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GOVERNMENT OF TRIPURA
GENERAL ADMINISTRATION (PERSONNEL & TRAINING) DEPARTMENT

No.F.23(2)-GA(P&T)/2022

Dated, Agartala, the 11th October, 2022.

MEMORANDUM

Subject:-Transfer policy for the Government employees who are with specified disability.

When a person with disability is recruited in a Government Establishment, it is to be understood that the concerned Department has considered all the factors for desired performance and optimal utilization of the services of the Govt. employee with disability. It is also to be understood by the Govt. employee with disability that it would be his/her constant endeavour for good performance as the matter is service to the public.

2. The undersigned is directed to intimate all the Administrative Departments that as per provision under Section 20(5) of the Rights of Persons with Disabilities Act, 2016, the State Government Employees (Group-A, Group-B, Group-C & Group-D) who are with Specified Disability and certified by the Competent Authority as a Person with Benchmark Disability as defined under Section 2(r) of the Act should preferably be posted in their native places or at least in their native district/sub-division (subject to the availability of government establishment of the concerned Department). While considering of such cases it is to be ascertained that the employee has been certified to have the extent of disability 40% and above.

3. Request from the State Government Employees with disability for transfer to or near their native places may also be given preference. Thus choice posting may be given to employees with Benchmark Disability as mentioned at Para-1 above to the extent feasible.

4. Whenever proposal(s) for transfer/posting are initiated by the concerned Department(s) as and when necessary as per the existing administrative policy/norms, the matter of govt. employees with disabilities may be dealt thoroughly by the Department so that the transferring authority is well aware of the disability of the govt. employee and the transfer to take effect is made after a comprehensive view of the status of the govt. employee with disability. This may also enable the concerned Department(s) to provide necessary benefits to the govt. employees with disability as per existing norms.

5. For early and expeditious disposition of grievances being faced by the govt. employees with disabilities the following process is to be adopted by the Departments/Head of the Department:

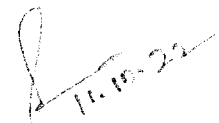
- a) Every establishment shall maintain records of the persons with disabilities according to Section 22(1) of the Rights of Persons with Disabilities Act, 2016, in the manner as prescribed in the Rights of Persons with Disabilities Rules, 2017 (at Annexure).

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- b) The posting/transfer of the govt. employees with disabilities is to be exempted from routine posting/transfer list and separate posting/transfer order is to be made for persons with disabilities.
- c) Any employee with benchmark disabilities aggrieved regarding transfer/posting may file a complaint with the Grievance Redressal Officer (as appointed under the Rights of Persons with Disabilities Act, 2016) who shall investigate it, arrange for proper hearing to understand her/his hardship being faced in the current place of posting or may be faced in the new place of posting/transfer and shall take up the matter with the establishment for corrective action. The Grievance Redressal Officer shall maintain a register of complaints in the manner as prescribed by the Central Government in the Rights of Persons with Disabilities Rules, 2017 (at Annexure), and every complaint shall be inquired within two weeks of its registration.

6. All Heads of Departments/Departments are hereby advised to follow strictly the above guidelines.

6. This will take immediate effect.


11.10.22

(Jai Datta)

Under Secretary to
the Government of Tripura.

To

All Departments/Heads of Departments.

Copy to:-

1. The Chief Secretary, Tripura, Agartala.
2. The Principal Secretary to the Chief Minister, Tripura.
3. All Principal Secretary/Secretary/Special Secretary, Tripura.
4. The DGP/PCCF, Tripura.
5. All DM & Collectors, Tripura.
6. Finance(General) Department, Tripura, Agartala.
7. Education (SW&SE) Department.

Copy also forwarded to:

1. The State Commissioner of Persons with Disabilities, Tripura


11.10.22

(Jai Datta)

Under Secretary to
the Government of Tripura.

I. Form and manner of maintaining records by the establishments:-

- a) the number of persons with disabilities who are employed and the date from when they are employed;
- b) the name, gender and address of persons with disabilities;
- c) the nature of disability of such persons;
- d) the nature of work being rendered by such employed person with disability; and
- e) the kind of facilities being provided to such persons with disabilities.

Every establishment shall produce for inspection on demand, records maintained under these rules, to the authorities under this Act and shall supply such information which may be required for the purpose of ascertaining whether the provisions have been complied with.

II. 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.

Provided that where it is not possible to appoint any Gazetted Officer, the Government establishment may appoint the senior most Officer as a Grievance Redressal Officer.

2. The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-
 - a) date of complaint;
 - b) name of complainant;
 - c) name of the person who is enquiring the complaint;
 - d) place of incident;
 - e) the name of establishment or person against whom the complaint is made;
 - f) gist of the complaint;
 - g) documentary evidence, if any;
 - h) date of disposal by the Grievance Redressal Officer;
 - i) details of disposal of the appeal by the district level committee; and
 - j) any other information.

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