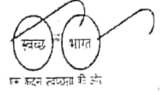


INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

Hospital based autonomous academic Institute, under
Government of National Capital Territory of Delhi dealing with
"Brain- Mind Problems & Their Solutions"
Dilshad Garden, Delhi 110 095 (India)



Tel.: 22597750 Fax: 22114066, E-mail: jdaihb@delhi.govt.nic.in Website: www.ihb.delhigovt.nic.in

No. F.2192/JD(A)/2021/Estt./IHBAS/ 2431

Dated: 05/3/2021

OFFICE ORDER

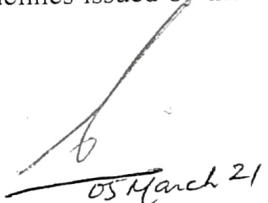
Subject: Constitution of Grievance Redressal Officer/Grievance Redressal Committee under "The Rights of Persons with Disabilities, Act, 2016".

In compliance of Sub-section (2) (h) of Section 21 and Section 23 of "The Rights of Persons with Disabilities, Act, 2016", a Committee under the Chairmanship of Grievance Redressal Officer is hereby constituted to look into and investigate the complaints of aggrieved employee(s) with disability in accordance with the provisions of aforesaid Act. This committee shall assist the Grievance Redressal Officer to discharge of his duties:

| | | |
|---|---|--|
| 1 | Dr. V.K.S. Gautam Assistant Professor (Neurosurgery) | - Grievance Redressal Officer |
| 2 | Dr. Satender Singh Professor, UCMS, GTB Hospital | - External Member |
| 3 | Dr. Manisha Jha Clinical Psychologist | - Member Secretary (RCI registered) |
| 4 | Dr. Ritu Khare PGJR (Psychiatry) | - Member |

Employees with disability have the right to file a complaint concerning any discrimination with the Grievance Redressal Officer. Attention of the Grievance Redressal Officer is drawn to the provisions of "The Rights of Persons with Disabilities Act, 2016" and further guidelines issued by the Department of Social Welfare, GNCT of Delhi from time to time.

This issues with the approval of Director, IHBAS.


05 March 21
(Col. Maneesh Puri)
Joint Director (Admn)

Copy:

1. Office of Director, IHBAS.
2. All HODs/OICs, IHBAS.
3. Dr. V.K.S. Gautam, Assistant Professor (Neurosurgery), IHBAS.
4. Dr. Satender Singh, Professor, UCMS, GTB Hospital
5. Dr. Manisha Jha, Clinical Psychologist, IHBAS.
6. Dr. Ritu Khare, PGJR (Psychiatry), IHBAS.
7. Library and Documentation Officer, IHBAS with a request to upload this office order on the website of IHBAS for wid publicity amongst the staff of IHBAS.

Joint Director (Admn)

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES (IHBAS)

Notification and Registration of Equal Opportunity Policy by IHBAS under Section 21 of the Rights of Persons with Disabilities Act, 2016

| | | |
|-----|--|--|
| (a) | Facility and amenity to be provided to the persons with disabilities to enable them to effectively discharge their duties in the IHBAS; | <ol style="list-style-type: none"> 1. PwD candidate are given Transport Allowance at double the normal rate + DA thereon, as per Ministry of Finance, Department of Expenditure, OM No.21/3/2017-E.IIB dated 12.07.2018. 2. Employees can use own/hired car for LTC if employee or family member is Physically Challenged and disabled. 3. Income Tax Exemption for Physically Challenged employee as per Govt. rule. 4. Grant of Children Education Allowance for Divyaang children of government employees payable at double the normal rates of CEA prescribed. 5. Special Allowance for child care for women with disabilities and Education Allowance for disabled children of Govt. Employee. |
| (b) | List of posts identified suitable for persons with disabilities in the IHBAS; | List of posts identified suitable for persons with disabilities for direct recruitment in IHBAS have been prepared and enclosed as Annexure-A . |
| (c) | The manner of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation if any, and other facilities; | <p><u>Recruitment:</u></p> <ol style="list-style-type: none"> 1. 4% reservation in recruitment for recruitment of PwD candidate against the identified post of benchmark disability. 2. Age relaxation of 10 years (15 years for SC/ST and 13 years for OBC candidates) given as per DoP&T OM dated 29.06.2015. 3. Fee exemption for PwD candidates. <p><u>Leave:</u></p> <ol style="list-style-type: none"> 1. Special Disability Leave admissible to all employees-when disabled by injury intentionally inflicted or caused in or in consequence of the due performance of official duties or in consequence of official position. 2. 04 days Special Casual Leave admissible to the officials vide DoP&T OM No. 25011/1/2008-Estt. (A) dated 19.11.2008 and 10 days Special Casual Leave admissible to the officials vide DoP&T OM No. 28016/02/2007-Estt(A) dated 14.11.2007, for participating in Conference/ Seminars/Trainings/ Workshop related to. 3. Preference is given to PwD candidates on allotment of Residential Accommodation as per Govt. rule. 4. IHBAS, Delhi has no other unit and posting/ transfer are made within the Institute. |
| (d) | Provisions for assistive devices, barrier free accessibility and other provisions for persons with disabilities; | <ol style="list-style-type: none"> 1. Separate counter for disabled patients. 2. Registration on priority basis 3. Doctors examine the disabled patients on priority basis. |

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| | <ol style="list-style-type: none"> 4. Separate counter for medicine distribution for disabled patients. 5. Security guards are also available for assistance. 6. Attendants are also available for assistance. 7. Adequate number of ramps are available in hospital. 8. Adequate number of wheel chairs in hospital. 9. Separate toilets for Persons with disability are available. 10. Help desk is available in the OPD and Emergency. 11. Information regarding citizen charter are displayed. 12. Toilet for PwD in OPD Block. 13. For O.T. building the other one is in progress. 14. In new building blocks there are already available PwD toilets, which are to be installed grab bars as per PwD provisions with minor changes as per latest guidelines. 15. Provision of Ramps in newly renovated Psychiatry Work, with side railings for PwD has been provided, and old faculty block facing X-ray department the Ramp of required provisions has been provided. 16. Facilities and amenities to be provided to the persons with disabilities (PWD) to enable them to discharge their duties in the establishment, are proposed and planned as per latest guidelines of Govt. of India in this regard as under: <ol style="list-style-type: none"> (i) Each building is provide with accessible toilet, where there is no such facility available. (ii) From the main gate i.e. Gate No.01 the tack tiles/direction tiles etc. On footpath, ic table top for road crossing, to reach the all buildings and inside connecting corridors and public service points for blind people are to be provided. (iii) For all buildings entrance ramp of 1:12 slop with double side railing are to be provided. (iv) Each and every connecting corridor and stair case are to be provided with double type hand railing for grabbing purpose for PwD. (v) The parking space nearer to entrance of building is also to be earmarked for PwD. (vi) Brail type of signag's are also to be provided on all desirable routes and locations for visually disable people. <p>The work related to above provision is in progress. About 25% work has been completed the remaining work could complete within the period of 03 to 04 months.</p> |
| (e) Appointment of liaison officer by the establishment to look after the recruitment of persons with disabilities and provisions of facilities an amenities for such employees. | <p>Dr. Manoj Kumar, Assistant Professor (Psychiatry) Vide Office order No.F.2/769/2013/Estt./ IHBAS/ LO/ SC/ST/ PH/ 5017-20 dated 11.06.2013 (Annexure-B)</p> |

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCE (IHBAS)

List of post identified suitable for Persons with Disability

| Sl. No. | Post |
|---------|--|
| 1 | Professor (Microbiology) |
| 2 | Professor (Neuro Chemistry) |
| 3 | Professor (Neuro Psychopharmacology) |
| 4 | Professor (Neuro -Radiology) |
| 5 | Professor (Psychiatric Social Work) |
| 6 | Professor (Clinical Psychology) |
| 7 | Professor (Psychiatry) |
| 8 | Professor (Pathology) |
| 9 | Professor (Neuro Surgery) |
| 10 | Professor (Neurology) |
| 11 | Professor (Neuro Anesthesia) |
| 12 | Professor (Human Behaviour Deptt.) |
| 13 | Addl. Professor (Psychiatric Social Work) |
| 14 | Addl. Professor (Clinical Psychology) |
| 15 | Addl. Professor (Psychiatry) |
| 16 | Addl. Professor (Neuro Surgery) |
| 17 | Addl. Professor (Neurology) |
| 18 | Addl. Professor (Neuro Anesthesia) |
| 19 | Associate Professor (Microbiology) |
| 20 | Associate Professor (Neuro Chemistry) |
| 21 | Associate Professor (Neuro Psychopharmacology) |
| 22 | Associate Professor (Neuro -Radiology) |
| 23 | Associate Professor (Psychiatric Social Work) |
| 24 | Associate Professor (Clinical Psychology) |
| 25 | Associate Professor (Psychiatry) |
| 26 | Associate Professor (Psychiatric Nursing) |
| 27 | Associate Professor (Pathology) |
| 28 | Associate Professor (Neuro Surgery) |
| 29 | Associate Professor (Neurology) |

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| 30 | Associate Professor (Neuro Anesthesia) |
| 31 | Associate Professor (Medical Anthropology) |
| 32 | Assistant Professor (Microbiology) |
| 33 | Assistant Professor (Neuro Chemistry) |
| 34 | Assistant Professor (Neuro Psychopharmacology) |
| 35 | Assistant Professor (Neuro -Radiology) |
| 36 | Assistant Professor (Psychiatric Social Work) |
| 37 | Assistant Professor (Clinical Psychology) |
| 38 | Assistant Professor (Psychiatry) |
| 39 | Assistant Professor (Psychiatric Nursing) |
| 40 | Assistant Professor (Social Work) |
| 41 | Assistant Professor (Psychology) |
| 42 | Assistant Professor (Pathology) |
| 43 | Assistant Professor (Neuro Surgery) |
| 44 | Assistant Professor (Neurology) |
| 45 | Assistant Professor (Neuro Anesthesia) |
| 46 | Assistant Professor (Biostatics) |
| 47 | Assistant Professor (Epidemiology) |
| 48 | Assistant Professor (Medical Anthropology) |
| 49 | Assistant Professor (Social & Cultural Anthropology) |
| 50 | Assistant Professor (Education) |
| 51 | Medical Superintendent |
| 52 | Project Engineer (Supdt.)/ Superintending Engineer |
| 53 | Administrative Officer |
| 54 | Library & Documentation Officer |
| 55 | Chief Physiotherapist |
| 56 | Senior Resident (Psychitary) |
| 57 | Senior Resident (Microbiology) |
| 58 | Senior Resident (Neurochemistry) |
| 59 | Senior Resident (Psychopharmacology) |
| 60 | Senior Resident (Neuro-Radiology) |
| 61 | Senior Resident (Neurology) |
| 62 | Senior Resident (Neuro-anesthesia) |
| 63 | Senior Resident (Neurosurgry) |
| 64 | Senior Resident (Pathology) |

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| 65 | Senior Resident (Emergency Laboratory) |
| 66 | Junior Resident (Psychiatry) |
| 67 | Junior Resident (Neurology) |
| 68 | Junior Resident (Neurosurgery) |
| 69 | Research Officer (Yoga) |
| 70 | Asst. Research Officer (Yoga) |
| 71 | Health Education Technical Officer |
| 72 | Research Asst. (Yoga) |
| 73 | Sr. Physiotherapist |
| 74 | Assistant Nursing Superintendent |
| 75 | Sister Tutor |
| 76 | Assistant Administrative Officer |
| 77 | Programmer |
| 78 | Assistant Librarian |
| 79 | Medical Record Officer |
| 80 | Sr. Pharmacist |
| 81 | Dietician |
| 82 | Assistant Dietician |
| 83 | Assistant |
| 84 | Assistant Sister Tutor |
| 85 | Nursing Officer |
| 86 | Computer Assistant |
| 87 | Occupational Therapist |
| 88 | Technical Assistant |
| 89 | Senior Library & Information Assistant |
| 90 | Statistical Assistant |
| 91 | Speech Therapist |
| 92 | Physiotherapist |
| 93 | Jr. Medical Record Officer |
| 94 | Medical Record Technician |
| 95 | ICU Technician |
| 96 | OT Technician |
| 97 | Medical Record Clerk In-Charge |
| 98 | Electro-Physiology Technician |
| 99 | Medical Social Worker (on contract basis) |

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| 100 | Psycho Clinic-cum-Lab. Assistant (on contract basis) |
| 101 | Photographer |
| 102 | Artist |
| 103 | Pharmacist |
| 104 | X-Ray Tech. |
| 105 | Laboratory Technician |
| 106 | Data Entry Operator |
| 107 | Lab Assistant |
| 108 | Radiographer |
| 109 | Lower Division Clerk |
| 110 | Telephone Operator |
| 111 | Projectionist |
| 112 | Medical Record Clerk |
| 113 | O.T. Attendant |
| 114 | Nursing Orderly |
| 115 | Class IV (D) |
| 116 | Hawaldar |
| 117 | Lab Attendant |
| 118 | Library Attendant |
| 119 | Cook |

8

INSTITUTE OF HUMAN BEHAVIOUR & ALLIED SCIENCES



Hospital based autonomous academic Institute, under
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Dilshad Garden, Delhi 110 095 (India) Tel.: 22597750 Fax : 22114066,
E-mail : jdadmnhbas@rediffmail.com Website: www.ihbas.delhigovt.nic.in.

F-2/769/2013/Estt./IHBAS/LO/SC/ST/OBC/PH 5017-20

Dated: ..11/6/13..

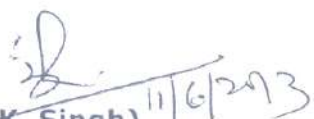
OFFICE ORDER

In terms of stipulations contained in Government of India, Dept. of Posts, Lr. No. 2-5/91-SCT, dated the 19th December, 1991, Government of India, Dept. of personnel & Training, O.M. No.42011/18/96-Estt. (Res.), dated the 6th March, 1997 & Dept. of Personnel & Training, O.M. No.36035/3/2004-Estt. (Res), dated the 29th December, 2005, Dr. Manoj Kumar, Assistant Professor (Psychiatry) presently officiating as Joint Director (Admn) is hereby appointed as Liaison Officer (in addition to his present assignments) for SC/ST/OBC and for persons with disabilities to ensure prompt disposal of the grievances and to scrutinize and consolidate the statistical data of the employees belonging to SC/ST/OBC and for persons with disabilities. The following shall be the duties of the Liaison Officer :-

- i) To ensure due compliance with the reservation orders and other benefits admissible to SCs/STs/OBC and persons with disabilities
- ii) To scrutinize and ensure prompt submission of the prescribed annual statements by the appointing authorities to the Ministries/Departments and consolidation of the annual statements and sending such consolidated statements to the Department of Personnel and Training.
- iii) To scrutinize properly all proposals for de-reservations and to certify after due satisfaction that such de-reservations are inevitable and that all steps prescribed in this regard have been faithfully taken.
- iv) To liaise between the Ministries/Department/Attached and Subordinate Offices and the Department of Personnel for supply of required information, answering queries and clearing doubts.
- v) To conduct annual inspection of the rosters maintained, keeping a record of such inspection.
- vi) To extend necessary assistance to the Commissioner for SCs/STs/OBCs and Commissioner persons with disabilities. in discharge of his duties and functions.

2. This issues with the approval of the Director IHBAS.

Dr. Manoj Kumar
Assistant Professor (Psychiatry)
&
Officiating Joint Director (Admn)


(S.K. Singh) 11/6/2013
Administrative Officer

Copy to :

- 1) Sr. PS To Director
- 2) L & DO with the request to kindly get it upload on the website of IHBAS.
- 3) All HODs

etc