

**F. No. A-50/14/2023-ADM**

Government of India,  
Ministry of Personnel, Public Grievances & Pensions,  
(Department of Personnel & Training)  
Lal Bahadur Shastri National Academy of Administration, Mussoorie

Date: 5-5-2023

**EQUAL OPPORTUNITY POLICY OF LBSNAA**

[The Rights of Persons with Disabilities Act 2016 and the Rules thereunder  
(as may be amended from time to time)]

**Preamble and Overview:**

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 by the Central Government.
- (2) Every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.

The Lal Bahadur Shastri National Academy of Administration (LBSNA), Mussoorie is committed to providing equal opportunities in employment and creating an inclusive workplace and work culture in which all employees are treated with respect, care, fairness, sensitivity and dignity.

This Equal Opportunity Policy ("Policy") applies to all LBSNAA employees ("employees") and its operations. This Policy will be a guiding document for all employees/ officials, interns/ trainees including temporary employees. LBSNAA, Mussoorie aims to create employment opportunities such that all employees achieve their full potential.

Therefore, in pursuance of the Section 21 of the Rights of Persons with Disabilities Act, 2016 and Rule 8, 9 and 10 under Chapter-IV (Employment) of the Rights of Persons with Disabilities Rules, 2017, the Academy frames the following Equal Opportunity Policy for Persons with Disabilities:-

**I- Policy Statement:**

The Lal Bahadur Shastri National Academy of Administration (LBSNAA), Mussoorie shall provide equal employment opportunities, without prejudice or discrimination on the grounds of age, colour, disability, marital status, nationality, geography, ethnicity, race, religion, sex or sexual orientation. The Academy endeavours to maintain a work environment that is free from any harassment, bullying, direct or indirect discrimination based on the above considerations. This Policy is subject to applicable regulations, qualifications and merit of the individual.

The Policy is consistently applied throughout the period of employment of the individual right from the recruitment process till superannuation.

## II- Equal Opportunity for Persons with Disabilities

The LBSNAA, Mussoorie is committed to providing equal employment opportunities without any discrimination on the grounds of disability and will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. In furtherance of the same, the Academy shall:

- a) Ensure personal liberty, equality and non-discrimination of any kind, for disabled persons at the workplace. Discourage all factors which hamper full and effective participation of persons with disabilities in the Academy.
- b) Provisions for assistive devices, barrier-free accessibility and other provisions for persons with disabilities.
- c) Provide appropriate facilities and amenities to persons with disabilities so that they may effectively discharge their duties in the establishment.
- d) Give preference to persons with disabilities in transfer, posting and allotment of residential accommodation wherever possible.
- e) Employ persons with disabilities wherever practicable, when it is suited to their aptitudes, abilities and qualifications and ensure no opportunity is denied to such persons.
- f) Provide persons with disabilities with the same opportunities for promotion, career development and training as those afforded to other employees.
- g) Encourage the professional development of persons with disabilities by providing the necessary facilities or training as required.
- h) Construct and provide infrastructure as well as make available such facilities to which other members have access to or a right to use.

## III- Responsibility:

- a) **Every employee** of LBSNAA Mussoorie is responsible for giving effect to this Policy. They must promote and live and values of Equal Opportunity through respect, care, sensitivity and dignity. Employees need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.
- b) **Head of Department** shall appoint a Liaison Officer not below the rank of Group A Officer who will be responsible for taking initiative and providing the requisite, support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation. The Liaison officer shall be assisted by Grievance Redressal Officer.
- c) **Liaison Officer** is responsible for obtaining and utilizing up-to-date information regarding applicable state and local laws and regulations.
- d) **All employees** are encouraged to report any incidents of violation of this Policy and the Nodal Officer should act promptly when concerns arise, or complaints are made.
- e) Any employee who violates this Policy, or in any manner discriminates against any person or otherwise harasses or harms them shall be deemed to be in breach of the

Code of Conduct of the organization, and shall be appropriately dealt with, along with actions that can be taken under this Policy or any other action that the management may deem fit.

- f) The above policy covers applicants with disabilities for posts in the Department, full time/ part time employees, interns/ trainees, contractual employees, including temporary employees. It also covers those employees who acquire disability during their work tenure. The policy also applies to all aspects of employment, be it recruitment, training, working conditions, salaries, employee benefits and career advancement.
- g) The Head of Department [Director, LBSNAA] will be overall responsible to oversee and promote the effective operation of this Policy

**Liaison Officer will be responsible for:**

- o Implementing the action plan for making the workplace and IT systems accessible for people with disabilities by liaising with the concerned officers.
- o Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment- The Academy aims to ensure that our physical and digital infrastructure (buildings, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Government of India. The Department also aims to revamp its existing buildings to ensure strict compliance with the Rights of Persons with Disabilities Act, 2016. Provision of ramps, grab bars, and wider doorways to enable access to buildings and workplaces, provision of lifts, tactile paths, wheelchairs accessibility, web accessibility, parking facility, accessible toilets etc.
- o Shall oversee the provision of required facilities/amenities including the process of recruitment for Persons with Disability.
- o Ensuring that all employees have the responsibility to comply with the Equal Opportunity Policy and knows their duties and rights in relation to the Equal Opportunity Policy.
- o The Liaison Officer will submit the annual progress report to the Head of Department.

**IV- Grievance Procedure:**

- a) Individuals have the right to file a complaint concerning any discrimination on the grounds of age, colour, disability, marital status, nationality, race, religion, sex, sexual orientation with the Nodal Officer, who then reports to the Grievance Redressal Committee of the Academy.
- b) The Nodal Officer and the Committee will follow the procedure of Grievance redressal as outlined in the Guidelines for conducting the Enquiry. On investigation, if the employee against whom the complaint has been made is found guilty of discriminatory behaviour, they will be subjected to disciplinary actions.

c) **The complainant need to give certain details:**

- i) Name, address & brief description of yourself and the nature of your disability
- ii) The name of the person (s) & organization(s) against whom the complaint is being made, together with their address & details, so far as they can be ascertained.
- iii) The facts relating to the complaint
  - a. What happened?
  - b. When it happened?
  - c. Where it happened?
  - d. What sort of relief is being claimed?
- iv) **Documentation Required:** Documents in support of the allegations contained in the complaint may be submitted, which however not mandatory. A copy of Disability Certificate is to be enclosed.

**Grievance Redressal Committee:**

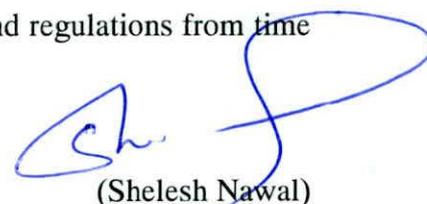
- a) The Grievance Redressal Committee institutionalized at LBSNAA will take up the grievances received under the Equal Opportunity Policy.

**Communication of the Policy:**

- a) This Policy will be available to all employees via the Academy's Intranet sites and normal communication medium within the Academy and its campus at New Delhi.
- b) Suitable material will be included in LBSNAA publications, management conferences, and supervisory training courses.
- c) All recruitment literature and employment advertising will indicate that the LBSNAA is an Equal Opportunity Employer.

**Amendment:**

This Policy may be amended in accordance with government rules and regulations from time to time.



(Shelesh Nawal)

Deputy Director i/c Administration

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**ALL LBSNAA (through SARGAM)**

Copy to

1. PPS to Director for kind information of the Director.
2. SPS to JD for kind information of the Joint Director.