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**FILM AND TELEVISION INSTITUTE OF INDIA,  
LAW COLLEGE ROAD, PUNE 411 004**

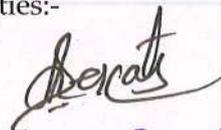
**EQUAL OPPORTUNITY POLICY FOR PERSONS WITH DISABILITIES**

The Government of India has enacted the Rights of Persons with Disabilities (RPWD) Act, 2016, w.e.f. 19 April 2017 and has also notified the Rights of Persons with Disabilities Rules, 2017 dated 15.06.2017. Section 21(1) of RPWD Act 2016 states that every establishment shall notify its Equal Opportunity Policy, detailing measures proposed to be taken by it in pursuance of the provision of this Chapter in the manner as may be prescribed by the Central Government. Further, Section 21(2) of said Act provides that every establishment shall register a copy of the said policy with the Chief Commissioner or the State Commissioner, as the case may be.

Rule 8 of Right of Persons with Disabilities Rules, 2017 and Rule 12 of Delhi Right of Persons with Disabilities rules, 2018 stipulate the manner of publication of "Equal Opportunity Policy as follows:-

1. Every establishment shall publish its Equal opportunity policy for Persons with Disabilities.
2. The Establishment shall display the Equal Opportunity Policy preferably on their website, failing which, at conspicuous places in their premises.
3. The Equal Opportunity Policy of a private establishment having twenty or more employees and the government establishment shall, inter alia, contain following, namely:-
  - a. Facility and amenity to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment;
  - b. List of posts identified suitable for persons with disabilities in the establishment;
  - 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.
  - d. Provisions for assistive devices, barrier free accessibility and other provisions for persons with disabilities.
  - e. Appointment of Liaison Officer by the establishment to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees.

In compliance of the aforesaid provisions, the Film and Television Institute of India, Pune frames the following Equal Opportunity Policy for persons with Disabilities:-



**प्रशासनिक अधिकारी  
Administrative Officer**

## Policy Statement:-

The Film and Television Institute of India, Pune is committed towards eliminating all forms of unlawful discrimination (which includes direct discrimination, indirect discrimination) and harassment of persons with disabilities.

a. **Facilities and amenities to be provided to the persons with disabilities to enable them to effectively discharge their duties in the establishment:** This Institute aims to ensure that our physical and digital infrastructure (building, furniture, facilities and services in the building) adheres to the accessibility standards as prescribed by the Government of India. The Institute also aims to revamp its existing buildings to ensure strict compliance with the RPwD Act 2016. Provision of ramps, grab bars and wider doorways to enable accesses to building and workplaces, tactile paths and wheelchair accordingly, web accessibility. parking facility, accessible toilets etc.

b. **List of posts identified suitable for persons with disabilities in the establishment:** The Film and Television Institute of India shall prepare a list of the identified posts in all groups A, B and C for persons with disabilities.

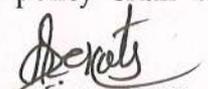
c. **The manner of selection of persons with disabilities for various posts, post-recruitment and pre-promotion training, preference in transfer and posting, special leave, preference in allotment of residential accommodation, if any, and other facilities:** In all such matters, including reservation applicable in respect of Persons with Disabilities, the Film and Television Institute of India follows the relevant OMs/instructions etc. issued by the Government from time to time. Any information shared by an employee on disabilities/medical condition shall be kept confidential.

d. **Provisions for assistive devices, barrier-free accessibility and other provisions devices, bar for persons with disabilities:-** Institute shall ensure that all the required assistance/facilities required by the persons with disabilities is provided/arranged in its office premises.

e. **Appointment of Liaison officer by the Institute to look after the recruitment of persons with disabilities and provisions of facilities and amenities for such employees:** A Group A Officer will act as Liaison officer. The Liaison officer shall be responsible for:-

- (i) Implementing the action plan for making the work place and IT systems accessible for the people with disabilities by liaising with the concerned officer.
- (ii) Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Opportunity Policy.
- (iii) The Liaison officer to monitor the work environment to ensure that it is free from discrimination, harassment and encourages inclusion and respect for others.

The above policy covers full time/part time persons with disabilities employees. It also covers those employees who acquire disability during service. Review of policy shall be undertaken at regular intervals.

  
Administrative Officer  
प्रशासनिक अधिकारी  
Administrative Officer