No. 21/43/2010-SHB5/12544
GOVERNMENT OF PUNJAB
DEPARTMENT OF HEALTH & FAMILY WELFARE
(HEALTH – 5 BRANCH )

To

All Heads of Departments,
Registrar Punjab & Haryana High Court, Chandigarh,
Commissioners of Divisions,
District & Sessions Judges,
Deputy Commissioner's in the State,
All Civil Surgeons in the State and
Principals Government Medical/Dental, Colleges, Amritsar,
Faridkot and Patiala.

Dated, Chandigarh: 15-9-2011

Subject- Revised Guidelines for issuance of Disability Certificates

Government of India, Ministry of Social Justice and Empowerment
vide their DO No. 16-02/2007-DD-III dated 15/2/2010 informed the State
Governments that they had constituted a committee in May 2007 for
simplification and streamlining of the procedure for issue of disability certificate
and that the recommendations of the Committee had been accepted. State
Governments were asked to:

(i) Amend the rules issued under "Persons with Disabilities (Equal
Opportunities, Protection of Rights and Full Participation) Act,
1995 (Central Act No. 1 of 1996)."

(ii) Decentralize the authorities for issue of certificates. Earlier the
certificates were being issued by the medical board comprising of
at least 3 members. Under the simplified procedure, a medical
certificate could be issued by a single doctor in case of permanent
paralysis of limbs and blindness, by a single specialist doctor in
case of a single disability and by a committee of specialists in case
of multiple disability. Multiple member board would be required
only for multiple disabilities and not for single disability or obvious
disability like paralysis and others.

(iii) The incharge of hospital issuing certificate could seek the help of
specialist and testing facilities of nearby hospitals of higher
category.

2. The Department of Social Security and Women and Child
Development, Government of Punjab vide notification dated 7/6/2011 notified
"The Persons with Disabilities (Equal Opportunities Protection of Rights and Full Participation) Punjab (1st Amendment) Rules, 2011". Basically, some amendments have been carried out in definitions under Rule 2 and Chapter 2 and various forms have been prescribed. A copy of the amendment rules is enclosed herewith. The forms attached with the above rules have accordingly been amended taking into consideration the Government of India guidelines and the new amended rules. The Department of Health & Family Welfare hereby directs that disability certificate in the State of Punjab should be issued as per guidelines in the following paragraphs.

3. Disabilities- The disabilities for which certificate can be issued have been prescribed in section 2(1) of the Disability Act 1995. Disabilities are:

   1. Blindness
   2. Low Vision
   3. Leprosy
   4. Hearing Impairment
   5. Locomotive Disability
   6. Mental Retardation
   7. Mental Illness

   There is some confusion among the doctors and in some cases certificates for disability other than those prescribed above have been issued. No disability certificate would be issued for any disability other than 7 disabilities mentioned above.

4. Application- An application for obtaining disability certificate will be submitted in Form-I under rule 3(1) of amended Rules, 2011. A copy is enclosed with notification.

5. Submission of Application- The State Government through a separate notification No. 21/43/2010-5HH[2539] dated 15-9-2011 have notified the hospitals and the medical authorities who are competent to issue the disability certificates. Briefly:

(1) Obvious Disability- For obvious disability like amputation, complete permanent paralysis and blindness, the disability certificate would be issued by all the health institutions i.e. Primary Health Centres, Community Health Centres, Sub-Divisional Hospitals and District Hospitals by a single doctor. If a Medical Officer finds difficulty in assessing the percentage of disability as

(2) **Multiple Disability**- The certificate for multiple disabilities would be issued by all the Sub-Divisional Hospitals and District Hospitals through a multiple member board comprising of specialists of all the relevant disabilities.

(3) **Single Disability**- For single disability the certificate would be issued by Community Health Centres, Sub-Divisional Hospitals and District Hospitals by the specialist having at least 3 years of experience in that speciality.

The application for disabilities would be accepted in all these health institutions as per notification cited above.

6. **Issue of Disability Certificates**- On receipt of an application the disability certificates would be issued either in Form-II (Obvious Disability), Form-III (Multiple Disability) or on Form-IV (Single Disability) within a period of one week from the date of receipt of application by the medical authority.

The medical authority in case of multiple disability and single disability shall give a permanent disability certificate in cases where there are no chances of variation over a period of time or indicate the period of validity in the certificate in cases where there is any chance of variation over a period of time in Form-III or Form-IV. A copy of disability certificate issued by the medical authority shall simultaneously be sent by medical authority to the office of Civil Surgeon.

7. **Rejection of Application**- If applicant is found ineligible for issue of disability certificate, the medical authority shall explain the reasons for rejection of the application and shall also convey the same to the applicant in writing in Form-V (see Rule 4).

8. **Review of decisions regarding disability certificates**- Any applicant for a disability certificate who is aggrieved by the nature of a certificate issued to him, or by refusal to issue such a certificate in his favour, as the case may be, may make an application to the Civil Surgeon of the concerned district in this regard. The application for review shall be accompanied by a copy of disability certificate or the letter of rejection being appealed against.
The Civil Surgeon on receipt of application would hear the appellant and pass such orders on his appeal. The Civil Surgeon is at liberty to constitute a multiple medical board comprising of specialists of the concerned disabilities and also refer the appellant to medical colleges or other hospitals for testing facilities. Civil Surgeon would pass the detailed orders on the appeal after taking all relevant factors into consideration.

9. **Guidelines for Assessment of Disabilities**—Assessment of disability would be made as per the following guidelines:

- Notification No. 16/18/97-NI.1 dated June 1, 2001 issued by Ministry of Social Justice & Empowerment on assessment and evaluation of different types of disability for all hospitals, institutions and specialist doctors being authorized to issue disability certificates for the first time have been placed on the website of Department of Health & Family Welfare [http://pbhealth.gov.in/acts.html](http://pbhealth.gov.in/acts.html) and one hard copy of guidelines has already been sent to all Civil Surgeons of Punjab.

- Notification No. 16-18/97-NI-1 dated 18/2/2002 for assessment of mental illness issued by Ministry of Social Justice & Empowerment, Govt of India. A copy of these 2 notifications are enclosed herewith and also placed on the website [http://pbhealth.gov.in/acts.html](http://pbhealth.gov.in/acts.html) of Department of Health & Family Welfare.

- The list of these 2 notifications along with clarifications has been compiled in a booklet form by the National Institute for Orthopaedically Handicapped Calcutta and The Chief Commissioner of Disabilities of GOI. This booklet may also be helpful to the medical authority while assessing the level of disability. A copy of booklet is also enclosed herewith and placed on website of Health Department [http://pbhealth.gov.in/acts.html](http://pbhealth.gov.in/acts.html).

10. **General Guidelines**—The health authorities are directed to comply with the following general guidelines while issuing disability certificates.

(1) **Display of Information on the procedure for issue of disability certificate in the hospital and institutions**—A notice board should be prominently displayed in each PHC, CHC, Sub-Divisional Hospital and District Hospital indicating the procedure for issue of
disability certificate.

(2) **Organization of camps in collaboration with NGOs** - The Medical Officers should organize camps in collaboration with NGOs, Principals of Schools, etc. For this purpose, Medical Superintendent / Head of Hospital / District Medical Officer may collaborate with good NGOs and give due publicity.

(3) **Assistance of Para-Medics / Rehabilitation Professionals for issue of disability certificate** - Specialists mentioned in the Rules should, utilize the services / assistance of Paramedics / Rehabilitation Professionals, if locally available, as given below so that assessment of disability is faster and smoother.

<table>
<thead>
<tr>
<th>SN</th>
<th>Type of Disability</th>
<th>Assisting paramedic/rehabilitation professional</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(i) Locomotor Disability (including any form of Cerebral Palsy)</td>
<td>Occupational Therapist/physiotherapist</td>
</tr>
<tr>
<td></td>
<td>(ii) Leprosy-Cured</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>(i) Blindness</td>
<td>Optometrist with required facility</td>
</tr>
<tr>
<td></td>
<td>(ii) Low Vision</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Hearing Impairment</td>
<td>Audiologist/ Speech Pathologist having access to audiometric lab facility/ resources centre</td>
</tr>
<tr>
<td>4</td>
<td>Mental Retardation</td>
<td>Psychologist/ Special Educator</td>
</tr>
<tr>
<td>5</td>
<td>Mental Illness</td>
<td>Psychologist/ Clinical Psychologist</td>
</tr>
<tr>
<td>6</td>
<td>Multiple Disabilities</td>
<td>Concerned paramedical personal</td>
</tr>
</tbody>
</table>

(4) **System for Maintenance of Database** - The medical authorities of the concerned hospital would maintain the information in the following format-

(i) **Registers** - Containing the details of applicant, his/her address, date of issue of disability certificate, name and designation of medical authority issuing the certificate. The application in original along with copy of certificate issued should also be retained in the concerned health institution.

(ii) **Computerized database** - The Health Department has developed online web based system for maintenance of computerized database. The health authorities of the concerned hospital would update this database as and when a new application is received.
(iii) **Civil Surgeon Office** - Information of the disability certificate along with copy of application would be furnished every fortnight to the office of Civil Surgeon. He would ensure proper maintenance of the record and that these certificates have been updated on the web based system.

(iv) **District Social Welfare Officer** - Medical authority would also send a copy of disability certificate to the District Social Welfare Officer.

(v) **State Government** - Civil Surgeon and District Social Welfare Officer would furnish every month the details of applications received, disability certificates issued, certificates pending and since when pending and the information is sent to Director Health Services, Director Social Security and State Commissioner for Disability.

(5) **System for Regular Check** - A copy of each medical certificate issued at the level of PHC, CHC or SDH must be sent to the Chief Medical Officer of the district, the same day. The Civil Surgeon should regularly monitor issue of disability certificate, by his subordinate medical authorities, and keep a watch on the trend of issue of disability certificates in each PHC, CHC, Sub-Divisional Hospital etc. The CMO should also get an adequate sample test check done (at least 5%) of all the certificates issued by his subordinate medical authorities to ensure that the certificates are being issued as per the guidelines.

(6) **Photograph on Disability Certificate** - The disability certificate should include only passport size photograph of the person. There is no need to attach photograph displaying the body part which is affected by the disability.

(7) **Barrier-free PHCs, CHCs, Sub-Divisional Hospitals and District Hospitals** - It is necessary that all the PHCs, CHC, Sub-divisional Hospitals and District Hospitals are made barrier-free for persons with disabilities by providing ramps, hand rails and other facilities in the shortest possible time.

(8) **Training of Doctors** - Doctors in PHCs, CHCs, Sub-Divisional
Hospitals and District Hospitals must be oriented regarding the new system procedure for issue of disability certificates and method of evaluation / assessment of disabilities. A comprehensive training programme should be organized at the earliest to cover all the doctors.

(9) **Awareness generation**- State Governments should take suitable measures to give wide publicity to the new procedure through mass media including newspapers, radio and TV.

(10) **Camps / Group approach for issue of Disability Certificates**- Camp / Group approach for issuing the disability certificates should be encouraged. Camps for issue of disability certificates may be dovetailed with other camps in the district. Special efforts should be made to hold camps in or near colonies, if any, of leprosy cured persons, to reach out to them and give them disability certificate, as appropriate.

(11) **Maintenance of Directory / Registry of doctors working in notified Medical authorities who are competent to issue Disability Certificates**- It is essential that instructions are issued to all the Medical authorities that the disability certificates will be issued only by the doctors authorized for the purpose. It must be ensured that under no circumstances, these certificates are issued by any unauthorized person (e.g. a paramedical staff who may be working as incharge of PHC / CHC on a particular day or period). It is necessary that a comprehensive directory or registry is maintained at the State & District levels of each doctor who is authorized to issue disability certificates, along with his authenticated specimen signatures.

A copy of each certificate issued below the district level, which will be received in the office of CMO, should be scrutinized and discrepancy noticed, if any, should be brought to the notice of CMO without delay, for taking immediate corrective action.

(12) **Verification of the disability certificates before the persons with disabilities are given employment based on reservation in Government jobs**- Since the system for issue of disability certificate
is being simplified and decentralized, there may be possibility of its misuse. Considering that employment in Government through reservation is a high value benefit, to prevent misuse of the liberalized system, the State Government / UT Administration may issue necessary instructions to all recruitment agencies to ensure that the Medical boards which conduct medical examination before the appointment of person in government also verify case of disabled candidates, a report on the disability certificate should also be sent along with medical report.

Endst. No. 21/43/2010-5HB5/ 2545

Dated, Chandigarh 15-9-2011

A copy is forwarded to the following for information and necessary action:

1) Secretary Home, Chandigarh Administration, U.T., Chandigarh;
2) Accountant General (A&E), Punjab, Chandigarh;
3) Accountant General (Audit), Punjab, Chandigarh;
4) Resident Commissioner, Punjab, Copernicus Marg, Punjab Bhawan, New Delhi;
5) Director, Health & Family Welfare, Punjab, Chandigarh;
6) Director, P.G.I. Chandigarh;
7) Director, Government Medical College & Hospital, Sector-32, Chandigarh;
8) Director, Social Security Women and Child Development, Punjab, Chandigarh;
9) Director, Public Relation, Punjab, Chandigarh;

A copy is forwarded to All the Administrative Secretaries and Financial Commissioners to Government of Punjab for information and necessary action.

To

All the Administrative Secretaries and Financial Commissioners,

to Government of Punjab.

I.D. No. 21/43/2010-5HB5/ 2546

Dated, Chandigarh 15-9-2011

A copy is forwarded to the Principal Secretary to Govt. of Punjab, Department of Social Security, Women and Child Development w.r.t. their Notification No. 8/20/2010-8SS/452, dated 7-6-2011 for information and necessary action.

To

The Principal Secretary to Govt. of Punjab,
Department of Social Security Women and Child Development,
Punjab, Chandigarh.

I.D. No. 21/43/2010-5HB5/ 2547

Dated, Chandigarh 15-9-2011