

Guidelines for Accessibility and Reasonable Accommodations for Persons with Disabilities

The Office of Controller General of Patents, Designs & Trademarks (O/o CGPDTM) recognizes and respects the rights of Persons with Disabilities (PwDs), and is taking all possible steps to make its website, facilities, documents, services, systems and processes accessible to every person. O/o CGPDTM is committed to comply with provisions of the RPwD Act and is framing these guidelines to facilitate accessibility and reasonable accommodations to PwDs practicing and interacting with IP Offices under O/o CGPDTM.

O/o CGPDTM has initiated efforts towards making ICT, documents and other online facilities and systems accessible. However, as this might take some time, the O/o CGPDTM has appointed a nodal officer (disability) to address needs of attorneys, agents and others with disabilities in respect of accessibility and reasonable accommodations.

Accessibility

Though the IP Offices under O/o CGPDTM are working towards full accessibility, it acknowledges that several aspects of ICT, the website, online systems, services and facilities may not be fully accessible to all persons with disabilities. Hence, as far possible, screen readers, audio speakers and braille printers may be installed at appropriate location that can be accessed upon request made under the Act.

Any person with disabilities may therefore, write an email to the nodal officer (disability) outlining the accessibility issue and seeking assistance with clearly mentioning the name of the Controller/Registrar/Examiner before whom the said person is representing his matter. On receiving such request, the nodal officer (disability) shall take necessary steps to coordinate with the concerned Controller/Registrar/Examiner either directly or through the Head of Offices in order to enable and facilitate the accessibility to the person with disability.

The nodal officer (disability) and the concerned Controller/Registrar/Examiner shall, as far as possible, ensure that documents required with respect to a particular file/application or proceedings before the IP Offices are accessible to Patent and Trademark Agents with disabilities through screen readers, audio speakers and braille printers.

In case of the Patent and Trademark Agents with disability, this may be incorporated in the Patent Agent and Trademark Agent Registers after submission of due certificate from the competent authority. Incorporation of such information will make available of a prior notice to the dealing officials.

Reasonable Accommodations

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