

No. 12/38/95-2GSI

From

The Chief Secretary to Government Haryana.

To

1. All Heads of Departments,
2. The Commissioners Ambala, Rohtak, Hisar and Gurgaon Divisions,
all Deputy Commissioners & Sub-Divisional Officer (Civil) in Haryana, and
3. The Registrar, Punjab & Haryana High Court, Chandigarh.

Dated Chandigarh, the January 20, 1998

Subject :—Exemption to the handicapped employees from the condition of passing type-test.

Sir,

I am directed to refer to the subject noted above and to say that according to the terms & conditions of Service of Clerks, they are required to pass a test in typewriting after their appointment. It has come to the notice of Government that certain handicapped persons have also been appointed to the posts of Clerks by various departments of the Government. They cannot do type-work due to their disability.

2. Government has been receiving requests from various departments of Government to exempt such employees from the condition of passing type-test. In order to overcome this difficulty being faced by the handicapped employees and to streamline the procedure, Government has decided to exempt the following handicapped employees working as Clerks from passing the type-test:—

- (1) Amputation of hand (Left and Right).
- (2) Amputation of upper limbs.
- (3) Paralysis of Radial Nerve (Radial Nerve Palsy) either upper limbs.
- (4) Demyelination degenerative disorder affecting the nervous system which may cause paralysis and atrophy of the hand and its muscles.
- (5) Visually handicapped.

However, this exemption shall be given only to these handicapped employees who are already employed as Clerks at present against regular vacancies.

3. For granting exemption to handicapped employees employed as Clerks each case alongwith Medical Certificate of the concerned employee issued by the C.M.O. concerned shall be referred by all the departments to their Administrative Department which will examine/decide each case on merits at its own level keeping in view the medical certificate of the concerned employee and these instructions. However, Director General Health Services Haryana may be consulted for any clarification regarding the disability or handicap, if need be.

4. It has also been decided that in future no such handicapped person as are incapable of doing typing work should be offered appointment or considered for the post of Clerk which involves typing work.

5. These instructions may be brought to the notice of all concerned for information and strict compliance.

Yours faithfully,

Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government, Haryana.

No. 12/38/95-2GSI Dated Chandigarh, the January 20, 1998

A copy is forwarded to all the Financial Commissioners/Commissioners & Secretaries to Government, Haryana for information and necessary action.

Sd/-

Joint Secretary, General Administration,
for Chief Secretary to Government Haryana.

To

All the Financial Commissioners/Commissioners and
Secretaries to Government, Haryana.

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A copy is forwarded to the Director General Health Services Haryana for his information and necessary action.

Sd/-

Joint Secretary General Administration,
for Chief Secretary to Government Haryana.