PBC No: 36 / 2026

दक्षिण रेलवे Southern Railway
प्रधान मुख्य कार्मिक अधिकारी कार्यालय
Office of the Principal Chief Personnel Officer
प्रधान कार्यालय, कार्मिक विभाग, चेन्नै-600003
Headquarters, Personnel Department, Chennai-600003

सं/No:P[S]171/SR-HQ0HR(RES)/6/2026 दिनांक/Dated:03.03.2026

All PHODs/ DRMs/ CWMs/ CEWE/ CAO/ CPM/ PDA/ Dy.CPOs/ Sr.DPOs/ Secy to GM, Chairman/RRB/MAS,TVC, Addl.Registrar/RCT/MAS, Secretary/RRT/MAS, Principal MDZTI/TPJ, SRCETC/TBM, ZETTC/AVD, DPOs/SPOs/WPOs/APOs of HQ/Divisions /Workshops/Units.

विषय**/Sub:** 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 Governmetn (OHEI) - reg

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A copy of Railway Board's letter No.2025-E(SCT)I/133/10 Pt. dated 18.02.2026 along with a copy of D.O letter No. P-13013/23/2021-UDID(Part-3) dated 24.11.2025 issued by the Ministry of Social Justice & Empowerment (Department of Empowerment of Persons with Disabilities) on the above subject is enclosed for information, guidance and necessary action.

संलग्नक/Encl. 09 pages.

S JAYANTHI Digitally signed by S JAYANTHI Date: 2026.03.03 15:16:30 +05'30'

(S.Jayanthi)
Assistant Personnel Officer /RP
For Principal Chief Personnel Officer

प्रतिलिपि/Copy to: The General Secretary/SRMU
The General Secretary/DREU
The General Secretary/AISCTREA
The General Secretary/AIOBCREA
The General Secretary/NFIR
IT Section/PB/HQ - to upload in the SR website.

GOVERNMENT OF INDIA (भारत सरकार)
MINISTRY OF RAILWAYS (रेल मंत्रालय)
RAILWAY BOARD (रेलवे बोर्ड)

No. 2025-E(SCT)I/133/10 Pt. New Delhi, dated 18.02.2026

The General Manager (P)
All Indian railways & Production Units

The Director General/RDSO/Lucknow.

The CMD/M.D of all the PSUs/Autonomous Bodies under the control of Ministry of Railways.

Sub:-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.

A copy of Ministry of Social Justice & Empowerment (Department of Empowerment of Persons with Disabilities)'s D.O. letter No. P-13013/23/2021-UDID (Part-3) dated 24.11.2025, which is self-explanatory, on the above mentioned subject is forwarded herewith.

2. The same may please be brought to the notice of all concerned for information/ necessary action and strict compliance.

DA:- As above.

18/2/26

(Goutom Mondal)
Joint Director Estt. (Res.)
Railway Board
(Email Id: esct1railwayboard@gmail.com)
Ph. No. 011-23047208

Rajeev Sharma
Joint Secretary

CR/BK 26.11.25

D.O. No.: P-13013/23/2021-UDID (Part-3) Dated : 24th November, 2025

DH/HR.
Secy.

The *Unique Disability ID (UDID) Card* and *Disability Certificate* serve as the primary and authentic documents enabling persons with disabilities to avail various benefits notified by the Central and State/UT Governments. Eligible holders of UDID cards and disability certificates can apply for employment and admission in higher educational institutions operated by or receiving aid from the competent government. They may also avail welfare schemes such as pension, transport concessions, assistance in procurement of vehicles, distribution of assistive devices, and other applicable benefits.

2. It has come to notice that incidents of issuance and circulation of fraudulent or fake disability certificates and UDID cards have been reported from various States/UTs as well as by members of the public. Chapter-XVI of the Rights of Persons with Disabilities (RPwD) Act, 2016 prescribes stringent penalties for such offences. In particular:

(a) Section 89 provides that any person contravening any provision of the Act or related rules shall, for the first contravention, be liable to a fine up to ₹10,000 and for subsequent contraventions to a fine between ₹50,000 and ₹5,00,000.

(b) Section 91 stipulates that any person who fraudulently avails or attempts to avail any benefit meant for persons with benchmark disabilities shall be punishable with imprisonment up to two years, or with fine up to ₹1,00,000 or with both.

3. In the interest of ensuring integrity and transparency in the delivery of benefits to *persons with disabilities*, this advisory is issued to all active UDID card and disability certificate holders to verify and validate their disability credentials before availing any benefits. This is essential not only to maintain the sanctity of the system but also to safeguard individuals from penalties under the Act in cases of misuse, whether intentional or inadvertent.

4. It is further requested that all Ministries/Departments of the Government of India, and the Social Welfare Departments of State/UT Governments dealing with disability-related matters, may kindly issue necessary instructions to recruiting agencies, higher educational institutions, and other implementing bodies under their administrative control or in the jurisdiction of respective State/UT administration. These agencies/institutions may be directed to authenticate the UDID card and disability certificate of applicants/beneficiaries with the issuing medical authority or designated hospital prior to granting any benefit, appointment, or admission. Additionally, revised advisory No. P-13013/95/2023-UDID/TE Statistics dated 15th October be followed for the cases as mandated in the said advisory.

5. Your personal attention to this matter will greatly strengthen the credibility and reliability of disability-related service delivery mechanisms across the country.

Yours sincerely,

(Rajeev Sharma)

1. All Secretaries to the Government of India (As per standard list).
2. All principal Secretaries / Secretaries of social welfare department dealing with the subject of disability of all State/UTs (As per standard list).
3. All UDID related nodal officer in the State/UTs (Through website and UDID portal also).
4. All UDID and disability certificates holders in the country through website and UDID portal.

Accessible India Campaign

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No. P-13013/95/2023-UDID/IT/STATISTICS
Govt. of India
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)
5th Floor, Pandit DeendayalAntyodaya Bhawan, CGO Complex, New Delhi-110003
Date 15th October, 2025

CIRCULAR

Subject:- 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.

The undersigned is directed to refer to the subject mentioned above and to state that the Department of Empowerment of Persons with Disabilities (Divyangjan) has issued a revised **Advisory and Standard Operating Procedure (SOP)** to handle cases of Persons with Benchmark Disabilities (PwBDs) applying for employment or admission with Government Employers (GEs), Government Institutions of Higher Education (GIHEs), and Other Higher Education Institutions (OHEIs) aided by Government.

2. The enclosed Advisory and SOP are issued **in supersession of the earlier Advisory-cum-SOP circulated vide this Department's letter No. P-13013/95/2023-UDID/IT/STATISTICS dated 17.09.2024.** All concerned authorities are requested to take necessary action for its implementation and ensure compliance.

3. This issues with the approval of the competent authority.

Encl: As above

(Manish Kumar Mishra)
Under Secretary to the Government of India

To,

1. All Secretaries of Government of India
2. Additional Chief Secretaries of Health/Principal Health Secretaries/Secretaries of Health Department/Directorate General of Health Services (All States/UTs Govt.)
3. Principal Secretaries of Social Welfare Department/Secretaries of Social Welfare Department/Director Social Welfare Department (All States/UTs Govt.)
4. Chairmen/Heads of all recruiting and examination bodies of Centre, State and UT Governments

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Copy to:

1. Office of Chief Commissioner of Persons with Disabilities (CCPD), New Delhi
2. State Chief Commissioners of Persons with Disabilities (SCPDs) (All States/UTs Govt.)
3. Web manager, DEPwD with a request to upload on the website of the Dept. for wide publication

(Manish Kumar Mishra)

No. P-13013/95/2023-UDID/IT/STATISTICS

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

Date: 15th October, 2025

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.

Reference:

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 swavalamban 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 swavlambancard.gov.in portal.
4. Department's notification no: 38/16-2020/DDIII (Note 8) dated 4th January 2021 mandating the government employers to verify the authenticity of certificate of disability and examine suitability of the candidate in terms of functional requirement before appointment.
5. SOP on appeal for re-assessment of disability, issued by this DEPwD dated 19.06.2024
6. CCPD's order dated 05.03.2024 in Case No. 14380/1031/2023 directing MoH&FW, 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 12.03.2024, 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 (GIHE& OHEI) dated 17.07.2024.
9. This department's communication to UPSC, vide letter no. 18-25/2024/policy dated 25.04.2025, authorizing any organization to verify disability status/suitability for job by conducting a medical test.

Section 32 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

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Institutions of Higher Education (GIHE) and other Higher Education Institutions (OHEI) aided by the Government. Further, Section 34 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 PwBD applicants meeting functional requirements of job/course 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 swavalamban 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 GEs/GIHEs/OHEIs are hereby requested to authenticate 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/GIHE/OHEI by department under a standard process of MoU. Further, The

GEs/GIHEs/OHEIs are advised to instruct, through their job notification/admission guidelines, the applicants to get their manual certificate (if any) digitized on UDID portal well within time, for such API-based authentication. However, if a manual old disability certificate is presented by the candidate, it may be got validated by the corresponding issuing authority of the State Government.

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

Presently, UDID card is issued to PwDs through a decentralized mechanism of medical examination in various district/sub-district hospitals as notified by respective state/UT governments. The disability assessment guidelines, issued vide reference-6 above, have been framed based on infrastructure, expertise and training available in various parts of country to carry out the disability assessment. However, it is possible that medical institutions/Hospitals/Medical Boards empanelled by GE/GIHE/OHEI 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 (DEPwD). Medical institutions/Hospitals/Medical Boards can therefore additionally use those tools, equipments, assessment while evaluating a candidate for disability for jobs or admission with GE/GIHE/OHEI.

It is also pertinent to mention that disability assessment guidelines have been framed to establish extent of disability in an individual and does not necessarily provide assurance of fitness of individual for a particular job or educational curriculum requirements. Therefore, many GE/GIHEs/OHEIs may additionally examine the PwBD applicants medically to establish suitability of applicant for the course/post for which he/she is being considered by GE/GIHE/OHEI. If necessary set of information required to establish suitability of job/admission is not available in any of the 3 documents available in UDID database, viz., UDID card, Disability certificate and diagnostics sheet, the earlier referred appropriate tests/procedures/protocols may also be included in the process of medical examination by GE/GIHE/OHEI. It needs to be ensured that sufficient number of hospitals are empanelled across the country by the GE/GIHE/OHEI so that PwBD candidates do not have to travel too far.

3. Ensuring that an Appellate mechanism exists if PwBD is aggrieved by decision of empanelled hospital of GE/GIHE/OHEI

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

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88	**Shri Satish Kumar,** Chairman & CEO Railway Board Room No. 234, Rail Bhavan New Delhi-110 001. **crb@rb.railnet.gov.in** 011-23384010	92	**Shri Sanjeev Kumar, IAS** Secretary (DP) Department of Defence Production 136, South Block, New Delhi sdpns@nic.in 01123012527
89	**Dr. Rajiv Bahl** Secretary Department of Health Research Red Cross Society Building, New Delhi – 110 001 secy-dhr@gov.in 91-11-23736081	93	**Ms. Aruna Nayar,** Secretary, Ministry of Railways, Railway Board, Room No. 225, Rafi Marg, Rail Bhavan, New Delhi - 110001 Email:- secyrb@rb.railnet.gov.in
94	**Shri Vineet Joshi** Secretary Department of Higher Education Shastri Bhawan, New Delhi – 110001 secy.dhe@nic.in 91-11-23386451	95	**Shri Sanjay Kumar** Secretary Department of School Education & literacy Shastri Bhawan, New Delhi – 110001 secy.sel@nic.in 91-11-23382587
96	**Ms. Debashree Mukherjee** Secretary M/o Skill Development & Entrepreneurship Kaushal Bhawan, New Moti Bagh, New Delhi-110023 secy-msde@nic.in 91-11-26773005	97	**Shri Anil Malik** Secretary M/o Women & Child Development Shastri Bhawan, New Delhi – 110001 secy.wcd@nic.in 91-11-23383586