Government of India (Bharat Sarkar)
Ministry of Railways (Rail Mantralaya)
(Railway Board)

No. 2014/E(Trg)/30/11 New Delhi, dt. 3.07.2014

The Director General
NAIR/Vadodara

Please Issue
3/7/14
C/C

The Directors
IRICEN/Pune
IRIEEN/Nasik
IRISET/Secunderabad
IRIMEE/Jamalpur
IRITM/Lucknoe
JR RPF Academy/Lucknow

Sub: Providing training facilities for persons with disabilities – Guidelines

A need has been felt to issue guidelines to provide certain additional facilities/ amenities to persons with disabilities (PWD) to enable them to effectively discharge their duties. Guidelines have been laid down by Department of Personnel & Training (DOP&T) for providing facilities such as identification of jobs, post recruitment and pre-promotion training, assistive devices, free accessibility, etc. and other related areas which require special attention.

Since training is an essential component of the service requirement of an employee, following may be ensured/provided:

1. Induction training programme for the persons with disabilities should be imparted together with the other employees.
2. Job specific post-recruitment as well as pre-promotion training programmes are required to be organized for the persons with disabilities. Definite action to conduct job specific inclusive training programmes for persons with disabilities with other employees should be taken.
3. Duration and contents of training programmes 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 the sphere of disability can be consulted.

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4. Training programmes may also be arranged for the persons with disabilities keeping in view any 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.

Action taken on the above may be advised to this office.

(H. Moharana)
Director(Training)
Railway Board