

ਪੰਜਾਬ ਸਰਕਾਰ  
ਮਾਲ ਤੇ ਪੁਨਰਵਾਸ ਵਿਭਾਗ  
(ਪਾਲਿਸੀ ਤੇ ਲੀਡਲ ਸਾਖਾ)

ਪੱਤਰ ਨੰ: 3672782

ਮਿਤੀ 12-02-26

ਸੇਵਾ ਵਿਖੇ,

1. ਰਾਜ ਦੇ ਸਮੂਹ ਮੰਡਲ ਕਮਿਸ਼ਨਰਜ
2. ਰਾਜ ਦੇ ਸਮੂਹ ਡਿਪਟੀ ਕਮਿਸ਼ਨਰਜ
3. ਡਾਇਰੈਕਟਰ ਲੈਂਡ ਰਿਕਾਰਡ, ਜਲੰਧਰ।
4. ਉਪ ਮੰਡਲ ਮੈਜਿਸਟ੍ਰੇਟ-ਕਮ-ਪ੍ਰਸ਼ਾਸਕ, ਪਿਪਸੂ ਵਿਕਾਸ ਖੇਤਰ, ਰਾਜਪੁਰਾ, ਜਿਲਾ ਪਟਿਆਲਾ।

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ਪੁ.ਪ. ...  
ਸ.ਕ.ਪ. ...  
ਸੁਖਾ... DA ...

ਮੰਮਿ ਨੰਬਰ 16/01/2023-ਪੀ.ਐਲ. 8/1150-53  
ਚੰਡੀਗੜ੍ਹ, ਮਿਤੀ 21/1/26

ਵਿਸ਼ਾ:- Implementation of Government of India Advisory and Standard Operating Procedures (SOP) regarding Unique Disability ID (UDID) verification and prevention of fraudulent disability Certificates.

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ਉਪਰੋਕਤ ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਅਤੇ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ, ਇਸਤਰੀ ਅਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ ਦੇ ਅ.ਸ.ਪੱਤਰ ਮਿਤੀ: 19.12.2025 ਵੱਲ ਧਿਆਨ ਦੇਣ ਦੀ ਖੋਚਲ ਕੀਤੀ ਜਾਵੇ ਜੀ।

2. ਵਿਸ਼ਾ ਅੰਕਿਤ ਮਾਮਲੇ ਦੇ ਸਬੰਧ ਵਿੱਚ ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ, ਇਸਤਰੀ ਅਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ, ਪੰਜਾਬ ਦੇ ਅ.ਸ.ਪੱਤਰ ਮਿਤੀ: 19.12.2025 ਦੀ ਕਾਪੀ ਭੇਜਦੇ ਹੋਏ ਆਪ ਨੂੰ ਠਿਕਿਆ ਜਾਂਦਾ ਹੈ ਕਿ ਇਸ ਪੱਤਰ ਵਿੱਚ ਅੰਗਰੇਜ਼ੀ ਕੋਟਾਸ਼ੀ ਨਾਲ ਸਬੰਧਤ ਦਰਸਾਏ ਮਾਮਲੇ ਸਬੰਧੀ ਭਾਰਤ ਸਰਕਾਰ ਵੱਲੋਂ ਜਾਰੀ ਕੀਤੀ ਗਈ (SOP) ਦੀ ਇਨ-ਬਿਨ ਪਾਲਣਾ ਕਰਦੇ ਹੋਏ ਬਣਦੀ ਕਾਰਵਾਈ ਕਰਨ ਉਪਰੰਤ ਸਬੰਧਤ ਵਿਭਾਗ ਅਤੇ ਸਰਕਾਰ ਨੂੰ ਖੁਸ਼ੀ ਪ੍ਰਾਪਤ ਕੀਤਾ ਜਾਵੇ।

3. ਇਸ ਨੂੰ ਅਠਿ ਜ਼ਰੂਰੀ ਸਮਝਿਆ ਜਾਵੇ।

*(Signature)*  
ਸੁਪਰਡੈਂਟ ਗਰੇਡ -1  
ਸੁਖਾ

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਸੁਪਰਡੈਂਟ ਗ੍ਰੇਡ-1, ਮਾਲ ਡਾਲਮੇਲ ਸਾਖਾ ਨੂੰ ਉਨਾ ਦੀ ਈਮੇਲ ਮਿਤੀ 02.01.2026 ਦੇ ਹਵਾਲੇ ਵਿੱਚ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਬਣਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

*(Signature)*  
ਸੁਪਰਡੈਂਟ ਗਰੇਡ -1

ਸੇਵਾ ਵਿਖੇ,

ਸੁਪਰਡੈਂਟ ਗ੍ਰੇਡ-1,  
ਮਾਲ ਡਾਲ ਮੇਲ ਸਾਖਾ।

ਇਸ ਦਾ ਇੱਕ ਉਤਾਰਾ ਸੁਪਰਡੈਂਟ ਗ੍ਰੇਡ-1, ਮੁਕੱਬਾਬੰਦੀ ਸਾਖਾ ਨੂੰ ਸੂਚਨਾ ਅਤੇ ਅਗਲੇਰੀ ਬਣਦੀ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ।

*(Signature)*  
ਸੁਪਰਡੈਂਟ ਗਰੇਡ -1

ਸੇਵਾ ਵਿਖੇ,

ਸੁਪਰਡੈਂਟ ਗ੍ਰੇਡ-1,  
ਮੁਕੱਬਾਬੰਦੀ ਸਾਖਾ।

ਅੰ: ਵਿ.ਪੰ: ਨੰ:16/01/2023-ਪੀ.ਐਲ. 8/  
ਅੰ: ਵਿ.ਪੰ: ਨੰ:16/01/2023-ਪੀ.ਐਲ. 8/

ਚੰਡੀਗੜ੍ਹ ਮਿਤੀ  
ਚੰਡੀਗੜ੍ਹ ਮਿਤੀ



Subject: Implementation of Government of India Advisory and Standard Operating Procedures (SOP) regarding Unique Disability ID (UDID) verification and prevention of fraudulent disability Certificates.

Respected Colleagues,

As you are aware, Unique Disability ID (UDID Card) is the only valid and legally recognized document for availing benefits, reservations, admissions, employment and other entitlements for PwDs. However, instances of misuse through fraudulent Certificates have been reported across the Departments.

2. RPwD Act, 2016 provides for stringent penalties, including imprisonment and fines for issuance or use of fraudulent disability certificates. All Departments are, therefore, required to verify Disability credentials before extending any benefit.

3. Further, Department of Empowerment of Persons with Disabilities (DEPWd) Ministry of Social Justice & Empowerment, Government of India has issued revised Advisory and Standard Operating Procedures (SOP) dated 15.10.2025 regarding the UDID system to prevent the use of fake or fraudulent Disability Certificates and to ensure mandatory verification (copy enclosed).

4. Accordingly it is advised that:

- All Government Employers, Educational Institutions, and implementing agencies should verify the authenticity of UDID cards/Disability Certificates directly from the UDID portal. Wherever feasible, API-based integration with the UDID national database may be undertaken for real-time authentication.
- Departments/Institutions may assess functional suitability of PwD candidates for specific post/positions strictly as per prescribed guidelines.

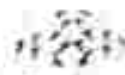
5. It is, therefore, requested that the above Advisory and SOP may kindly be circulated to all Offices, Districts, Corporations, Autonomous Bodies, Educational Institutions, recruiting agencies and to other field offices under your administrative control with instructions to ensure strict compliance.

With regards,

Yours sincerely,

(Vikas Pratap)

All Administrative Secretaries,  
Government of Punjab.



No. P-1301395/2023-UDID/TT/STATISTICS

Government of India  
Ministry of Social Justice & Empowerment  
(Department of Empowerment of Persons with Disabilities)

Date: 15<sup>th</sup> October, 2023

Revised Advisory and Standard Operating Procedure (SOP) to handle the cases of PwBD candidates applying for jobs or admission with Government Employers (GEs) or Government Institutions of Higher Education (GIHE) and Other Higher Education Institutions aided by Government (OHEI) regarding.

**References:**

1. This department's gazette notifications dated 26.04.2016 and 04.01.2018 prescribing the disability assessment guidelines (SOP) for disability certification.
2. Launch of UDID project through online reservation portal in January, 2017 vide Section 18(5) of RPwD Act, 2016.
3. This department's Gazette Notification dated 21.05.2021 on mandatory issuance of certificate of disability through [awaribhanded.gov.in](http://awaribhanded.gov.in) portal.
4. Department's notification no. 34/16-2020/ODHO (Note II) dated 05 January 2021 mandating the government employers to verify the authenticity of certificate of disability and examine suitability of the candidate in terms of functional requirements before appointment.
5. SOP on appeal for re-assessment of disability, issued by this DEPWD dated 18.04.2024.
6. CCPC's order dated 05.03.2024 in Case No. 14380/031/2023 directing MoS&EPW, GOI to create a structure for handling the appeals of PwBD students, against the assessments of the designated medical boards of NMC.
7. Disability assessment guidelines (SOP) for disability certification, issued by department vide Gazette Notification dated 12.03.2023, and as amended from time to time.
8. Appeal mechanism prescribed by DEPWD for Government Employers (GEs) or Government and Other Institutions of Higher Education (GIHEs) (OHEI) dated 17.07.2024.
9. This department's communication to UPSC, vide letter no. 18-25/2024/policy dated 21.04.2023, authorizing any organization to verify disability status/suitability for job by conducting a medical test.

Section 17 of the Rights of Persons with Disabilities Act, 2016 provides for reservation of not less than five percent seats for persons with benchmark disabilities in all Government

Institutions of Higher Education (GHE) and other Higher Education Institutions (OHEI) aided by the Government. Further, Section 31 of this Act also mandates the appropriate Government (GE) to appoint in every Government establishment not less than four percent of the total number of vacancies in the cadre strength in each group of posts, duly identified by the appropriate Government as mandated under Section 33 of the Act to be filled with persons with benchmark disabilities. It is essential that only genuine PwDD applicants meeting functional requirements of jobs/courses get selected. This comprehensive SOP is being issued towards this goal only.

The stakes in the selection to above mentioned jobs and higher education courses are quite high and consequently the competition is equally fierce. Of late, there have been some complaints about getting a fake disability certificate or with a different or higher percentage than actual disability. The DEPwD therefore, in compliance of reference- 4 & 6 and in supersession of reference- 8, is issuing the present comprehensive guidelines (SOP).

1. **Ensuring that disability certificate is genuine:** The "Unique Disability ID (UDID)" project was launched in January, 2017 (reference-2) to create a National Database for all Persons with Disabilities (PwDs). Accordingly, certificates of disability and Unique Disability Identity cards are issued to Persons with Disabilities through medical assessment of PwDs (reference-1 & 7) by competent medical authorities notified by governments of respective States/Union Territories. It is pertinent to mention here that in RPwD Act, the number of disabilities were increased to 21 from the 7 disabilities mentioned in PwD Act, 1995.

Vide Rule-20 of RPwD Rules, 2017, the certificates of disability issued under the repealed PwD Act, 1995, shall continue to be valid after commencement of the RPwD Act, 2016 for the period specified therein. Vide Rule 18(5) of the same rules, the DEPwD mandated that, 01.06.2021 onwards, the disability certificate shall be generated only through the e-portal. However, a provision was kept in the said portal for digitizing the manual disability certificates generated earlier under RPwD Act, 2016 or under PwD Act, 1995. Now, majority of this work is also complete.

Accordingly, all GE/OHEI/OHEI are hereby requested to enhance validity of disability certificate/UDID card from UDID portal. For this purpose, they are also encouraged to integrate their respective portals with UDID's national database through an API for real-time, authentic update on disability of individual applicants. UDID's API can be shared with GE/OHEI/OHEI by department under a standard process of MoU. Further, The

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APPLICANTS are advised to maintain through their job modification/adaptation guidelines the applicants to get their medical certificates (if any) aligned on CHED portal such as the link for such AP based authorization. However, if a medical and disability certificate is presented by the candidate, it may be got validated by the corresponding leading authority of the institution.

**2. Ensuring that Disability type and percentage of disability is correctly assessed and meets functional requirements of job/course**

Presently, CHED used to refer to PaEDs through a decentralized mechanism of medical examination by various district/ sub district hospitals as notified by respective concerned governments. The disability assessment guidelines, issued vide Information Circular, have been framed based on infrastructure, expertise and facilities available in various parts of country to carry out the disability assessment. However, it is possible that medical institutions/hospitals/Medical Boards supervised by CHED/DO/WHO may be better equipped in terms of tools, equipments, machines, technologies to have more accurate assessment of the disability using disability assessment guidelines issued by Department (DO PaEDs, Medical Institutions/Hospitals/Medical Boards can therefore additionally use those tools, equipments, assessment while evaluating a candidate for disability for jobs or admission with CHED/DO/WHO.

It is also pointed to mention that disability assessment guidelines have been framed to establish extent of disability in an individual and does not necessarily provide assessment of fitness of individual for a particular job or educational curriculum requirements. Therefore, using CHED/DO/WHO may additionally require the PaEDs applicants medically to establish suitability of applicant for the curriculum for which he/she is being considered by CHED/DO/WHO. If necessary set of information such as suitability suitability of job/admission is not available in any of the 3 documents as listed in CHED database, etc. CHED used Disability certificate and diagnostic sheet, the entire related appropriate tests/procedures/protocols may also be included in the process of medical examination by CHED/DO/WHO. It is noted to be noted that not all hospitals are supervised across the country by the CHED/DO/WHO so that PaEDs candidates do not have to travel far for

**3. Ensuring that an Appellate mechanism exists if PaED is registered by district or sponsored hospital of CHED/DO/WHO**

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CCPD, vide reference-6 above, has also mandated for providing for Appellate hospitals by GE/GIHE/CHJ if the candidate has any grievance against the decision of the concerned hospital. Therefore, an appeal arrangement is also expected to be provided by GE/GIHE/CHJ to PwBO applicants for re-evaluation of his suitability and extent of disability for the offered job/admission.

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