



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्
COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
अनुसंधान भवन, 2, रफी मार्ग, नई दिल्ली-110 001
Anusandhan Bhawan, 2, Rafi Marg, New Delhi- 110 001



सा०/No. : 5-1(39)/2008-PD

दिनांक/Dated: 27.04.2023

प्रेषक / From : संयुक्त सचिव (प्रशासन)
Joint Secretary (Admn.)

सेवा में / To : सी.एस.आई.आर. की सभी राष्ट्रीय प्रयोगशालाओं/संस्थानों/मुख्यालय/एककों के निदेशक/प्रधान
The Directors/Heads of all CSIR National Labs./Instts./Hqrs./Units

विषय/ Sub : Directions from Hon'ble Court of Chief Commissioner For Persons with Disabilities regarding the provisions relating to transfer to divyang (PwD) employees - reg.

महोदया/Madam / महोदय/Sir,

मुझे, उपरोक्त विषय पर भारत सरकार, कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक और प्रशिक्षण विभाग के दिनांक 23.03.2023 के कार्यालय ज्ञापन सं 36035/5/2023-Estt.(Res-II) को आपकी जानकारी, मार्गदर्शन और अनुपालन के लिए अग्रेषित करने का निदेश हुआ है।

I am directed to forward herewith the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Office Memorandum No. 36035/5/2023-Estt.(Res-II) dated 23.03.2023 on the above mentioned subject for your information, guidance and compliance.

भवदीय/Yours faithfully,

अवर सचिव (नीति प्रभाग) / Under Secretary (PD)

संलग्न/Encl. : यथोपरि/As above

प्रतिलिपि/Copy to:

- 1) सी.एस.आई.आर. वेबसाइट/ CSIR Website
- 2) कार्यालय प्रति/Office copy.

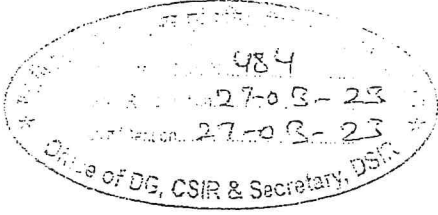
No. 36035/5/2023 - Estt. (Res-II)

Government of India

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel & Training

Establishment (Res-II) Section



North Block, New Delhi

Dated, the 23rd March, 2023

OFFICE MEMORANDUM

Subject: Directions from Hon'ble Court of Chief Commissioner For Persons with Disabilities regarding the provisions relating to transfer to divyang (PwD) employees- reg.

The undersigned is directed to forward herewith a copy of letter, dated 7.2.2023, received from Hon'ble Court of Chief Commissioner for Persons with Disabilities (CCPD) in Case No. 13604/1022/2022/R37714 regarding provisions relating to transfer of PwD employees.

2. The CCPD has requested this Department to issue suitable instructions to all organizations under its jurisdictions for strict compliance of provisions relating to transfer to PwD employees.

3. In this regard, it is submitted that this Department issued OM No.36035/3/2013-Estt(Res), dated 31.3.2014, regarding guidelines for providing certain facilities in respect of Persons with Disabilities (PwDs) who are already employed in Government for efficient performance of their duties.

4. Further, this Department issued OM, dated 6.6.2014 regarding posting of Government employees who have differently abled dependents and OM, dated 8.10.2018 extending the scope of OM dated 6.6.2014.

Encls.: As above.

Signed by Sitansu Mohan

Routray

Date: 23-03-2023 10:03:00

(Sitansu Mohan Routray)

~ Deputy Secretary to the Government of India

Ph. 23093180

To:

1. The Secretary, all the Ministries/Departments of the Government of India.

I/3024892/2023

2. The Director, LBSNAA Lal Bahadur Shastri National Academy of Administration, Mussoorie-248179 (Uttarakhand)
3. The Chairman, SSC, Block No.- 12, 5th Floor, CGO Complex, Lodhi Road, New Delhi
4. The Secretary, PESB, 502, Block No. 14, Public Enterprises Bhawan, CGO Complex, Lodhi Road, New Delhi - 110003
5. The Director, ISTM, Administrative Block, Opposite Bersarai Market, JNU Campus (Old), New Delhi - 110067
6. The Director (Admin.), CVC, Satarkta Bhawan, Block-A GPO Complex, INA, New Delhi - 110 023
7. Joint Secretary (Admin.), CIC, CIC Bhawan, Baba Gangnath Marg, Munirka, New Delhi - 110 067
8. The Joint Secretary (Admin.), UPSC, Dholpur House, Shahjahan Road, New Delhi - 110069
9. The Deputy Secretary, CS-II Division, Loknayak Bhawan, New Delhi
10. The Deputy Secretary, CS-I Division, Loknayak Bhawan, New Delhi
11. The Under Secretary, Admn.-IV Section, DoPT, North Block, New Delhi
12. The Under Secretary, AIS-I Division, DoPT, North Block, New Delhi

Copy for information to:-

The Chief Commissioner for Persons with Disabilities
5th Floor, NISD Building,
Plot No. G-2, Sector-10, Dwarka -
New Delhi-110075



न्यायालय मुख्य आयुक्त दिव्यांगजन

COURT OF CHIEF COMMISSIONER FOR PERSONS WITH DISABILITIES (DIVYANGJAN)

दिव्यांगजन सशक्तिकरण विभाग / Department of Empowerment of Persons with Disabilities (Divyangjan)

सामाजिक न्याय और अधिकारिता मंत्रालय / Ministry of Social Justice and Empowerment

भारत सरकार / Government of India

Case No/ F. No: 13604/1022/2022

Dated: 07.02.2023

Dispatch No: 137714

To,

The Secretary
Department of Personal & Training (DOP&T)
Ministry of Personnel, P G and Pensions
Government of India
North Block, New Delhi - 110 001
Phone no. 011-23092338
Email id: secy_mop@nic.in

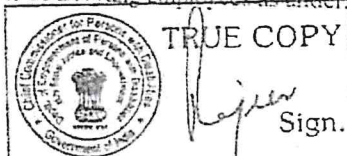
The Secretary
Department of Public Enterprises
Public Enterprises Bhawan
Lodi Road, CGO Complex,
Block No. 14, New Delhi-110003
Contact No: 24362646
Email: secy-dpe@nic.in

The Secretary
Department of Financial Services
Ministry of Finance
3rd Floor, Jeevan Deep Building
Sansad Marg, New Delhi-110001
Email: secy-fs@nic.in

Sub: Adhering to the provisions/guidelines relating to transfer of divyang employees - regarding

The office of the Chief Commissioner for Persons with Disabilities has been set up to promote and protect the rights of persons with disabilities (PwDs) as per the provisions of the Rights of Persons with Disabilities Act, 2016. This office, inter alia, receives grievances relating to violation of the rights of PwDs and addresses them after a proper hearing as a Civil Court. A lot of grievances are received in this office regarding not following the rules and guidelines relating to transfer of Divyang employees. In this context, please find enclosed a copy of complaint dated 01.12.2022, of Shri C. Ramesh Babu, working as Chief Manager (F&A) in a Central Public Sector undertaking, Gurugram.

2. I would like to mention for ready reference, the relevant provisions and guidelines in respect of transfer of Divyang employees as under:-



5वीं मंजिल, एनआईएसडी भवन, प्लॉट नं०. जी-2, सेक्टर-10, द्वारका, नई दिल्ली-110075; दूरभाष: 011-20892364, 20892275
5th Floor, NISD Building, Plot No.G-2, Sector-10, Dwarka, New Delhi-110075; Tel.: 011-20892364, 20892275

E-mail: ccpd@nic.in ; Website: www.ccd disabilities.nic.in

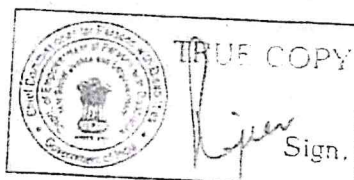
(पूरा मविष्य में पत्राचार के लिए उपरोक्त फाईल/केस संख्या अवश्य लिखें)
(Please quote the above file/case number in future correspondence)

- a) SECTION 20 (5) OF RPWD ACT, 2016 – Sub Section 5 of Section 20 provides that the appropriate government may frame policies for posting and transfer of employees with disability.
- b) SECTION 20 (2) OF RPWD ACT, 2016 – Sub Section 2 of Section 20 lays down that government establishment shall provide reasonable accommodation, appropriate barrier free and conducive environment to Divyang employees.
- c) O.M. No. 302/33-2-87 dated 15.02.1988 issued by Ministry of Finance - This O.M. provides guidelines related to posting of Divyang employees at their native place and exemption of such employees from routine transfer. This O.M. also provides that employees should not even be transferred on promotion if vacancy exists in the same branch or in the same town. Further, this O.M. provides that if it is not possible to retain Divyang employee at his place of posting, due to administrative exigences, even then he must be kept nearest to his original place and in any case he should not be transferred at far off or remote place of posting.
- d) O.M. No. 14017/41/90 dated 10.05.1990 issued by DoP&T – This O.M. provides that employees belonging to Group C and D must be posted near to their native place.
- e) O.M. No. 14017/16/2002 dated 13.03.2002 issued by DoP&T – This O.M. clarifies rule laid down in O.M. dated 10.05.1990 that Government employees belonging to Group C and Group D must be posted near to their native place. O.M. of year 2002 further extends this rule for employees belonging to group A and B as well.
- f) O.M. No. 36035-3/2013, dated 31.03.2014 issued by DoP&T – This O.M. lays down certain guidelines for providing facilities to Divyang employees of government establishments. Under heading 'II' of the O.M. two guidelines with respect to transfer and posting of Divyang employees are laid down. Firstly, it is laid down that Divyang employees may be exempted from rotational transfer and allowed to continue in the same job where they would have achieved the desired performance. Secondly, the O.M. provides that at the time of transfer/promotion, preference in place of posting may be given to the Persons with Disabilities subject to the administrative constraints.
- g) O.M. No. 42011/3/2014, dated 06.06.2014 issued by DoP&T – This O.M. is related to posting of government employees who is care giver of Divyang child. Considering challenges which are faced by care giver of Divyang child, this O.M. provides that care giver of Divyang child may be exempted from routine transfer/rotational transfer.
- h) O.M. No. 42011/3/2014, dated 08.10.2018 issued by DoP&T – This O.M. extends the scope of O.M. dated 06.06.2014 and lays down that government employee who serves as main care giver of dependent daughter/son/parents/spouse/brother/sister may be exempted from exercise of routine transfer.

3. I would request all Cadre Controlling Authorities to please issue suitable instructions to all organizations under their respective jurisdictions for strict compliance of the above provisions/guidelines under intimation to this office.

Upma Srivastava

(Upma Srivastava)
Chief Commissioner for Persons with Disabilities



No.42011/3/2014-Estt.(Res.)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi
Dated the 6th June, 2014

OFFICE MEMORANDUM

Sub: Posting of Government employees who have differently abled dependents – reg.

There has been demand that a Government employee who is a care giver of the disabled child may not have to suffer due to displacement by means of routine transfer/rotational transfers. This demand has been made on the ground that a Government employee raises a kind of support system for his/her disabled child over a period of time in the locality where he/she resides which helps them in the rehabilitation.

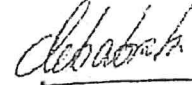
2. The matter has been examined. Rehabilitation is a process aimed at enabling persons with disabilities to reach and maintain their optimal physical, sensory, intellectual, and psychiatric or a social functional level. The support system comprises of preferred linguistic zone, school/academic level, administration, neighbours, tutors/special educators, friends, medical care including hospitals, therapists and doctors, etc. Thus, rehabilitation is a continuous process and creation of such support system takes years together.

3. Considering that the Government employee who has disabled child serve as the main care giver of such child, any displacement of such Government employee will have a bearing on the systemic rehabilitation of the disabled child since the new environment/set up could prove to be a hindrance for the rehabilitation process of the child. Therefore, a Government servant who is also a care giver of disabled child may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints. The word 'disabled' includes (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or Cerebral Palsy (iv) leprosy cured (v) mental retardation (vi) mental illness and (vii) multiple disabilities.

4. Upbringing and rehabilitation of disabled child requires financial support. Making the Government employee to choose voluntary retirement on the pretext of routine transfer/rotation

transfer would have adverse impact on the rehabilitation process of the disabled child.

5. This issues with the approval of MoS(PP).
6. All the Ministries/Departments, etc. are requested to bring these instructions to the notice of all concerned under their control.



(Debabrata Das)

Under Secretary to the Govt. of India

Tel. No. 23093307

To

- (i) All Ministries/Departments of the Government of India.
- (ii) Department of Financial Services, Ministry of Finance, New Delhi, in respect of Public Sector Banks/Public Sector Insurance Companies.
- (iii) Department of Public Enterprises, CGO Complex, New Delhi, in respect of Central Public Sector Enterprises.
- (iv) Railway Board/Union Public Service Commission/Supreme Court of India/Election Commission/ Lok Sabha Secretariat/Rajay Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/Planning Commission/C&AG.
- (v) Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi.
- (vi) Office of the Chief Commissioner for Disabilities, Sarojini House, New Delhi.

✓ Copy to: Tech. Director, NIC, DOPT for uploading on the website of this Department.

OFFICE MEMORANDUM

Subject: Exemption from the routine exercise of transfer/ rotational transfer.

Considering that transfer of a Government employee who serves as the main care giver of persons with disability would have a bearing on the systematic rehabilitation of persons with disabilities, the Government issued OM of even number dated June 6, 2014 to exempt such employee from routine exercise of transfer/rotational transfer, subject to administrative constraints.

2. The scope of disability initially had covered (i) blindness or low vision (ii) hearing impairment (iii) locomotor disability or cerebral Palsy (iv) leprosy cured (v) mental retardation (vi) mental illness and (vii) multiple disabilities, which subsequently, vide OMs of even number dated November 17, 2014 and January 5, 2016, was further extended to include 'Autism', 'Thalassemia' and 'Haemophilia'.


3. With the enactment of the Rights of Persons with Disabilities Act, 2016 on April 17, 2017, the following instructions are issued in supersession of the above-mentioned OMs of even number dated June 6, 2014, November 17, 2014 and January 5, 2016 with regard to the eligibility for seeking exemption from routine exercise of transfer/rotational transfer:

- (i) A Government employee who is a care-giver of dependent daughter/son/parents/spouse/brother/sister with Specified Disability, as certified by the certifying authority as a Person with Benchmark Disability as defined under Section 2(r) of the Rights of Persons with Disabilities Act, 2016 may be exempted from the routine exercise of transfer/rotational transfer subject to the administrative constraints.
- (ii) The term "Specified Disability" as defined in the Schedule to the Rights of Persons with Disabilities Act, 2016, covers (i) Locomotor disability including leprosy cured person, cerebral palsy, dwarfism, muscular dystrophy and Acid attack victims (ii) Blindness (iii) Low-vision (iv) Deaf (v) Hard of hearing (vi) Speech and language disabilities (vii) Intellectual disability including specific learning disabilities and autism spectrum disorder (viii) Mental illness (ix) Disability caused due to: (a) Neurological conditions such as Multiple sclerosis and Parkinson's disease (b) Blood disorder- Haemophilia, Thalassemia and Sickle cell-disease and (x) Multiple disabilities (more than one of the above specified disabilities) including deaf blindness and any other category of disabilities as may be notified by the Central Government.

Contd.... 2/-

- (iii) The term 'Specified Disability' as defined herein is applicable as grounds only for the purpose of seeking exemption from routine transfer/rotational transfer by a Government employee, who is a care-giver of dependent daughter/son/parents/spouse/brother/sister as stated in Para 3(i) above.

4. All the Ministries/Departments are requested to bring these instructions to the notice of all concerned under their control.


(G. Srinivasan)
Director (Res)
Tel.: 2309 3074

To

- (i) All Ministries/Departments of the Government of India
- (ii) Department of Financial Services, Ministry of Finance, New Delhi in respect of Public Sector Banks/Public Sector Insurance Companies
- (iii) Department of Public Enterprises, CGO Complex, New Delhi in respect of Central Public Sector Enterprises
- (iv) Railway Board/Union Public Service Commission/Supreme Court of India/Election Commission/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Central Vigilance Commission/President's Secretariat/Prime Minister's Office/NITI Aayog/Comptroller & Auditor General of India
- (v) Staff Selection Commission, CGO Complex, Lodhi Road, New Delhi
- (vi) Office of the Chief Commissioner for Persons with Disabilities, Sarojini House, New Delhi

Copy to:

The Director, NIC, DOPT, with a request to upload on the website of this Department

No.36035/3/2013-Estt.(Res)
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

North Block, New Delhi.
Dated the 31st March, 2014.

OFFICE MEMORANDUM

Subject: Guidelines for providing certain facilities in respect of persons with disabilities who are already employed in Government for efficient performance of their duties

A need has been felt to issue guidelines to provide certain additional facilities/amenities to the persons with disabilities (PWD) to enable them to effectively discharge their duties. The facilities such as identification of jobs, post recruitment and pre-promotion training, assistive devices, free accessibility, preference in transfer/posting, special casual leave, etc. have been identified as areas which require special attention. The proposed facility indicated in the guidelines should be applicable in respect of such employees working in the Ministries/Departments of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc.

2. An inter-ministerial committee was formed to finalise guidelines for providing certain facilities in respect of persons with disabilities, who are already employed in efficient discharge of their duties. Based on the discussions held with the stakeholders and suggestion received from the stakeholders, the following guidelines are issued to provide certain facilities/amenities to the persons with disabilities:-

A. Identification of jobs

Each Ministry/Department of the Government of India, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Boards etc. should identify the types of jobs which could be easily performed by them specially for Group B, C and D posts where the number of jobs are more. Such persons should preferably be posted to perform such identified jobs and they be allowed to continue performing such jobs, as far as possible. If the concerned PWD officer could perform all the jobs as people without disability or could perform several types of jobs efficiently, no effort should be made to instruct them to certain types of jobs only.

B. Post recruitment and Pre-promotion training

Induction training is an essential component of the service requirement of an employee. Induction training programme for the persons with disabilities should be imparted together with the other employees.

Job specific post-recruitment as well as pre-promotion training programmes are required to be organised for the persons with disabilities. Outlining a specific module/norm for training programme for the persons with disabilities common to all the Ministries/Departments and their attached/subordinate offices, Central Public Sector

Enterprises, Cantonment Board, etc. may not be possible as the training requirement may be different on the basis of the work pattern. All the Ministries / Departments should take definite action to conduct job specific inclusive training programmes for the persons with disabilities with other employees.

Duration and training contents may be finalized in consultation with the National Institutes under the Department of Disability Affairs, Ministry of Social Justice & Empowerment and, if felt necessary, prominent Associations/Federations/Confederations working in the sphere of disability can be consulted. It should also be ensured that training programmes are conducted at the time of change in job, introduction of new technology, after promotion of the employee, etc. The venue of the training may be fixed as considered suitable for conducting such training. The Ministries/Departments and their offices shall utilize existing Budget provisions for undertaking the aspects of training programme.

The employee with disability shall be placed with an experienced employee for at least one month on resuming responsibility of a post. This would help him to pick up skills required to perform the job and also the adaptations that may be required in individual cases.

C. Providing aids/assistive devices

The persons with disabilities could perform their duties efficiently if they are provided with aids and appliances which are suitable to their needs. Ministries /Departments and their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc. should assist the persons with disabilities by providing them high tech/latest technology led assistive devices (including low vision aids, hearing aids with battery), special furniture, wheel chairs (motorised if required by the employee), software scanners, computer and other hardware, etc. in accordance with their requirement, which would improve their efficiency.

They should either provide or shall reimburse the cost of such devices with a specific time period for such devices to persons with disabilities in accordance with the price/durability of the special devices, special furniture, software, scanners, computer and other hardware, etc. as fixed by them, in consultation with various National Institutes working in the sphere of disability. A review exercise shall be carried out by the Departments/Ministries every three years to check the availability or need for introduction of enhanced/upgraded versions of such devices/software etc. They shall utilise their existing budget provisions for providing these facilities.

D. Accessibility and barrier free environment at work place

In addition to the guidelines for modification in all public buildings including Government offices to provide easy accessibility and barrier free environment for PWDs as per the provisions of the PWD Act, all Government offices should take special steps to provide barrier free and accessible work stations to PWD employees, access from main building entrance to their work stations and access to common utility areas such as Toilets, canteens etc. Lifts/elevators should be made accessible by providing Braille signage and audio outputs. Wherever required, suitable colour contrast may also be made available in buildings, utilities, staircases, etc. for the benefit of low vision employees.

E. Preference in Govt. accommodation

The Directorate of Estates may give preference to the persons with disabilities for providing them accessible accommodation near their place of posting and they may be preferred for allotment of ground floor accommodation. Possibility of existing housing accommodations being renovated to make them conveniently accessible to persons with disabilities, be explored by the Directorate of Estates.

F. Grievance redressal

Some of the employees including persons with disability may be got trained by the empanelled Master Trainers/Offices of various National Institutes working in the sphere of disability to develop their skills in handling grievances relating to PWDs.

The Liaison Officer appointed to look after reservation matters for SCs, STs may also act as the Liaison Officer for reservation matters relating to persons with disabilities. The Liaison Officer would also look after the issues relating to providing of amenities for the persons with disabilities. In addition, every Ministry/Department, their attached and subordinate offices, Central Public Sector Enterprises, Cantonment Board, etc., would preferably constitute a Grievance Redressal Mechanism headed by the Head of Administration and comprising at least two employees including a PWD having knowledge in disability matters. The Committee so constituted would receive and try to redress the grievances of persons with disabilities within a reasonable time frame.

G. Special Casual Leave

Vide this Department's OM No. 25011/1/2008-Estt.(A) dated 19.11.2008, a provision of Special Casual Leave for 4 days in a calendar year has been made for the employees of Central Government with disabilities for specific requirements relating to disabilities of the official. Further, vide this Department's OM No. 28016/02/2007-Estt(A) dated 14.11.2007, there is also a provision of 10 days Special Casual Leave in a calendar year subject to exigencies of work for the differently abled Central Government employees with disabilities for participating in Conference/Seminars/Trainings/Workshop related to disability and development to be specified by Ministry of Social Justice & Empowerment.

H. Preference in transfer/posting

As far as possible, the persons with disabilities may be exempted from the rotational transfer policy/transfer and be allowed to continue in the same job, where they would have achieved the desired performance. Further, preference in place of posting at the time of transfer/promotion may be given to the persons with disability subject to the administrative constraints.

The practice of considering choice of place of posting in case of persons with disabilities may be continued. To the extent feasible, they may be retained in the same job, where their services could be optimally utilised.

3. Every Ministry/Department in consultation with the Office of the Chief Commissioner for Persons with Disabilities would arrange for training of the Liaison Officer on "Disability Equality and Etiquettes".

4. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control, for information and compliance. The Department of Public Enterprises may ensure to give effect the above guidelines in the all the Central Public Sector Enterprises.

G. Srinivasan

(G. Srinivasan)

Deputy Secretary to the Government of India

Tel: 2309 3074

To

- (i) The Secretary, all the Ministries / Departments of the Government of India.
- (ii) The Secretary, Department of Public Enterprises, CGO Complex, New Delhi with a request to issue necessary instructions to give effect the above guidelines in the all the Central Public Sector Enterprises.
- (iii) The Secretary, Department of Financial Services, Jeevan Deep Building, New Delhi with the request to consider issuance of similar guidelines for PSU banks.
- (iv) The Secretary, Railway Board, Rail Bhavan, New Delhi.
- (v) Union Public Service Commission/Supreme Court of India/Election Commission of India/Lok Sabha Secretariat/Rajya Sabha Secretariat/Cabinet Secretariat/Prime Minister's Office/Planning Commission.
- (vi) The Chairman, Staff Selection Commission, CGO Complex, Lodi Road, New Delhi.
- (vii) Office of the Chief Commissioner for Persons with Disabilities, Sarojini House, 6, Bhagwan Das Road, New Delhi-110001.
- (viii) Office of the Comptroller and Auditor General of India, 10, Bahadur Shah Zafar Marg, New Delhi.
- (ix) All Officers and Sections in the Ministry of Personnel, Public Grievances and Pensions and all attached/subordinate offices of this Ministry.
- (x) Information and Facilitation Centre, DOPT, North Block, New Delhi- 20 copies.

✓ Copy to Director, NIC, DOP&T with a request to place this circular on the website of this Ministry, for information of all concerned