



GOVERNMENT OF THE PUNJAB  
DIRECTORATE OF SOCIAL WELFARE  
& BAIT-UL-MAAL PUNJAB  
41-EMPRESS ROAD, LAHORE

## NOTIFICATION

No. DGSW-PCRD-MISC (Notification)-2015 A District Facilitation Cell for Persons with Disabilities is hereby notified which will be established in each district regarding the implementation of 3% quota reserved for persons with disabilities in public and private sector. Composition of the cell will be as:-

- District Officer Social Welfare & BM
  - Deputy District Officer
  - Supervisor Social Welfare
  - Junior Clerk
  - Naib Qasid
- Convener  
Member

### T.O.Rs

T.O.Rs of District Facilitation Cell are as under:-

1. To facilitate, guide and placement of persons with disabilities, applying for job both in public and private sector, under Disabled Persons (Employment & Rehabilitation) Ordinance 1981 and Rules 1987.
2. To maintain record of available vacancies advertised in lieu of 3% quota for persons with disabilities and provision of job advertisements to persons with disabilities.
3. To have close liaison with District Coordination Officer (DCO) for updated status of regular employment made so far in concerned district.
4. To establish and maintain database of persons with disabilities employment made so far either in public or private sector, regular or adhoc employment etc.
5. To ensure job placement of Persons with disabilities in private establishment in coordination with District Officer Labour.
6. To coordinate with factories / establishments and visit those establishments for the employment of persons with disabilities.
7. To deposit funds in lieu of non-employment of persons with disabilities in private establishments.
8. To coordinate with Chambers of Commerce & Industries/Traders Group to ensure implementation of 3% quota in private sector.
9. To prepare weekly progress report of cell and share with Administrative Department and Directorate General through concerned District Officer Social Welfare both in soft and hard form.
10. All District Officers will prepare a communication strategy regarding dissemination of information regarding services of the cell.

HAROON RAFIQUE  
SECRETARY  
SW&BM DEPARTMENT

13/33-72  
Endst: No. DGSW-PCRD-MISC (Notification)-2015

Dated Lahore the 19<sup>th</sup> June, 2015

A copy is forwarded for information to:

1. PS to Secretary, Social Welfare & Bait ul Maal Department.
2. PS to Director General, Social Welfare & Bait ul Maal, Punjab, Department.
3. The Director (Programmes) / Secretary PCRDP o/o DGSW, Punjab, Lahore.

4- All District Offices (SW)

*Call*  
*19/6/15*  
DIRECTOR (PROGRAMME) /  
SECRETARY PCRDP