

मध्य रेल

Central Railway



Facilities in Railway Service for Persons with Disabilities



Disability does not keep me back



“
I cannot do everything,
but still I can do something.
Because I cannot do everything,
I will not refuse to do
the something that I can do
”

International Day of Persons with Disabilities

3rd December 2019





**GENERAL MANAGER
CENTRAL RAILWAY**



Message

Central Railway is committed to provide prescribed facilities for Persons with Disabilities in Railway Service.

It is my pleasure to introduce ‘The handbook on Facilities in Railway Service for Persons with Disabilities’. The primary objective of this book is all disabled Railway employees and wards to know about facilities available for them in Railway Service and enjoy those facilities.

I congratulate the Personnel department for introducing the first handbook for disabled Railway employees and wards and for paving the way for Sugamya Bharat Abhiyan. I welcome all to share and disseminate the information in this book as much as possible.

(Sanjeev Mittal)



**PRINCIPAL CHIEF PERSONNEL OFFICER
CENTRAL RAILWAY**

Message

In Railway service facilities in recruitment, promotion, pass, leave, allowance, etc. are being provided for Persons with Disabilities.

‘The handbook on Facilities in Railway Service for Persons with Disabilities’ is designed to highlights available facilities for disabled Railway employees and wards in Railway service. In addition, highlights are given on other facilities available in Railways and statutory bodies functioning for them.

I believe that this book can be used by all disabled Railway employees and wards, their families and other Railway officials. I appreciate the efforts of Central Staff Benefit Fund committee for releasing first kind of this book.

(Dr. A K Sinha)

Quota in direct recruitment:



4% (Four percent) of the total number of vacancies to be filled by direct recruitment from open market, in the cadre strength of Non-Gazetted staff shall be reserved for persons with benchmark disabilities. (RBE No. 23/2018)

%	Benchmark Disabilities
1%	a) Blindness and low vision
1%	b) Deaf and hard of hearing
1%	c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
1%	d) Autism, intellectual disability, specific learning disability and mental illness; e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness in the posts identified for each disabilities

Note: Definition of the above specified disabilities is as per ‘The Rights of Persons with Disabilities Act, 2016’.

Relaxation in upper age limit for recruitment:

Persons With Disabilities (PWD) UR	10 Years
PWD OBC-Non Creamy Layer	13 Years
PWD SC/ST	15 Years

(Board’s letter No. E(NG) II/2006/LG-5/4 dated 22.8.2006 and Master Circular No. 13)

Fee concession:

Concession is available from payment of prescribed examination fee at the time of recruitment.

Relaxation in minimum qualifying marks:

Relaxation of up to 2% marks in the minimum qualifying marks prescribed for the community is allowed at the time of direct recruitment, in case of shortage of PWD candidates against vacancies reserved for them.

Facility of a Scribe:

Scribe facility is applicable to eligible PWD candidates only. Change of scribe at the exam venue is generally not permitted. However, under exceptional circumstances the change may be allowed duly recording reasons and filling the relevant details including photograph of the scribe.

Exemption from typing test:

PWDs who are otherwise qualified to hold clerical posts and who are certified as being unable to type by the Medical Board attached to Special Employment Exchanges for them (or by the Civil Surgeon where there is no Medical Board) may be exempted from passing the typing test.

Medical memo:

Medical memo may be given indicating that he/she is recruited against the Handicapped Quota and appointment recommended to the post is identified suitable to be held by PwD of the

relevant category, to enable the Medical Officer to keep this in view at the time of medical examination of physically handicapped candidate. (Board's letter No. E(NG) II/2006/LG-5/4 dated 22.8.2006)

Posting/Transfer of PwDs:



Physically handicapped person who has been recruited to Non-Gazetted posts may be given posting, as far as possible, subject to administrative constraints, near their native places within the region.

Requests from physically handicapped employees for request transfer to or near their native places may also be given preference.

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.

Preference in place of posting at the time of promotion may be given to the persons with disability subject to the administrative constraints. (RBE No. 23/1992 and Board's letter dated 11/8/2015)

Posting of staff who have children with hearing impairment or multiple disabilities:

Such disabled children may have opportunities of learning in one single language, as these children cannot cope up with learning their subjects in more than one language, as a result of transfer of their parents from one State to another.

Considering that facilities for medical care and education of children with hearing impairment or multiple disability may not be available at all Stations, such requests from the parents of a child suffering from hearing impairment or multiple disability, may as far as possible, be considered sympathetically. Where, however, this may not be possible, efforts may be made to accommodate such a Railway servant in the same State to the extent possible. (RBE No. 75/2000)

Allotment of quarters:

Requests from the handicapped persons appointed on the Railways under special schemes should also be entertained for registration in the out of turn register on merits of each case, with due regard to the degree of their disability. (Board's letter No. E(G)92 QR 1-20 dated 19/01/1993)

Promotion/Rank:



- No promotion shall be denied to a person merely on the ground of disability.
- No Government establishment shall dispense with or reduce in rank, an employee who acquires a disability during his or her service.

- Provided that, if an employee after acquiring disability is not suitable for the post he was holding, shall be shifted to some other post with the same pay scale and service benefits.
- Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier. (Rights of Persons with Disabilities Act, 2016)

Transport Allowance at double the normal rates:

Physically disabled employees as mentioned in Railway Board's letter No. F(E)I-78/AL-7/5 dated 23.10.1978 and subsequent orders in respect of the categories viz. visually impaired, orthopedically handicapped, deaf and dumb/hearing impaired, spinal deformity, shall continue to be paid Transport Allowance at double the normal rates, subject to fulfilment of the stipulated conditions, which shall, in no case, be less than Rs.2250/- p.m. plus applicable rates of Dearness Allowance. (RBE No. 80/2017)

Grant of Children Education Allowance at higher Rates:



The reimbursement of Children Education Allowance for Divyaang children of government employees shall be payable at double the normal rates of CEA prescribed above in clause (b) i.e. Rs. 4500/- per month (fixed). The upper age limit for Divyaang children set at 22 years. Applicable only for the two eldest surviving children with the exception that in case the second child birth results in twins/ multiple birth.

The above rates/ceiling would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%.

In case of a Divyaang child studying in an institution i.e. aided or approved by the Central/State Govt. or UT Administration or whose fees are approved by any of these authorities, the Children Education Allowance paid by the Govt. servant shall be reimbursed irrespective of whether the institution is 'recognized' or not.

(RBE No. 114/2018)

Special Allowance for child care for women with disabilities:

Benefits to women employees with disabilities especially when they have young children and children with disability, given as under:-

(a) Women with disabilities shall be paid Rs. 3000/- per month as Special Allowance for Child care. The allowance shall be payable from the time of the child's birth till the child is two year old.

(b) It shall be payable for a maximum of two eldest surviving children.

(c) Disability means a person having a minimum Disability of 40% as elaborated in Ministry of Welfare's Notification No.16-18/97-N.I.I dated 1.6.2001 and amended from time to time.

(d) The above limit would be automatically raised by 25% every time the Dearness Allowance on the revised pay structure goes up by 50%. (RBE No. 190/2017)

Special Casual leave:

4(Four) days can be granted in a calendar year to Railway employees with disabilities for specific requirements relating to the disability of the official. (RBE No. 201/2008)

Special disability leave for injury intentionally inflicted:

(1) The authority competent to grant leave may grant special disability leave to a railway servant who is disabled by injury intentionally inflicted or caused in or in consequence of due performance of his official duty or in consequence of his official position.

(2) Such leave shall not be granted unless the disability manifested itself within three months of the occurrence to which it is attributed, and the person disabled acted with due promptitude in bringing it to notice. Provided that the authority competent to grant leave, if it is satisfied as to the cause of the disability, may permit leave to be granted in cases where the disability manifested itself more than three months after the occurrence of its cause.

(3) The period of leave granted shall be such as is certified by the Authorised Medical Attendant of the Railway servant concerned to be necessary. It shall not be extended except on the certificate of that authority and shall in no case exceed 24 months.

(4) Such leave may be combined with leave of any other kind.

(5) Such leave may be granted more than once if the disability is aggravated or reproduced in similar circumstances at a later date, but not more

than 24 months of such leave shall be granted in consequence of any one disability.

(6) Special disability leave shall be counted as duty in calculating service for pension and shall not except the leave granted under proviso to clause (b) of sub-rule (7) be debited against the leave account.

(7) Leave salary during such leave shall--

(a) for the first 120 days of any period of such leave, including a period of such leave granted under sub-rule (5) be equal to leave salary while on leave on average pay; and

(b) for the remaining period of any such leave, be equal to leave salary during half pay leave:

Provided that a railway servant may, at his option, be allowed leave salary as in sub-rule (a) for period exceeding 120 days and in that even the period of such leave shall be debited to his half pay leave account.

(Rule 552 of IREC)

Special disability leave for accidental injury:

(1) The provisions of rule 552 shall apply also to a railway servant, whether permanent or temporary, who is disabled by injury accident incurred in, or in consequence of due performance of his official duties or in consequence of his official position, or by illness incurred in the performance of any particular duty which has the effect of increasing his liability to illness or injury beyond the ordinary risk attaching to the post which he holds.

(2) The grant of special disability leave in such case shall be subject to the further conditions:--

(i) that the disability if due to disease must be certified by the Authorised Medical Attendant of the railway servant concerned to be directly due to the performance of the particular duty;

(ii) that if the Railway servant has contracted such disability during service otherwise than with a military force, it must be in the opinion of the authority competent to sanction leave, exceptional in character; and

(iii) that the period of absence recommended by the Authorised Medical Attendant may be covered in part by leave under this rule and part by any other kind of leave, and that the amount of special disability leave granted on average pay shall not exceed 120 days. (Rule 553 of IREC)

Hospital leave:

(1) Hospital leave may be granted to No gazetted Railway servants while under medical treatment for illness or injuries if such illness or injury is directly due to risks incurred in the course of official duties.

(2) Hospital leave shall be granted on production of medical certificate from an Authorised Medical Attendant.

(3) (a) Hospital leave may be granted for such period as the authority granting it may consider necessary on leave salary--

(i) equal to leave salary while on leave on average pay for the first 120 days of any period of such leave; and

(ii) equal to leave salary during half pay leave for the remaining period of any such leave.

(b) The amount of hospital leave which may be granted by the General Managers to railway servants is unlimited.

(4) Hospital leave shall not be debited against the leave account and may be combined with any other kind of leave which may be admissible, provided the total period of leave, after such combination, does not exceed 28 months.

Note.—If the railway servant is one to whom the Employee's Compensation Act applies the amount of leave-salary payable during Hospital Leave shall be reduced by the amount of compensation payable under Act when a disablement regarded at first as temporary, proves to be a permanent disablement and compensation becomes payable under the Employee's Compensation Act, the hospital leave-salary should be restored to the full amount admissible under the above rule. (Rule 554 of IREC)

Issue of Residential Card Passes in higher class to physically handicapped Railway employees:

First Class Residential Card Passes can be issued to physically handicapped Railway employees, who are presently entitled only to Residential Card Passes in Second Class wherever admissible. The physical disability, as certified by the Railway Medical Authorities, should be one of the following types for eligibility to higher class Residential Card Passes:

- i. Railway employees not having one leg or both the legs, either below or above knee and using artificial limbs or other devices for walking;
- ii. Railway employees not having one/two hands or when either hand is incapacitated;
- iii. Railway employees whose one leg or both legs is/are incapacitated due to paralysis, Polio, etc., and where it is not possible to stand or walk without any support; and

iv. Totally blind railway employees provided their total blindness is duly certified by the DMO.

2. The above concessions will continue till such time the employee becomes, eligible for free Residential Card Passes/ Concessional Season Tickets in First Class. (Board's letter No. E(W)88PS5-17/6 dated 2/7/1996)

Medical Pass - Provision for two attendants:

When no family member is accompanying a physically handicapped or unconscious or paralyzed or mentally retarded patient, two attendants in the same class may be provided on the express recommendations of the medical officers. (Schedule VII of Pass Rules)

Privilege Passes/PTOs to invalids:

Invalid son or sons of the age of 21 and above can be included as 'member of family'. Invalid brother of any age can be included as 'dependent relative' in relation to a railway servant, whose father is not alive.

The term 'invalid' with reference to Rule 2(c)(iv) and 2(d)(iii)(d) shall mean:

i. An invalid is one who is suffering from disability of mind other than drug addiction as cause of mental disability or is physically crippled or handicapped and is unfit to earn even after attaining the age of 21 years.

ii. It has also to be satisfied that the handicap is of such a nature so as to prevent him from earning his livelihood and the same shall be evidenced by a Certificate from the Medical Officer not below the rank of Divisional Medical Officer, who as far as possible, should state the exact mental and physical conditions of the invalid.

iii. A certificate from the Medical Officer on the above lines should be produced at least once after every three years indicating that the invalid continues to suffer from the disorder or disability. The employee shall advise the administration whenever the invalid starts earning.

iv. If in the opinion of the Medical Officer, the physical handicap or disability of mind etc. is of such a nature that the person concerned is likely to become fit to earn his livelihood after a gap of time, he shall not be treated as 'invalid' for the purpose of these rules. (Board's letter No. E(W)2001PS5-8/6 dated 23/08/2002 and No. E(W)2009 PS5-1/5 dated 18/05/2009)

Inclusion of escort in the post-retirement Complimentary Passes issued to physically handicapped Retired Railway employees:

i. In the case of those Retired Railway employees, who are eligible for three sets of First A post-retirement Complimentary Passes, may be allowed an option either to avail of the passes as per their entitlement or avail two sets alongwith an escort in the same class, in each of the two sets of the passes by surrendering the remaining one set;

ii. In the case of those Retired Railway employees, who are eligible for 2 sets of First A post-retirement Complimentary Passes, an option

may be given either to avail of the passes as per their entitlement or avail one set alongwith an escort in the same class by surrendering the remaining one set;

iii. In respect of those Retired Railway employees, who are eligible for 2 sets of First Class post-retirement Complimentary Passes, an option may be given either to avail of the passes as per their entitlement or avail one set alongwith an escort in the same class by surrendering the remaining one set;

iv. In respect of those Retired Railway employees, who are eligible for one set of First Class post-retirement Complimentary Pass, the facility of an escort in the same class may be allowed on the single set of pass;

v. In respect of those Retired Railway employees, who are eligible for Second Class / Sleeper Class post-retirement Complimentary Passes, one set of higher class of pass but not higher than 1st Class, with an escort in the same class, may be allowed in lieu of the total

entitlement of post-retirement Complimentary Passes.

Provided further that the facility of an escort would be allowed only on the recommendation of a Senior D.M.O. and where the employee has no family member. The facility of an attendant which is allowed on First Class Pass will, however, not be allowed. The other conditions applicable to serving physically handicapped employees will equally apply in the case of Retired physically handicapped Railway employees as well. (Schedule IV of Pass Rules)

Provision of Parent/ Guardian in the School Pass issued to handicapped boys of 18 years of age and above:

The parent or guardian may also be included in the School Pass issued to handicapped student sons of railway employees who are 18 years of age and above subject to production of a Medical Certificate from the DMO that such boys are unable to travel alone. (Schedule III of Pass Rules)

Facility of companion in lieu of attendant:

Facility of companion in lieu of attendant may be provided to 1st class/1st 'A' Post Retirement Complimentary Pass holder and/or eligible family members above 65 years of age when they are travelling along with the mentally retarded and/or physically disabled son or daughter of the retired railway employee, who is eligible to be included in the Post Retirement Complimentary Pass, as per rules.

(RBE No. 164/2009)

Appointment on compassionate grounds:

For appointment of handicapped wards of railway employees on compassionate grounds, registration with special employment exchanges is not necessary and if the candidate claims physical handicap, this may be verified/established based on the general criteria through competent Medical Officers. (Master Circular No. 16)

Family pension for life to physically crippled or disabled sons/daughters of deceased Railway servants:



To such disabled children who are minors	Guardianship certificates/ appointment of guardians is required as they are covered by the existing laws for the purpose of obtaining guardianship certificates/ appointment of guardians by the courts.
To such disabled sons/ daughters who are major	It will not be necessary to obtain guardianship certificate or appointment of a guardian by a Court, either for the grant or continuance of family pension subject to satisfying the other prescribed eligibility conditions.

Eligibility of disabled divorced/widowed daughter for grant of family pension:

If the marriage of the disabled daughter is legally annulled, she would be eligible for family pension for life from the date her marriage stands annulled, subject, to the following conditions:-

- Divorce is valid in law
- Divorced daughter comes back to her parental home
- Disability is certified by an appropriate authority as required under the rules
- The requirement regarding submission of the requisite certificates as laid down Pension Rules for becoming eligible to family pension for life shall continue to remain operative.

Similarly, the widowed disabled daughter would also be eligible for family pension for life from the date of death of her husband, subject to fulfilment of above mentioned conditions as applicable in her case. (Pension Rules, 1993)

Income Tax Exemption:

As per Section 80 U Salaried Class Employee who are partially or totally blind or physically handicapped a sum of Rs.75,000 can be deducted from the total income of the assessee, if he is a person with disability and Rs.1,25,000 if he is a person with severe disability.

Section 80DD allows a deduction up to Rs 75,000 a year and if the disability is severe, up to Rs 1,25,000 a year, to an individual or HUF if the person has incurred in the previous year any expenditure on medical treatment (including nursing), training and rehabilitation of a dependant with a disability or paid or deposited any amount under a scheme framed in this behalf by an insurer for the maintenance of a dependant with a disability.

Exemptions from payment of profession tax:

Any person suffering from a permanent physical disability or parent of a child suffering from a physical disability is exempted from payment of profession tax. (Section 27A of the Maharashtra State Professions Tax Act)

Facilities from Staff Benefit Fund:

Rs. 50 per capita has been allotted from Staff Benefit Fund for the welfare of disabled Railway Servants and Wards who are covered under the Rights of Persons with Disabilities Act, 2016. Activities against which fund is allotted are given below:

- Fund is allotted for developing occupational skills of Physically/ Mentally Challenged Railway Employees/ wards and for organizing workshops, seminars, camps, etc.
- Financial assistance is given to employees/wards who are in need of special equipments etc. Such as purchase of wheelchairs, other aides, special software, Braille equipment, etc.



- An annual grant of Rs. 18,000/- is given for such children who are Mentally retarded, Cerebral palsy or Spastics (40% & above) completely blind or bedridden due to affliction with diseases like paralysis, muscular dystrophy, amputation of both legs and who need constant care and attention.
- Up to Rs.40,000/- to meet the Purchase cost of Artificial Limb for disabled employees is given



Special Pass:

PwD Railway Servants may be issued Special Passes to participate in Conferences/ Workshops/ Seminars/Trainings that are organized under the aegis of SBF for their development. The Class of the pass will be same as on privilege account. However, such facility will not be permissible for Camps. (RBE No. 132/2019)

Facilities at most of the Railway stations:

- Standard ramp for barrier free entry,
- Earmarking parking lots for vehicles used by disabled persons,
- Wheel chairs,
- Non-slippery walkway,
- Signages,
- Toilets,
- Water taps suitable for needs of handicapped persons,
- “May I Help You” Booth.

Other facilities on Railways:

- Separate counter is earmarked at various Passenger Reservation System (PRS) centres for dealing with the reservation requisitions received from physically handicapped persons,
- Earmarking of seats/berths for physically handicapped persons in SLRD coaches,
- In sub-urban trains, separate accommodation for handicapped persons has been earmarked.

Initiatives by Central Government:

In order to facilitate the implementation of the activities of the PwDs, following Statutory Bodies, Central Public Sector Enterprises and National Institutions functioning:

Statutory Bodies:

- (i) Rehabilitation Council of India
- (ii) Chief Commissioner for Persons with Disabilities
- (iii) National Trust for the Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities.

National Institutions:

1. Pt. Deendayal Upadhyaya National Institute for Persons with Physical Disabilities (PDUNIPPD), Delhi,
2. Swami Vivekanand National Institute for the Rehabilitation Training & Research (SVNIRTAR), Cuttack,
3. National Institute for the Empowerment of Persons with Visual Disabilities (NIEPVD), Dehradun,

4. National Institute for Locomotor Disabilities (NILD), Kolkata,
5. Ali Yavar Jung National Institute of Speech and Hearing Disabilities (AYJNISHD), Mumbai,
6. National Institute for the Empowerment of Persons with Intellectual Disabilities (NIEPID), Secunderabad,
7. National Institute for Empowerment of Persons with Multiple Disabilities, (NIEPMD),
8. Indian Sign Language Research and Training Centre (ISLRTC).

Central Public Sector Enterprises:

- (i) National Handicapped Finance and Development Corporation (NHFDC),
- (ii) Artificial Limbs Manufacturing Corporation of India (ALIMCO).

Central Government department deals with PwDs:

Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India.
Website: www.disabilityaffairs.gov.in

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