

Government of Himachal Pradesh
Department of Social Justice & Empowerment-(B)

No. SJE-B-F(1)-3/2008 Dated: Shimla-2, the **30th** **June, 2010**

NOTIFICATION

The Governor, Himachal Pradesh, in supersession of guidelines circulated vide letter No. Kalyan-A(1)-1/89-I dated 6th April, 2000 for issuance of Disability Card/Medical Certificate/Identity Card to the Disabled Persons, is pleased to issue the revised Guidelines for issuance of **DISABILITY IDENTITY CARDS** as under:-

1. Objective

The main purpose of Disability Identity Card is to empower a person with disability to access the various benefits/concessions being provided by the Central/State Government. The card will be acceptable to all authorities offering such benefits/concessions like free travel, scholarship, marriage grant, Disability Relief Allowance etc. to the persons with disabilities.

2. Procedure for issuing of Disability Identity Cards

The Disability Identity Cards will be issued by the District Welfare officer of the concerned district on the basis of Medical Certificate issued by the Medical Authority competent to issue such certificates as per Rules laid down for issue of Medical Certificates. At Lokmitra Kendra the disability cards will be made available by the village level Entrepreneur engaged for the purpose as per procedure prescribed herein.

3. Eligibility for Disability Identity Cards

The person to whom the competent Medical Authority/ Board has issued disability medical certificate having at least 40% of moderate, severe and profound disabilities will be eligible for the issue of Disability Identity Card.

4. Whom to apply.

For procuring I- Card the desirous person will have to apply to the concerned District Welfare officer or Tehsil Welfare Officer on the prescribed application form appended at Annexure I. The Identity Cards can also be obtained through Lokmitra Kendra for which the desirous persons will apply to the In-

charge of Lokmitra Kendra of the respective Panchayat. In case of person who is unable to apply himself/herself, the legal guardian can apply for Identity Card.

5. Procedure for issuing of Disability Identity Cards.

For issuing of identity Cards, following procedure will be adopted:-

(A) Through District Welfare Offices/Tehsil Welfare Offices

- i) The application on the prescribed form for the issue of Disability Identity Card along with following documents will be made to the District Welfare Office or Tehsil Welfare Officer:-
 - One copy of Disability Medical Certificate.
 - Proof of date of birth.
 - Status of employment.
 - Proof of residence and address.
 - Fee of identity card.
- ii) An amount of Rs 20/-as service charges will be deposited by the applicant in the office of District Welfare Officer or Tehsil Welfare Officer who will issue proper receipt on TR-5 to the applicant and the same will be deposited in a separate saving bank account. At the end of each month, the Tehsil Welfare Officer will transfer the amount collected from the applicants to the District Welfare Officer, along with the details of the cards issued.
- iii) Photograph of the applicant will be taken through web camera in the office of District Welfare Officer or Tehsil Welfare Officer.
- iv) Where applications are presented to Tehsil Welfare Officer, he will check that the application is complete in all respects and forward the same to DWO within 3 days.
- v) The Identity Card will be issued to the applicant by the District Welfare Officer on the same day, after checking that the application is complete in all respects.

B) Through Lokmitra Kendra

To facilitate the Persons with Disabilities residing in rural areas, the Identity Cards may also be delivered through **Lokmitra Kendras (CSCs)** for which the following procedure shall be adopted:-

- (i) The applicant will apply for the issuance of Identity Card on the prescribed form appended at Annexure-I along with, copies of Medical Certificate, Proof of date of birth, Status of employment, Proof of residence and prescribed fee which will be accepted at Lokmitra Kendra by Village Level Entrepreneur.
- (ii) The Village Level Entrepreneur will enter minimal details like name, father's name and address of applicant, type and percentage of disability and also ensure scanning and uploading of scanned documents in the Service Centre Agency (SCA) portal and generate the receipt number against the application details entered and the same will be written by the Village Level Entrepreneur on the application form submitted by the applicant at the space provided on the application form. The Village Level Entrepreneur will also print the receipt and issue the same to the applicant for future reference.
- (iii) An amount of Rs 20/- as service charges will be deposited by the applicant with Lokmitra Kendra. In addition, Rs 10/- will be deposited by the applicant as courier charges with the Lokmitra Kendra, in case if he / she desires the identity card to be delivered directly to his/her home through courier. Out of Rs 20/- charged at Lokmitra Kendra by the Village Level Entrepreneur, an amount of Rs 9/- will be retained by Lokmitra Kendra as service charges for performing activities like providing application forms, filling up and uploading of application, collection of fee and internet charges etc. Balance amount of Rs 11/- will be transferred through on line credit limit account maintained with the Service Center Agency in the bank account of respective District Welfare Officer. The Lokmitra Kendra will ensure that the bank transaction process is completed within 24 hours in the designated bank account with complete Management Information System report, failing which the Master Service Agreement signed by Service Centre Agency and with the Department of Information Technology will come into operation.
- (iv) Photograph of the applicant will be taken through web camera at Lokmitra Kendra.

- (v) In order to enter the complete details of applicant along with photograph, the Village Level Entrepreneur will login into e-pehchan software. A unique reference number will be generated by the e-pehchan software which will also be noted on the application number at the space provided. At this stage, the applications entered by Village Level Entrepreneur will be available/accessible to the District Welfare Officer automatically.
- (vi) The Service Centre Agency will ensure the sending of hard copies of the documents to the District Welfare Officer/ Tehsil Welfare Officer through courier within three days.
- (vii) On receipt of hard copies of applications and documents, the District Welfare Officer will make necessary verification. On receipt of fee against the application in the account of District Welfare Officer, the District Welfare Officer will check the payment received option in e-pehchan software. Once the payment received is indicated in the e-pehchan software, the application entered by the Village Level Entrepreneur will be available for acceptance / rejection. When the District Welfare Officer indicates the receipt of payment, an entry of Rs 11/- will be made into the cashbook of the concerned District Welfare Officer automatically.
- (viii) If the application is accepted by the concerned District Welfare Officer, the identity card can be generated by the Dealing Assistant of the office of concerned District Welfare Officer. The final Identity card will be picked up by the Service Centre Agency from the office of concerned District Welfare Officer as per the arrangements of the Department of Information Technology with Service Centre Agency. If the application is rejected, then along with rejection, the concerned District Welfare Officer will have to mention the reasons also for such rejection. The Village Level Entrepreneur can see the rejected application by entering the reference number generated through e-pehchan software.
- (ix) Depending upon whether the applicant has desired to get the Identity Card by courier, same can be sent to the applicant through courier otherwise the applicant will have to visit Lokmitra Kendra for obtaining Identity Card.

6. Utilization of Service Charges

The amount received as the fee of Identity Card will be spent on publication/ lamination of Identity Card/ maintenance of infrastructure etc. by the District Welfare Officer after completing all the codal formalities.

7. Format of Disability Identity Card/ Maintenance record

The format of Disability Identity Card is at Annexure "II." The related particulars of the applicants will be entered in a register on the format appended at Annexure-III by the Issuing Offices/Lokmitra Kendra. The applicant who is permanent disabled will be issued green colored Identity Card, whereas pink coloured Identity Cards will be issued to persons who are having temporary disability.

8. Validity of cards

The Disability I- Cards will be valid for 10 years, when the card is issued for permanent disabled above the age of 18 years. In case the Disability I-cards is issued to persons who are below 18 years, this card will be updated after 6 years from the date of issuance.

No fresh medical examination is necessary in case of permanent disability but the applicant will have to provide the requisite fee along with latest photograph for renewal of Disability I-Card. Provided that in case of temporary disability, the I-Card will be valid for the period prescribed by the Medical Authority after which fresh medical certificate will have to be produced for renewal of the same for further period

9. Issue of duplicate Disability Identity Card.

In case the card is lost, the person with disability or his legal guardian will have to file an F.I.R. in the local police station. After getting untraceable report from the police station, a fresh application on plain

paper will have to be made by enclosing untraceable report of police station. A duplicate card can be issued on the basis of previous record available with Issuing Authority, on the payment of the requisite fee of Rs. 20/-

By Order

Prem Kumar

Pr. Secretary (SJ&E) to the
Government of Himachal Pradesh

Endst. No. SJE-B-F(1)-3/2008 Dated: Shimla-2, the **30th June, 2010**

Copy to:-

- 1 All Additional Chief Secretaries to the Government of Himachal Pradesh, Shimla-2.
- 2 All Pr. Secretaries/Secretaries to the Government of Himachal Pradesh, Shimla-2.
3. The Pr. Secretary to Hon'ble Chief Minister, Himachal Pradesh, HP Secretariat, Shimla-2.
4. The Secretary, HE the Governor, Himachal Pradesh Shimla-2.
5. The Pr. Accountant General/Sr. DAG (A&E), H.P. Shimla-3
6. All Divisional Commissioners/HODs/DCs in Himachal Pradesh.
7. The Director, Social Justice & Empowerment, Himachal Pradesh, SDA complex, Shimla-9 with 50 spare copies. It is requested that the aforesaid rules may be got printed from the HP Govt. Printing Press, Shimla-5 and its 25 copies may be supplied to the Government.
8. The Special Secretary (GAD) to the Govt. of Himachal Pradesh, Shimla-2 for information and necessary action in compliance to decision of the CMM dated 9.6.2010 against item No. 4.
9. All Private Secretaries of the Ministers/CPS/PS in HP Secretariat, Shimla-2.
10. The Controller, Printing & Stationary, H.P. Government Printing Press, Shimla-5 for publication the Gazette as the same has been uploaded on e-Gazette.
11. Guard file/spare copies-25.

Sd/-

Under Secretary (SJ&E) to the
Government of Himachal Pradesh

Application for obtaining Disability I- Card.

Receipt No. _____
(to be entered by SCA)

e- pehchan ref. No. _____

1. Name
2. Father's Name
3. Date of Birth
4. Sex.
5. State whether belonging to SC/ST/OBC
6. Resident of village _____ P.O- _____
Tehsil _____ District _____ (H.P.) Ph. No.
7. Identification Mark.
8. Qualification.
9. Occupation.
10. Documents attached.
 - a) Disability Medical Certificate.
 - b) Date of Birth certificate/ Proof of age.
 - c) Proof of residence and Address

Signature of Applicant.

Annexure-II

<p>SENIOR CITIZEN IDENTITY CARD</p> <p>I Card No.....</p> <p>Name</p> <div data-bbox="548 415 704 527" style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">Space for photo</div> <p>Date of Birth S/O, D/O, W/O: Occupation Address</p> <p>Telephone No. Date of Issue Valid upto:</p> <p style="text-align: right;">Signature of issuing authority</p>	<p>GOVERNMENT OF HIMACHAL PRADESH</p> <p>Department of Social Justice & Empowerment</p> <p style="text-align: center;">IDENTITY CARD For Senior Citizens</p> <p><i>This identity card is valid for availing benefit/concessions subject to conditions prescribed by the appropriate authority from time to time.</i></p>
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Annexure-III

I Card Register

1. Sr. No.
2. Photograph of card Holder.
3. Name and Address of card holder.
4. Age.
5. Type of Disability
6. Percentage of Disability
7. Nature of Disability
8. Validity in case of temporary disability
9. Amount deposited along with TR No. and date

Signature of issuing authority

Signature of card recipient

