

**'Equal Opportunity Policy' framed by Coconut Development Board
in terms of Section 21 of the Rights of Persons with Disabilities Act, 2016**

- (a) Coconut Development Board, a statutory body established under the Ministry of Agriculture and Farmers Welfare, Govt. of India is committed to create an inclusive workplace and work culture in which all officials are treated with respect and dignity.
- (b) The Board is, further, committed to create a work environment which is free from any discrimination against persons with disabilities. It is also ensured that no opportunity is denied to persons with disabilities merely on the ground of disability.
- (c) Board will make necessary modifications to its physical infrastructure immediately for providing easy and barrier-free accessibility to persons with disabilities. Necessary assistive devices such as wheel chair etc. will be provided to them.
- (d) Height of one bio-metric attendance machine has been lowered for the comfort of persons with locomotor disability.
- (e) Board properly maintains a Reservation Roster in terms of Department of Personnel and Training OM No. 36035/02/2017-Estt (Res), dated 15.1.2018 for ensuring eligible reservation to persons with benchmark disabilities.
- (f) The list of posts identified suitable for persons with disabilities is provided at Annexure I.
- (g) It is ensured that necessary post-recruitment and pre-promotion trainings are given to persons with disabilities so that they can effectively discharge their duties and responsibilities in the Board.
- (h) Persons with disabilities are given preference in transfer and posting.
- (i) Apart from the 8 days' normal casual leave, persons with disabilities are granted 4 days' Special Casual Leave in a calendar year for specific requirements relating to their disability. Further, they are paid monthly transport allowance at double the normal rate.
- (j) Secretary, Coconut Development Board has been appointed as the Liaison Officer for Persons with Disabilities to look after their recruitment.

- (k) The Board also maintains a register in pursuance of Section 22 of the Rights of Persons with Disabilities Act, 2016. It contains the details such as no. of persons with disabilities employed in Coconut Development Board, the date from when they are employed, their name, gender and address, their nature of disability, nature of work being rendered by them and kind of facilities being provided to them.
- (l) As per Section 23 of the Act, Smt. Deepthi Nair S., Dy. Director (Mktg.) has been appointed as Grievance Redressal Officer for persons with disabilities. For ensuring an effective grievance redressal mechanism, a register of complaints is properly maintained by her.



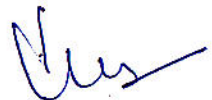
Secretary

List of posts identified suitable for Persons with Disabilities
in Coconut Development Board

Sl. No.	Name of the post	Level in the pay matrix	No. of sanctioned posts	Identified suitable for
Group A				
1.	Assistant Director (Development)	Level-10	8	HD & LD categories
2.	Assistant Director (Marketing)	Level-10	2	HD & LD categories
3.	Assistant Director (Statistics)	Level-10	1	HD & LD categories
4.	Assistant Director (Export Promotion)	Level-10	1	HD & LD categories
5.	Assistant Director (Foreign Trade)	Level-10	1	HD & LD categories
6.	Assistant Director (Official Language)	Level-10	1	HD & LD categories
7.	Assistant Director (Technology)	Level-10	1	HD & LD categories
Group B				
8.	Accounts Officer	Level-7	2	HD & LD categories
9.	Sub-Editor	Level-6	2	VD, HD & LD categories
10.	Assistant	Level-6	11	VD & LD categories
11.	Jr. Translator	Level-6	1	VD, HD & LD categories
12.	Stenographer Gr. II	Level-6	5	VD & LD categories
Group C				
13.	Upper Division Clerk	Level-4	16	VD, HD & LD categories
14.	Junior Stenographer	Level-4	7	VD & LD categories

Sl. No.	Name of the post	Level in the pay matrix	No. of sanctioned posts	Identified suitable for
15.	Lower Division Clerk	Level-2	26	VD, HD & LD categories
16.	Multi-Tasking Staff	Level-1	56	VD, HD & LD categories

- VD - Visual Disability
HD - Hearing Disability
LD - Locomotor Disability


Secretary