संख्या : 137 /जे.एन.आर.डी.डी.सी/SAO/प्रशासन/2022   दिनांक : **17.01.2022**

कार्यालय आदेश / OFFICE ORDER

विषय : Liaison Officer

As per the mandate of the RPWD Act, JNARDDC, NAGPUR the following officer is hereby appointed as the Liaison Officer as per the following terms of reference.

Mrs R. Vishakha
Admin Officer & Liaison Officer

Terms of reference :

a) She will be responsible for taking initiative and providing the requisite support needed to realize the goals of an inclusive and accessible workplace and reasonable accommodation.

b) Overseeing the action plan for making the workplace and IT systems accessible for persons with disabilities by liaising with the various departments in the organization.

c) Ensuring that all employees are aware of the Equal Opportunity Policy and know their duties and rights in relation to the Equal Employment Opportunity policy.

d) Help in developing proactive strategies to prevent discrimination and harassment.

e) The Liaison Officer will help administration department in preparing and finalizing quarterly progress report who would then present the progress report to the Director of JNARDDC, NAGPUR.

f) Overseeing that all employees have the responsibility to comply with the Equal Opportunity Policy. Departmental Heads need to monitor the work environment to ensure that it is free from discrimination and harassment and encourages inclusion and respect for others.

g) All employees shall be encouraged to report any incidents of violation of this Policy to Administration Department/Liaison Officer

यह कार्यालय आदेश, निदेशक के अनुमोदन के साथ जारी किया गया है.

आर श्रीनिवासन
(वरिष्ट प्रशासनिक अधिकारी)

आर. श्रीनिवासन / R. Srinivasan
वरिष्ठ प्रशासनिक अधिकारी / Sr. Admin. Officer
जवाहरलाल नेहरु एल्युमिनियम अनुसंधान विकास और अभिकल्प केंद्र,
Jawaharlal Nehru Aluminium Research Development & Design Centre
Autonomous Body (Ministry of Mines), Amravati Road, Wadi, Nagpur-440023

प्रतिलिपि : सूचना और आवश्यक कार्रवाई के लिए

- निदेशक महोदय एवं सारे कर्मचारी / स्टाफ – *By email & group message*