



गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड  
GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED  
61, गार्डन रीच रोड, कोलकाता - 700024  
61, Garden Reach Road, Kolkata - 700024

HR/Policy/63/25

HR Department

21 Mar 2025

**LIAISON OFFICER AND GRIEVANCE REDRESSAL OFFICER**  
**(As per provisions of Rights of Persons with Disabilities Rules, 2017)**

1. Equal Opportunity Policy was promulgated vide circular no. HR/P&RR/53A/19 dated 25 Mar 2019.
2. Liaison Officer and Grievance Redressal Officer is appointed as per Para 11 of the Equal Opportunity Policy.
3. The details of present Liaison Officer and Grievance Redressal Officer is given below:

Name : Shri N Partheepan  
Rank : General Manager (BB)  
Office Address : 61, Garden Reach Road, Kolkata - 700024  
Mobile No. : 9163331768  
Email : [partheepan.natarajan@grse.co.in](mailto:partheepan.natarajan@grse.co.in)

4. This is issued with the approval of Competent Authority.

DIG Subrato Ghosh, ICG (Retd.)  
Director (Personnel)

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# GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

HR/P&RR/ 53A /19

D(P)'s Secretariat

25 Mar 19

## EQUAL OPPORTUNITY POLICY (RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016)

### PREAMBLE

1. The Government has enacted the Rights of Persons with Disabilities Act, 2016 (RPWD Act, 2016) and Rights of Persons with Disabilities Rules, 2017. Being an equal opportunity employer Garden Reach Shipbuilders & Engineers Ltd. is committed to provide equal opportunity to all including differently abled persons as per the relevant provisions on the subject. It has been the Company's Policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, the Company will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. The policy enunciated below is a step in that direction.

### APPLICABILITY

2. The Policy applies to Garden Reach Shipbuilders & Engineers Ltd.

### EQUAL OPPORTUNITY AND NON-DISCRIMINATION

3. The Company shall provide equal opportunity to differently abled persons considered for employment in positions where they could be employed. The Company would also provide them with necessary facilities and amenities to enable them to effectively discharge their duties for which they are employed. The Company will ensure that they are not discriminated because of their disabilities.

### IDENTIFICATION OF POSITIONS AND MANNER OF SELECTION

4. The Department of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment identifies the jobs / posts suitable to be held by persons with benchmark disabilities and the physical requirement of all such jobs / posts from time to time. This identification of positions is followed in the Company.

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5. In case of any recruitment, the reservation to the persons with benchmarks disabilities would be notified or published on the Company's website (www.grse.nic.in), Local & National Level Newspaper, Employment Exchanges as well as to authorities mentioned in the Right to Persons with Disabilities Act, 2016.

6. The Company adopts a transparent selection process based on merit and without any bias to disabilities of the prospective candidates. Relaxation in age limit and exemption from payment of application fee is allowed for persons with benchmarks disabilities as per provisions of the extant Government guidelines. Further, during selection process relaxation is also considered for persons with benchmarks disabilities as per the Recruitment Rules of the Company which are duly notified in the recruitment advertisements. Candidates with necessary disability certificate issued in accordance with the Act by the competent authority are only considered for selection to the reserved positions. Names of all the candidates recruited in different positions along with benchmarks disabilities are recorded in the rosters maintained specifically for PWD employees indicating whether identified vacancies utilized by persons with disabilities or other categories.

#### **POST RECRUITMENT**

7. The Company provides necessary familiarization training to the new recruits to enable them to carry out their jobs effectively. The necessity of training, its types and methods are determined by the HR Department in consultation with the respective Head of Departments.

#### **LEAVE**

8. The differently abled employees are governed by the Leave rules of the Company.

#### **ACCESSIBILITY**

9. The Company provides suitable infrastructure subject to practical feasibility to enable differently abled employees to have access to common facilities including physical environment, transportation, information and communications including technologies and systems without any inconvenience.

#### **AWARENESS CAMPAIGN**

10. The Company shall conduct, support and promote at its location awareness campaigns and sensitization programmes through appropriate means to promote inclusion of differently abled persons.

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## **LIAISON OFFICER & GRIEVANCE REDRESSAL OFFICER**

11. The Chief Liaison Officer of SC/ST/OBC of this Organisation is also responsible to work as Liaison Officer as per provisions of Rule 8(3)(e) of Rights of Persons with Disabilities Rules, 2017. The Liaison Officer is responsible for ensuring adherence to this Policy and the law and also will work as Grievance Redressal Officer as per provision of Rule 10 of Rights of Persons with Disabilities Rules, 2017. Name, Rank and Contact No. of the Liaison and Grievance Redressal Officer is given below:-

Name	: Shri Dumpala Vijayam
Rank	: Chief General Manager (Engineering)
Office Address	: 61, Garden Reach Road, Kolkata-700024
Office Tel. No.	: 033-2469 4961
Mobile No.	: 9007138296

## **GRIEVANCE**

12. Any person aggrieved with the non-compliance of the provisions of Right to Persons with Disabilities Act, 2016 may file a complaint with the Grievance Redressal Officer, who shall investigate it and shall take up the matter with the establishment for corrective action.

## **REGISTRATION**

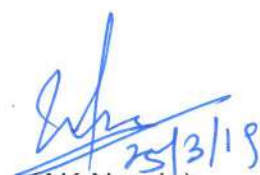
13. The Policy would be formally registered with the appropriate authority as required under Section 21 of the Act.

## **COMPLIANCE**

14. The Liaison Officer will be responsible for implementation of the Rights of Persons with Disabilities Act 2016 and Rules framed there under.

## **GENERAL**

15. All applicable directions / guidelines issued by the Government of India in vogue now or issued from time to time in respect of persons with benchmark disabilities shall be implemented.

  
(AK Nanda)  
Director (Personnel)

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