public Administration" to be presented on Civil Services Day, 2019. As you are aware, the following four priority programmes have been identified for the awards this year :-

- (i) E-National Agricultural Market (E-NAM)
- (ii) National Rural Livelihood Mission (NRLM)
- (iii) SAUBHAGYA (Pradhan Mantri Sahaj Bijli Har Ghar Yojana), and
- (iv) Mission Indradhanush

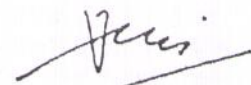
2. In addition, there is a category for 'Innovations'. It would have two awards, one in environmental conservation, disaster management, water conservation, energy, education, health, women and child-centric initiatives, etc. and the other for Aspirational districts for innovations falling under the Aspirational Districts Program (ADP). For these awards, in the first sub category Central/State Government organizations including districts are eligible to apply. For the Aspirational districts category, only Aspirational districts should apply. The period for consideration of the award is April, 2017 to December, 2018.

3. The Department has developed a portal for PM's Awards and link to the same is available on website of DARPG ([www.darpg.gov.in](http://www.darpg.gov.in)). The process of registration and choosing Priority Programmes is expected to be completed latest by 31<sup>st</sup> December, 2018. The designated portal will be open for online applications from 01.01.2019. The format of application will be made available on PM's Awards portal shortly for guidance of districts.

4. It is expected that the Scheme for PM's Awards is used as a platform to further improve the implementation of chosen priority programmes by the Districts through path-breaking innovations.

5. In the above context, Secretary AR&PG, Govt. of India would like to discuss the issues with you on **13.11.2018 (Tuesday) at 11.00 AM** through a Video Conference. You are requested to kindly make it convenient to attend the VC along with Principal Secretary (AR).

Yours faithfully,



(Vasudha Mishra)

Additional Secretary to the Govt. of India  
Tel : 011-23741004



ADMINISTRATIVE REFORMS DEPARTMENT,  
7<sup>TH</sup> LEVEL, C-WING, DELHI SECRETARIAT, I.P. ESTATE, NEW DELHI-110002.  
Email: arupdate@nic.in

No.F.20/33/2018/AR | 20931 - 21010

Dated: 19/11/18

PWD/2018/30997  
22/11/2018

To

1. All Pr. Secretaries/Secretaries/HODs, Govt. of NCT of Delhi.
2. All Heads of Local Bodies/Undertakings/Autonomous Bodies/Boards/ Corporations, Govt. of NCT of Delhi.
3. All District Magistrates, Govt. of NCT of Delhi.

Subject: Prime Minister's Awards for Excellence in Public Administration, 2019

Sir,

Please refer to DARPG letter No. K-11011/01/2018-AR (Part-II) (5789) dated 05.11.2018 on Prime Minister's Awards for Excellence in Public Administration, 2019 (copy enclosed) for perusal and taking necessary action.

The priority programmes (Districts are eligible to apply) which have been identified for the Prime Minister awards to be presented on Civil Services Day, 2018 are detailed below:

S.No.	Identified Priority Programmes
1	E-National Agricultural Market (E-NAM)
2	National Rural Livelihood Mission (NRLM)
3	SAUBHAGYA (Pradhan Mantri Sahaj Bijli Har Ghar Yojana)
4	Mission Indradhanush

Further, in addition, two awards for 'Innovations' category will be given. One in environmental conservation, disaster management, water conservation, energy, education, health, women and child-centric initiatives etc. and the other for aspirational districts for innovations falling under the Aspiration Districts Program (ADP). The period for consideration of the award is April, 2017 to December, 2018.

All the Districts and Departments of GNCTD/autonomous bodies/undertakings/boards are therefore requested to participate for the PM Awards in Priority Programmes and Innovation category respectively by registering on DARPG portal i.e. [www.darpg.gov.in](http://www.darpg.gov.in). The last date of registration and choosing Priority Programmes is 31.12.2018.

Copy of the proposals so submitted may be sent to the undersigned by 15.12.2018 positively.


Yours faithfully,

Encl: as above

  
(RAM AVTAR MEENA),  
DY. DIRECTOR (AR)  
Ph:011-23392420

Copy to:

1. The Secretary, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms and Public Grievances, Govt. of India, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001 for information.
2. OSD to Chief Secretary.

  
DY. DIRECTOR (AR)  
Ph:011-23392420

Urgent

PWD/2018/31034  
20/11/2018

Department of Social Welfare, GNCTD  
Govt. Lady Noyce School Complex,  
Delhi Gate, New Delhi-110002  
[Person with Disability Welfare Branch]

Tel: 011-23724493

F. No. 82/1179/AD-III/DSW/2018/

29162-29224

Dated:

19.6 NOV 2018

To,

All Departments/Autonomous Institutions, Municipal Bodies and Corporations of GNCTD

Subject: Implementation of Section 21 and Section 23 of the Rights of Persons with Disabilities Act, 2016 mentioned in detail in Rule 8,9, &10 under Chapter-IV(Employment) of the Rights of Persons with Disabilities Rules, 2017.

Sir/Madam,

I am directed to refer to the office letter no.F-15039/84/2018-UT(coord.) dated:04/10/2018 received from Shri. M.N. Khan, Under Secretary to GOI, Ministry of Home Affairs, UT Division, North-Block, New Delhi addressed to Chief Secretary, Govt of NCT of Delhi on the subject cited above with the request to direct all offices under their administrative control to take immediate steps for the implementation of Section 21 and Section 23 of the Rights of Persons with Disabilities Act, 2016 mentioned in detail in Rule 8,9, &10 under Chapter-IV(Employment) of the Rights of Persons with Disabilities Rules, 2017 and furnish an action taken report in this regard to the Ministry immediately.

The details are as under

Sl. No	Section of the Rights of Persons with Disabilities Act 2016	Details mentioned in Rule 8, 9 and 10 under Chapter-IV (Employment) of the Rights of Persons with Disabilities Rules 2017 <u>and as incorporated</u> under Rule 12, 13 and 14 under Chapter- V, Employment and Vacancies for Persons With Benchmark Disabilities in the Proposed final Delhi Rights of the Persons with Disabilities Rules 2018:-
1	Section 21 of the Rights of Persons with Disabilities Act 2016 mandates that (1) Every establishment shall notify Equal Opportunity Policy detailing measures proposed to be taken by it in pursuance of the provisions of chapter IV in manner as prescribed the central govt. (2) Every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.	<p align="center"><b>Chapter-V</b></p> <p>Employment and Vacancies for Persons with Benchmark Disabilities:</p> <p><b>RULE 12: Manner of publication of equal opportunity policy:-</b>            (1)Every establishment shall publish equal opportunity policy for persons with disabilities within a period of six months from the notification of the rules.            (2) The establishment shall display the equal opportunity policy preferably on their website, failing which, at conspicuous places in their premises.            (3) The equal opportunity policy of a private establishment having twenty or more employees and the Government establishments shall inter alia, contain the following, namely:-            (a)Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment;            (b)list of posts identified suitable for persons with disabilities in the establishment;            (c)the manner of selection of persons with disabilities for various posts, post-recruitment</p>

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		<p>and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation if any, and other facilities;</p> <p>(d)provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities;</p> <p>(e)appointment of liaison officer by the establishment to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.</p> <p>(4) The equal opportunity policy of the private establishment having less than twenty employees shall contain facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment.</p> <p>Rule 13. Form and manner of maintaining records by the establishments.- (1)Every establishment covered under sub-rule (3) of rule 12 shall maintain records containing the following particulars, namely:-</p> <p>(a)the number of persons with disabilities who are employed and the date from when they are employed;</p> <p>(b)the name, gender and address of persons with disabilities;</p> <p>(c)the nature of disability of such persons;</p> <p>(d)the nature of work being rendered by such employed person with disability; and</p> <p>(e)the kind of facilities being provided to such persons with disabilities.</p> <p>(2)Every establishment shall produce for inspection on demand; records maintained under these rules, to the District level Committee on Disability and shall supply such information which may be required for the purpose of ascertaining whether the provisions have been complied with.</p>
2	<p>Section 23 of the Rights of Persons with Disabilities Act 2016 mandates :</p> <p>(1) Every Government establishment shall appoint a Grievance Redressal Officer for the purpose of section 19 and shall inform Chief Commissioner or the State Commissioner, as the case may be about the appointment of such officer.</p> <p>(2) Any person aggrieved with the non-compliance of the provisions of section 20 , may file a complaint with the Grievance Redressal Officer, who shall investigate it and shall take up the matter with the establishment for corrective action.</p> <p>(3) The Grievance Redressal Officer shall maintain a register of complaints in the manner as may be prescribed by the Central govt. and every complaint shall be inquired within two weeks of its registration.</p> <p>(4) If the aggrieved person is not satisfied with the action taken on his or her complaint, he or she may approach the District- Level Committee on disability.</p>	<p>Rule 14. Manner of maintenance of register of complaints by the Government establishments.- (1) Every Government establishment shall appoint an officer not below the rank of a Gazetted Officer as Grievance Redressal Officer:</p> <p>Provided that where it is not possible to appoint any Gazetted Officer, the Government establishment may appoint the senior most Officers as a Grievance Redressal Officer.</p> <p>(2) The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-</p> <p>(a)date of complaint;</p> <p>(b)name of complainant;</p> <p>(c)name of the person who is enquiring the complaint;</p> <p>(d)place of incident;</p> <p>(e)the name of establishment or person against whom the complaint is made;</p> <p>(f)gist of the complaint;</p> <p>(g)documentary evidence, if any;</p> <p>(h)date of disposal by the Grievance Redressal Officer;</p> <p>(i)details of disposal of the appeal by the</p>

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district level committee; and  
any other information.

You are, therefore, requested to take appropriate action for the implementation of Section 21 and Section 23 of the Rights of Persons with Disabilities Act, 2016 mentioned in detail in Rule 8,9, &10 under Chapter-IV(Employment) of the Rights of Persons with Disabilities Rules, 2017 and furnish an action taken report in this regard to the Ministry directly under intimation to this branch.

The matter may be given Top Priority.

Encl. As Above.

Yours faithfully,  
*A. Madhavi*  
(Dr. A. Madhavi)  
Dy. Director (Disab.)

F. No. 82/1153/RPwDAct2016/ADIII /DSW/2017/ 29162-29224 Dated: 16/11/18

Copy to:

1. The Pr. Secretary, Department of Law Justice & legislative Affairs, 8<sup>th</sup> Level, C wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
2. The Pr. Secretary, Department of Public Works, 5<sup>th</sup> Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
3. The Pr. Secretary, Department of Urban Development, 9th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
4. Principal Secretary (Education), Directorate of Education, Old Secretariat, Delhi-110054.
5. The Pr. Secretary, Department of Health & Family Welfare, 9th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
6. The Pr. Secretary, Department of Development, 5/9 Under Hill Road, Delhi-110054
7. The Pr. Secretary, Department of Planning, 4<sup>th</sup> Level, 'B' Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
8. The Pr. Secretary, Department of Vigilance, 4th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
9. The Pr. Secretary, Department of Home, 5th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
10. The Pr. Secretary, Department of Tourism, 176-183, Old Secretariat, Delhi-110054.
11. The Pr. Secretary, Department of Finance, 4th Level, A-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
12. The Pr. Secretary, Department of Land & Building, B-Block, Vikas Bhawan, I.P. Estate, New Delhi-110054.
13. The Pr. Secretary, Department of Higher Education, B-Wing, 2<sup>nd</sup> Floor, 5, Sham Nath Marg, Delhi-110002.
14. The Pr. Secretary, Department of Audit, 4th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
15. Pr. Secretary, NCC Directorate, Kyberpass, Civil Lines, New Delhi-54.
16. The Secretary, Department for the Welfare of SC/ST/OBC/Minorities, B-Block, IInd Floor, Vikas Bhawan, I.P. Estate, New Delhi-110002.
17. The Secretary, Department of Services, 7<sup>th</sup> Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
18. The Secretary, Department of General Administration, 2<sup>nd</sup> Level, Delhi Secretariat, I.P. Estate, New Delhi-110002.
19. The Commissioner, South Delhi Municipal Corporation, Dr. SPN Civic Centre, Minto Road, New Delhi.
20. The Commissioner, North Delhi Municipal Corporation, Dr. SPN Civic Centre, Minto Road, New Delhi.
21. The Commissioner, East Delhi Municipal Corporation, 419, Udyog Sadan, Patparganj Industrial Area, New Delhi-110096.
22. The Chairman, New Delhi Municipal Council, Palika Kendra, Sansad Marg, New Delhi.
23. The Commissioner, Department of Food Supplies & Consumer Affairs (General Branch), Vikas Bhawan, 207, K-Block, Vikas Bhawan, I.P. Estate, New Delhi-110002.
24. The Divisional Commissioner, Department of Revenue, Office of Divisional Commissioner, 5, Sham Nath Marg, Delhi-110054.
25. The Commissioner, Department of Trade & Taxes, Vyapar Bhawan, I.P. Estate, New Delhi-110002.
26. The Commissioner, Department of Excise, Entertainment & Luxury Tax (CTB Branch), Vikas Bhawan, L-Block, I.P. Estate, New Delhi-110002.



27. The Secretary, Department of Archaeology, "B" Block, II Floor, Vikas Bhawan-2, Upper Be. Road, civil Lines, New Delhi-54.
28. The Secretary, Department of Art, Culture & Language, 7th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
29. The Secretary, Department of Environment, 6th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
30. The Secretary, Department of Power, 8th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
31. The Commissioner, Department of Transport, 5/9 Under Hill Road, Delhi-110054.
32. The Secretary cum Commissioner, Department of Labour 5, Sham Nath Marg, Delhi-110054.
33. The Pr. Secretary, Department of Training & Technical Education, Muni Maya Ram Marg, Pitampura, Delhi-110034
34. The Commissioner, Department of Industries, 419, F.I.E. Udyog Sadan, Patparganj, Industrial Area, New Delhi -110092.
35. The Secretary, Department of Information Technology, 9th Level, B-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002.
36. The Secretary, Department of Irrigation & Flood Control, GNCT of Delhi, Varunalaya phase-II, Karol bagh, New Delhi
37. The Additional CP/ACB, Anti Corruption Branch, Room No. 178-184, Old Secretariat, Delhi-110054.
38. The Controller (A/Cs), Principal Account Office, Vikas Bhawan, A-Block, I.P. Estate, N Delhi-02.
39. The Chief Executive Officer, Delhi Jal Board, Varunalaya, Phase-II, Karol Bagh, New Delhi.
40. The Chairperson, Delhi Subordinate Services Selection Board, F-C-18, Institutional Area, Karkardooma, Delhi-110092.
41. CEO, O/o the Chief Electrol Officer, Old St. Stephane's College Building, Kasmere Gate, New Delhi-06.
42. The Director, Directorate of Agricultural Marketing, 49, Sham Nath Marg, Delhi-110054.
43. The Director, Department of Women & Child Development, 1, Canning Lane, K.G. Marg, New Delhi-110001.
44. The Director, Department of Gurudwara Election, 2<sup>nd</sup> Floor, F-Block, Vikas Bhawan, I.P. Estate, New Delhi-110002.
45. The Drug Controller, Department of Drugs Controller, F-17, Karkardooma, Delhi-110032.
46. The Chief Fire Officer, Delhi Fire Service, Head Quarter, Connaught Place, N. Delhi.
47. The Registrar., Department of Registrar Cooperative Societies, Old Courts Building, Parliament Street, New Delhi-110001.
48. The Director (Employment), Directorate of Employment, C - Block, 5 Sham Nath Marg, Delhi-110054.
49. The Conservator, Department of Forest Wild Life, A-Block, 2<sup>nd</sup> Floor, Vikas Bhawan, I.P. Estate, New Delhi-110002.
50. The Director, Directorate of Agricultural Marketing, 9, Institutional Are, Pankha road, Janakpuri, Delhi- 58.
51. The Director, State Council Of Educational Research and Training, Varun Marg, Defence Colony, New Delhi -110024.
52. The Managing Director, Delhi Transport Corporation, I.P. Estate Hqrs., New Delhi-110002.
53. The Director, Directorate of Training (UTCS), Institutional Area, Vishwas. Nagar, Shahadara, Delhi-110032.
54. Commissioner, Department of Food Safety, GNCT of Delhi, 8<sup>th</sup> Floor, Mayur Bhavan, Connaught Place, New delhi-01.
55. The Director, Directorate of Information & Publicity, Block No. IX, Old Secretariat, Delhi-110054.
56. The Director & Chief Registrar, Directorate of Economic & Statistic and Chief Registrar (Births & Deaths), B-Wing, 3<sup>rd</sup> Floor, Vikas Bhawan-2, Upper Bela Road, Civil Lines, Delhi- 54.
57. The Director General, O/o the Director General (Prisons), Prisons Head Quarter Tihar, Near Lajwanti Garden Chowk, New Delhi-110064.
58. The Director, Directorate of Indian System of Medicine of Homeopathy, Tibia College Campus, Karol Bagh, New Delhi-110005.
59. The Chairman, Delhi State Industrial & Infrastructure Development Corporation Ltd. (Plot No. F.I.E.- 419, Patparganj Industrial Area, Udyog Sadan, Delhi.

**Copy for information forwarded to:-**

1. Shri. M.N. Khan, Under Secretary to GOI, Ministry of Home Affairs, UT Division, North-Block, New Delhi (in reference to letter no. F-15039/84/2018-UT (coord.) dated:04/10/2018 )
2. P.S. to Secretary, Department of Social Welfare, GNCTD , GLNS Complex, Delhi Gate, Delhi-110002.
3. P.A. to Director, Department of Social Welfare, GNCTD , GLNS Complex, Delhi Gate, Delhi-110002

A. Madhavi  
16/11/18  
(Dr. A. Madhavi)  
Dy. Director (Disab.)