



icmr
INDIAN COUNCIL OF
MEDICAL RESEARCH
Serving the nation since 1911

स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

सं.16/59/2024-Admn./E.211776

दिनांक:11/05/2026

सेवा में,

निदेशक/प्रभारी निदेशक
परिषद के सभी संस्थान/केन्द्र

महोदय/महोदया,

विभिन्न मंत्रालयों/विभागों से प्राप्त निम्नलिखित पत्र, सूचना एवं आवश्यक कार्यवाही के लिए संलग्न हैं।

| क्रम सं. | संदर्भ संख्या एवं दिनांक | मंत्रालय का नाम | विषय |
|----------|----------------------------------------------------------|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | सं. 34-04/2022 दिनांक: 06.02.2026 | सामाजिक न्याय और अधिकारिता मंत्रालय, दिव्यांगजन अधिकारिता विभाग (दिव्यांगजन), नई दिल्ली | प्रतियोगी परीक्षाओं में बेंचमार्क दिव्यांगता (PwBD) वाले व्यक्तियों हेतु "लेखन हेतु शारीरिक सीमा संबंधी प्रमाण-पत्र" का मानकीकरण। |
| 2. | ओ.एम. सं. P-11017/7/2025-PPC दिनांक: 17.04.2026 | सूचना एवं प्रसारण मंत्रालय (नीति नियोजन प्रकोष्ठ), नई दिल्ली | GeM पोर्टल के माध्यम से समाचार पत्रों और पत्रिकाओं की खरीद - के संबंध में। |
| 3. | सं. HQ-30011/3/2025-AU-HO दिनांक: 30.04.2026 | भारतीय विशिष्ट पहचान प्राधिकरण (आधार उपयोग प्रभाग), गोले मार्केट, नई दिल्ली | आधार एप्लिकेशन के माध्यम से दिखाए, साझा किए और/या सत्यापित किए गए आधार सत्यापन योग्य क्रेडेंशियल की वैधता के संबंध में। |
| 4. | ओ.एम. सं. 11013/16/2025-Estt.A-III दिनांक: 04.05.2026 | कार्मिक, लोक शिकायत और पेंशन मंत्रालय, कार्मिक एवं प्रशिक्षण विभाग, नई दिल्ली | प्रशासन तथा संसद एवं राज्य विधानमंडलों के माननीय सदस्यों के मध्य शासकीय कार्यों के संबंध में उचित प्रक्रिया का पालन किए जाने के संबंध में। |

भवदीय,

Digitally signed by
Jaibir Singh

Date: 14-05-2026
12:54:43

सहायक महानिदेशक (प्रशासन)

अनुलग्नक:यथोक्त

प्रतिलिपि:

1. महानिदेशक/अपर महानिदेशक/वरि.उपमहानिदेशक (प्रशा.)/वरि.वित्त सलाहकार के निजी सचिव

4. उपरोक्त चर शर्तों के अन्तर्गत अनुसूच

3. उपमहानिदेशक (प्रशा.)/सहा. महानिदेशक (प्रशा.)/सहायक महानिदेशक (वित्त)

4. डॉ. मनजीत सिंह चालगा, आई.सी.एम.आर. की वेबसाइट पर अपलोड करने के अनुरोध के साथ।

9

No. 34-04/2022
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

DG, ICMR OFFICE
Diary No. : 1280393
Date : 15.04.26

5th Floor, B Wing, Pt. Deendayal Antodaya Bhawan,
CGO Complex, Lodhi Road New Delhi-110003
Dated: 6 February, 2026

To,

1. The Secretary, All Ministries/Departments (as per standard list)
2. The Principal Secretaries of Departments dealing with disability matters in all States/UTs.

AD, Admn.

Subject: Standardization of "Certificate regarding Physical Limitation to Write" for Persons with Benchmark Disabilities (PwBD) in Competitive Examinations.

Sir/Madam,

B1
JS(RK) / LBS(S)
RB.

This is in reference to the representation received from Shri Antareep Maity, a Person with Benchmark Disability (PwBD) certified with 70% permanent low vision disability, seeking issuance of a permanent or standardized "Certificate regarding Physical Limitation to Write" to be accepted across examinations conducted by various authorities.

2. In this context, attention is invited to the provisions under the Rights of Persons with Disabilities Act, 2016 (RPwD Act, 2016) and the Guidelines issued by the Department of Empowerment of Persons with Disabilities (DEPwD) vide OM dated 29.08.2018 (for benchmark disabilities) and 10.08.2022 (for below benchmark disabilities). These guidelines stipulate that PwBD/PwD candidates who have physical limitations to write, including those with visual impairments, are entitled to compensatory time not less than 20 minutes per hour of examination, whether using a scribe or not, subject to a certificate from medical board, wherever necessary, as specified in the Guidelines.

3. The validity of such certificates is specified upto 6 months/ as certified by the medical board in terms of the Guidelines issued in 2022. The 2018 Guidelines are however, silent on the period of validity of such certificates. The DEPwD's written exam Guidelines issued on 01.08.2025 (in abeyance till 31.03.2026) prescribes maximum period of validity of such certificate as one year.

4. As brought out in the representation, different examining authorities are issuing varying certificate formats (e.g., Annexure-A/B/C, Type-1/2/3, etc.) for medical boards to certify use of scribe/compensatory time for PwD candidates. Consequently, candidates with benchmark / below benchmark disabilities are compelled to repeatedly approach government hospitals for re-verification and fresh issuance of such certificates. This practice imposes significant hardship, financial strain, and loss of preparation time—particularly affecting candidates employed or residing outside their home districts.

5. To remove this undue hardship, all examining authorities in r/o Central Government and State Government establishments are requested to accept the standardized certificate, within the validity period as mentioned in the certificate, without insisting on exam-specific formats and to

भारतीय चिकित्सा अनुसंधान परिषद
INDIAN COUNCIL OF MEDICAL RESEARCH
V. RAMAJI INFRASWAMY BHAWAN

12 FEB 2026

PS-2024
AD, Admn.
S. NO-1433
5/5/26
1239073
Sh. Sunil
4/5/24

clearly mention these provisions in recruitment and examination notifications. The format of the certificate, as prescribed in the DEPwD's written exam Guidelines dated 01.08.2025 (for competitive public written exams) may be referred as standard format once the abeyance on the applicability of the Guidelines is revoked.

Encl: as above



(Debala Bhattacharjee)

Under Secretary to the Govt. of India

(Email: debala.joarder@gov.in)

Copy to:

Sh. Antareep Maity,
76/5, Thakur Ramkrishna Lane,
Howrah-711104
E-mail: antareepmaity1996@gmail.com

क्रमांक 34-04/2022

भारत सरकार

सामाजिक न्याय एवं अधिकारिता मंत्रालय

दिव्यांगजन सशक्तिकरण विभाग

पांचवीं मंजिल, बी विंग, पं. दीनदयाल अंत्योदय भवन,

सीजीओ कॉम्प्लेक्स, लोधी रोड, नई दिल्ली-110003

दिनांक: 9 फ़रवरी, 2026

प्रति,

1. सभी मंत्रालयों/विभागों के सचिव (मानक सूची के अनुसार)
2. सभी राज्यों/संघ राज्य क्षेत्रों में दिव्यांगजन से संबंधित विभागों के प्रधान सचिव

विषय: प्रतियोगी परीक्षाओं में बेंचमार्क दिव्यांगता वाले व्यक्तियों (PwBD) के लिए "लिखने में शारीरिक अक्षमता संबंधी प्रमाण-पत्र" का मानकीकरण।

महोदय/महोदया,

यह पत्र श्री अंतरीप मैती से प्राप्त अभ्यावेदन के संदर्भ में है, जो 70% स्थायी कम दृष्टि दिव्यांगता से प्रमाणित बेंचमार्क दिव्यांग व्यक्ति (PwBD) हैं। उन्होंने विभिन्न प्राधिकरणों द्वारा आयोजित परीक्षाओं में मान्य होने हेतु एक स्थायी अथवा मानकीकृत "लिखने में शारीरिक अक्षमता संबंधी प्रमाण-पत्र" जारी किए जाने का अनुरोध किया है।

2. इस संदर्भ में, दिव्यांगजन अधिकार अधिनियम, 2016 (RPwD अधिनियम, 2016) के प्रावधानों तथा दिव्यांगजन सशक्तिकरण विभाग (DEPwD) द्वारा जारी दिशानिर्देशों—दिनांक 29.08.2018 (बेंचमार्क दिव्यांगता हेतु) और 10.08.2022 (बेंचमार्क से कम दिव्यांगता हेतु)—की ओर ध्यान आकृष्ट किया जाता है। इन दिशानिर्देशों के अनुसार, वे PwBD/PwD अभ्यर्थी जिनको लिखने में शारीरिक अक्षमता है, जिनमें दृष्टिबाधित अभ्यर्थी भी शामिल हैं, स्क्राइब का उपयोग करें या न करें—दोनों ही स्थितियों में—परीक्षा के प्रत्येक घंटे के लिए कम से कम 20 मिनट का प्रतिपूरक समय पाने के हकदार हैं, बशर्ते कि जहाँ आवश्यक हो, चिकित्सकीय बोर्ड द्वारा प्रमाण-पत्र प्रस्तुत किया जाए, जैसा कि दिशानिर्देशों में निर्दिष्ट है।

3. वर्ष 2022 में जारी दिशानिर्देशों के अनुसार, ऐसे प्रमाण-पत्रों की वैधता अवधि अधिकतम 6 माह या चिकित्सकीय बोर्ड द्वारा प्रमाणित अवधि तक निर्धारित है। हालांकि, वर्ष 2018 के दिशानिर्देशों में ऐसे प्रमाण-पत्रों की वैधता अवधि के बारे में कोई स्पष्ट प्रावधान नहीं है। दिव्यांगजन सशक्तिकरण विभाग द्वारा 01.08.2025 को जारी लिखित परीक्षा संबंधी दिशानिर्देश (जो 31.03.2026 तक स्थगित हैं) में ऐसे प्रमाण-पत्रों की अधिकतम वैधता अवधि एक वर्ष निर्धारित की गई है।

4. अभ्यावेदन में यह भी उल्लेख किया गया है कि विभिन्न परीक्षा आयोजित करने वाले प्राधिकरण, PwD अभ्यर्थियों के लिए स्क्राइब/प्रतिपूरक समय के प्रमाणन हेतु चिकित्सकीय बोर्डों द्वारा भिन्न-भिन्न प्रारूपों (जैसे—अनुलग्नक A/B/C, प्रकार-1/2/3 आदि) में प्रमाण-पत्र जारी करवा रहे हैं। परिणामस्वरूप, बेंचमार्क अथवा बेंचमार्क से कम दिव्यांगता वाले अभ्यर्थियों को बार-बार सरकारी अस्पतालों में पुनः सत्यापन एवं नए प्रमाण-पत्र प्राप्त करने के लिए जाना पड़ता है। यह प्रक्रिया अभ्यर्थियों पर अत्यधिक मानसिक कष्ट, आर्थिक बोझ तथा तैयारी के समय की हानि का कारण बनती है—विशेष रूप से उन अभ्यर्थियों के लिए जो कार्यरत हैं या अपने गृह जनपद से बाहर निवास करते हैं।

5. इस अनावश्यक कठिनाई को दूर करने हेतु, केंद्र सरकार एवं राज्य सरकार के अधीन सभी परीक्षा आयोजित करने वाले प्राधिकरणों से अनुरोध किया जाता है कि वे प्रमाण-पत्र में उल्लिखित वैधता अवधि के भीतर मानकीकृत प्रमाण-पत्र को स्वीकार करें तथा परीक्षा-विशिष्ट प्रारूपों पर जोर न दें। साथ ही, भर्ती एवं परीक्षा अधिसूचनाओं में इन प्रावधानों का स्पष्ट उल्लेख किया जाए। दिव्यांगजन सशक्तिकरण विभाग द्वारा 01.08.2025 को जारी लिखित परीक्षा दिशानिर्देशों (प्रतियोगी सार्वजनिक लिखित परीक्षाओं हेतु) में निर्धारित प्रमाण-पत्र प्रारूप को, दिशानिर्देशों पर लगी स्थगन अवधि समाप्त होने के पश्चात, मानक प्रारूप के रूप में संदर्भित किया जा सकता है।

संलग्नक: यथोपरि

भवदीय,

देबाला

(देबाला भट्टाचार्य)

भारत सरकार के अवर सचिव

(ई-मेल: debala.joarder@gov.in)

प्रतिलिपि:

श्री अंतरीप मैती,

76/5, ठाकुर रामकृष्ण लेन,

हावड़ा - 711104

ई-मेल: antareepmaity1996@gmail.com

IS (DEPW) - R.S.

PQ *[Signature]*

To,

The Hon'ble Dr. Virendra Kumar, Minister-in-Charge,

Ministry of Social Justice & Empowerment, Government of India.

E-Office... 406182 /PS/M(SJ&E)

Dated... 8/1/26

Subject: Prayer for issuance of a permanent/standard "Certificate regarding Physical Limitation to Write" for PwBD candidates

Respected Madam/Sir,

I respectfully beg to state that I, Sri Antareep Maity, residing at 76/5, Thakur Ramkrishna Lane, Howrah - 711104, am a Person with Benchmark Disability (Low Vision) with 70% permanent disability, duly certified by the competent medical authority. For availing compensatory time of 20 minutes per hour in various competitive examinations conducted by the Government of West Bengal and the Government of India, I am required to submit a "Certificate regarding Physical Limitation of an Examinee to Write". However, different examining authorities prescribe differently titled formats (Appendix/Annexure/Type-A, Type-B, Type-C, etc.) for the same purpose, compelling permanently disabled candidates like me to repeatedly visit government hospitals for fresh verification and signatures.

As per AICTE "Guidelines for Inclusive Education for All including Persons with Disabilities" (F. No. AICTE/P&AP/Misc/2022), under "Special Provisions for Persons with Disabilities in Examinations", sub-point (c) clearly provides extension of 20 minutes per hour to candidates who use scribes or have difficulty in writing examinations. Further, several Central authorities and examining bodies uniformly recognize compensatory time of not less than 20 minutes per hour for PwBD candidates under the Rights of Persons with Disabilities Act, 2016.

By way of illustration, HPCL Mumbai Division grants compensatory time of 20 minutes per hour to PwBD candidates without insisting on different certificate formats for each examination. Similar provisions are followed by various national-level bodies. Standard formats titled "Certificate regarding Physical Limitation in an Examinee to Write" already exist, issued by the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution, and are almost identical in substance, differing mainly in nomenclature.

Due to insistence on differently titled but substantially identical certificates (Appendix-4, Annexure-1 Type-A/B/C, GATE Appendix-1, WBPSCL Clerkship Appendix-1, etc.), I am compelled to repeatedly travel to the District Hospital/CMOH Office (approximately 3.5 km away), face practical difficulty in obtaining certificates while posted temporarily in another State for private employment, and suffer avoidable loss of preparation time. On 19 December 2025, I had to wait from 12:30 PM to 4:30 PM at the

DS (IM)
US (DB)

[Handwritten mark]

23.01.26
By No. - 31/50(Ro.1)

Diary No. 406/82-1JS (RS)/DEPWD
Dated... 20/1/26

22/01/26

23/01
Rajit

CMOH Office, Howrah, merely to collect the Appendix-1 Certificate for the WBPSC Clerkship (Part-II) Examination.

I had earlier submitted a complaint to the Assistant State Commissioner for Persons with Disabilities, Shri Chandan Dey. As no docket number was provided, I resent all relevant documents through Speed Post (Tracking No. EW088042515IN). Despite this, the core issue remains unresolved.

In view of the above, I humbly pray that your good office may kindly consider either issuing a permanent "Certificate regarding Physical Limitation in an Examinee to Write", valid for all State and Central Government examinations, or notifying a uniform standard format and procedure for all State and State-aided examining bodies, with clear directions that repeated hospital visits shall not be required for persons with permanent benchmark disability.

Such a measure will prevent unnecessary hardship, financial burden, and loss of preparation time, while ensuring uniform compliance with national guidelines. I shall remain ever grateful for your kind consideration.

Thanking you,

Yours faithfully,

Antareep Maity

Date - 29/12/2025

76/5, Thakur Ramkrishna Lane

Howrah - 711104

Mobile: +91 9875452232 / 9007023216

Email: antareepmaity1996@gmail.com

Copy to:

a. The Hon'ble Chief Commissioner for Persons with Disabilities, Government of India.

Diary Nos. DNO/25/CCPD/5328.

b. The Hon'ble President of India. Grievance Nos. PRSEC/E/2025/0073542.

c. The Hon'ble Minister-in-Charge, Department of Women & Child Development and Social Welfare, Government of West Bengal.



Antareep Maity <antareepmaity1996@gmail.com>

Subject: Prayer for issuance of a permanent/standard "Certificate regarding Physical Limitation to Write" for PwBD candidates

1 message

Antareep Maity <antareepmaity1996@gmail.com>

27 December 2025 at 02:23

To: shashipanja@yahoo.com

To

The Hon'ble Minister-in-Charge
Department of Women & Child Development and Social Welfare
Government of West Bengal
10th Floor, Bikash Bhavan
Kolkata – 700091

Respected Madam/Sir,

I respectfully beg to state that I, Sri Antareep Maity, residing at 76/5, Thakur Ramkrishna Lane, Howrah – 711104, am a Person with Benchmark Disability (Low Vision) with 70% permanent disability, duly certified by the competent medical authority. For availing compensatory time of 20 minutes per hour in various competitive examinations conducted by the Government of West Bengal and the Government of India, I am required to submit a "Certificate regarding Physical Limitation of an Examinee to Write". However, different examining authorities prescribe differently titled formats (Appendix/Annexure/Type-A, Type-B, Type-C, etc.) for the same purpose, compelling permanently disabled candidates like me to repeatedly visit government hospitals for fresh verification and signatures.

As per AICTE "Guidelines for Inclusive Education for All including Persons with Disabilities" (F. No. AICTE/P&AP/Misc/2022), under "Special Provisions for Persons with Disabilities in Examinations", sub-point (c) clearly provides extension of 20 minutes per hour to candidates who use scribes or have difficulty in writing examinations. Further, several Central authorities and examining bodies uniformly recognize compensatory time of not less than 20 minutes per hour for PwBD candidates under the Rights of Persons with Disabilities Act, 2016.

By way of illustration, HPCL Mumbai Division grants compensatory time of 20 minutes per hour to PwBD candidates without insisting on different certificate formats for each examination. Similar provisions are followed by various national-level bodies. Standard formats titled "Certificate regarding Physical Limitation in an Examinee to Write" already exist, issued by the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution, and are almost identical in substance, differing mainly in nomenclature.

Due to insistence on differently titled but substantially identical certificates (Appendix-4, Annexure-1 Type-A/B/C, GATE Appendix-1, WBPSA Clerkship Appendix-1, etc.), I am compelled to repeatedly travel to the District Hospital/CMOH Office (approximately 3.5 km away), face practical difficulty in obtaining certificates while posted temporarily in another State for private employment, and suffer avoidable loss of preparation time. On 19 December 2025, I had to wait from 12:30 PM to 4:30 PM at the CMOH Office, Howrah, merely to collect the Appendix-1 Certificate for the WBPSA Clerkship (Part-II) Examination.

I had earlier submitted a complaint to the Assistant State Commissioner for Persons with Disabilities, Shri Chandan Dey. As no docket number was provided, I resent all relevant documents through Speed Post (Tracking No. EW088042515IN). Despite this, the core issue remains unresolved.

In view of the above, I humbly pray that your good office may kindly consider either issuing a permanent "Certificate regarding Physical Limitation in an Examinee to Write", valid for all State and Central Government examinations, or notifying a uniform standard format and procedure for all State and State-aided examining bodies, with clear directions that repeated hospital visits shall not be required for persons with permanent benchmark disability.

Such a measure will prevent unnecessary hardship, financial burden, and loss of preparation time, while ensuring uniform compliance with national guidelines. I shall remain ever grateful for your kind consideration.

Thanking you,

Yours faithfully,

Sri Antareep Maity

76/5, Thakur Ramkrishna Lane

Howrah – 711104

Mobile: +91 9875452232 / 9007023216

Email: antareepmaity1996@gmail.com

Copy to:

a. The Hon'ble Chief Commissioner for Persons with Disabilities, Government of India.

Diary Nos. DNO/25/CCPD/5328.

b. The Hon'ble President of India. Grievance Nos. PRSEC/E/2025/0073542.


c. The Hon'ble Dr. Virendra Kumar, Minister-in-Charge, Ministry of Social Justice & Empowerment, Government of India.

Attachments -

5 attachments

 **CCPD 1.pdf**
155K

 **CCPD.pdf**
949K

 **SUPPORTING DOCUMENTS.pdf**
6618K

 **prsec 1.pdf**
139K

 **prsec 2.pdf**
691K



राष्ट्रपति भवन
RASHTRAPATI BHAVAN



राष्ट्रपति भवन हेल्पलाइन
RASHTRAPATI BHAVAN HELPLINE

Request/Grievance Status

[Home](#) / [Request/Grievance Status](#)

REQUEST/GRIEVANCE STATUS FORM

Registration Number : PRSEC/E/2025/0073542
[Print/View Grievance](#)
Document : [View Document \(PDF\)](#)
Name : ANTAREEP MAITY
Date of Receipt : 26 Dec 2025
Current Status : President's Secretariat has received the request/grievance and is under examination

Note : For further action taken on this request/grievance, please check status after 7 days from date of receipt.



[Terms & Conditions](#) | [Copyright Policy](#) | [Privacy Policy](#) | [Hyperlinking Policy](#) | [Help](#) | [Disclaimer](#) | [Accessibility Statement](#)

Visitors : 90865

Website designed by [National Informatics Centre](#) Contents provided by President's Secretariat

Last Updated : 13/07/2023

Grievance for Registration No: PRSEC/E/2025/0073542

To, The Honorable President of India Rashtrapati Bhavan, New Delhi Subject: Prayer for issuance of a permanent/standard "Certificate regarding Physical Limitation to Write" for PwBD candidates Respected Madam, I respectfully beg to state that I, Sri Antareep Maity, residing at 76/5, Thakur Ramkrishna Lane, Howrah – 711104, am a Person with Benchmark Disability (Low Vision) with 70% permanent disability, duly certified by the competent medical authority. To avail compensatory time of 20 minutes per hour in various competitive examinations conducted by the Government of West Bengal and the Government of India, I am required to submit a "Certificate regarding Physical Limitation of an Examinee to Write". However, different examining authorities prescribe differently titled formats (Appendix/Annexure/Type-A, Type-B, Type-C, etc.) for the same purpose, compelling permanently disabled candidates like me to repeatedly visit government hospitals for fresh verification and signatures. As per AICTE "Guidelines for Inclusive Education for All including Persons with Disabilities" (F. No. AICTE/P&AP/Misc/2022), under "Special Provisions for Persons with Disabilities in Examinations", sub-point (c) clearly provides extension of 20 minutes per hour to candidates who use scribes or have difficulty in writing examinations. Further, several Central authorities and examining bodies uniformly recognize compensatory time of not less than 20 minutes per hour for PwBD candidates under the Rights of Persons with Disabilities Act, 2016. By way of illustration, HPCL Mumbai Division grants compensatory time of 20 minutes per hour to PwBD candidates without insisting on different certificate formats for each examination. Similar practices are followed by other national-level bodies. Standard formats titled "Certificate regarding Physical Limitation in an Examinee to Write", issued by the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution, already exist and are almost identical in substance, differing mainly in nomenclature. Due to insistence on differently titled but substantially identical certificates (Appendix-4, Annexure-1 Type-A/B/C, GATE Appendix-1, WBPS Clerkship Appendix-1, etc.), I am compelled to repeatedly travel to the District Hospital/CMOH Office (approximately 3.5 km away), face difficulty in obtaining certificates while posted temporarily in another State for private employment, and suffer avoidable loss of preparation time. On 19 December 2025, I had to wait from 12:30 PM to 4:30 PM at the CMOH Office, Howrah, merely to collect the Appendix-1 Certificate for the WBPS Clerkship (Part-II) Examination. I had earlier submitted a complaint to the Assistant State Commissioner for Persons with Disabilities, Shri Chandan Dey. As no docket number was provided, I resent all relevant documents through Speed Post (Tracking No. EW088042515IN). Despite this, the issue remains unresolved. In view of the above, I humbly pray that your good office may kindly consider either issuing a permanent "Certificate regarding Physical Limitation in an Examinee to Write", valid for all State and Central Government examinations, or notifying a uniform standard format and procedure for all State and State-aided examining bodies, with clear directions that repeated hospital visits shall not be required for persons with permanent benchmark disability. Such a measure will prevent unnecessary hardship, financial burden, and loss of preparation time, while ensuring uniform compliance with national guidelines. I shall remain ever grateful for your kind consideration. Thanking you, Yours faithfully, Sri Antareep Maity



Antareep Maity <antareepmaity1996@gmail.com>

Complaint Registered on CCPD Portal against Diary No.: DNO/25/CCPD/5328

1 message

ccpd@nic.in <ccpd@nic.in>
Reply-To: ccpd@nic.in
To: antareepmaity1996@gmail.com
Cc: grievance.ccpd@gmail.com

26 December 2025 at 02:12

Dear ANTAREEP MAITY

Your Complaint has been received through the CCPD Portal. Please note the Diary No.: DNO/25/CCPD/5328 for reference till a case is registered on satisfying admissibility conditions and a Case number is assigned to your complaint. You are requested to wait for at least 7 days before sending any follow up mails. Please quote the Diary No./Case No. in all your future communications related to this case.

Thanks & Regards

Office of Chief Commissioner for Persons with Disabilities(Divyangjan),
5th Floor, NISD Building, Plot No.G-2, Sector-10, Dwaraka, New Delhi-110075,
Tele# 011-20892364, 20892275,
E-mail: ccpd@nic.in

[Case Details](#)
[Case Notice & Reminders](#)
[Case Hearings & Rop](#)
[Case Order](#)

 Application Status: Under Scrutiny

Details of Victim

Salutation

Mr.

Name of victim

ANTAREEP MAITY

Gender

Male

Father/Husband/Guardian Name

ASUTOSH MAITY

Address 1

76/5 THAKUR RAMKRISHNA LANE,

Address 2

P.S. - CHATTERJEEHAT, P.O. - SANTRAGACHI

District

HOWRAH

State

WEST BENGAL

Pin Code

711104

Email ID

antareepmaity1996@gmail.com

Mobile No.

9875452232

Do you want To Enter Your Representative detail

No

Details of Disability of Complainant

Category of Disability

Low-vision Disability

Disability Percentage as Per Disability Certificate

70

Name of the Disability Certificate issuing Medical Officer/Hospital

Date of issue of Disability Certificate

State

District

WEST BENGAL

HOWRAH

Disability Certificate

Aadhaar Card Document

[View Document](#)

No document available

Details of Respondent(s)

| S. NO. | DESIGNATION | ORGANIZATION GROUP | MINISTRY/SUBGROUP | ADDRESS | E-MAIL | MOBILE NO. |
|--------|-------------------------------------------------------------------------------|--------------------|--------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------|------------|
| 1 | ASSISTANT STATE COMMISSIONER FOR PERSONS WITH DISABILITIES MR. CHANDAN DEY | Others | Other (OFFICE OF THE STATE COMMISSIONER FOR PERSONS WITH DISABILITIES GOVT OF WB) | Subhanna BhawanDF Block, Sector 1, Bidhannagar, Kolkata, West Bengal 700091, | | 0 |

Details of Complainant

Date of Incidence

Place of Incidence

[Screen Reader](#)[Dark Mode](#)[+ A+](#)[- A-](#)[Reset Font](#)

Brief of Case

To, The Hon'ble Court of Chief Commissioner for Persons with Disabilities Department of Empowerment for persons with Disabilities Ministry of Social Justice & Empowerment Government of India Subject: Prayer for issuance of a permanent/standard "Certificate regarding Physical Limitation to Write" for PwBD candidates Respected Madam, I respectfully beg to state that I, Sri Antareep Maity, residing at 76/5, Thakur Ramkrishna Lane, Howrah - 711104, am a Person with Benchmark Disability (Low Vision) with 70% permanent disability, duly certified by the competent medical authority. To avail compensatory time of 20 minutes per hour in various competitive examinations conducted by the Government of West Bengal and the Government of India, I am required to submit a "Certificate regarding Physical Limitation of an Examinee to Write". However, different examining authorities prescribe differently titled formats (Appendix/Annexure/Type-A, Type-B, Type-C, etc.) for the same purpose, compelling permanently disabled candidates like me to repeatedly visit government hospitals for fresh verification and signatures. As per AICTE "Guidelines for Inclusive Education for All including Persons with Disabilities" (F. No. AICTE/P&AP/Misc/2022), under "Special Provisions for Persons with Disabilities in Examinations", sub-point (c) clearly provides extension of 20 minutes per hour to candidates who use scribes or have difficulty in writing examinations. Further, several Central

authorities and examining bodies uniformly recognize compensatory time of not less than 20 minutes per hour for PwBD candidates under the Rights of Persons with Disabilities Act, 2016. By way of illustration, HPCL Mumbai Division grants compensatory time of 20 minutes per hour to PwBD candidates without insisting on different certificate formats for each examination. Similar practices are followed by other national-level bodies. Standard formats titled "Certificate regarding Physical Limitation in an Examinee to Write", issued by the Chief Medical Officer/Civil Surgeon/Medical Superintendent of a Government Health Care Institution, already exist and are almost identical in substance, differing mainly in nomenclature. Due to insistence on differently titled but substantially identical certificates (Appendix-4, Annexure-1 Type-A/B/C, GATE Appendix-1, WBPSA Clerkship Appendix-1, etc.), I am compelled to repeatedly travel to the District Hospital/CMOH Office (approximately 3.5 km away), face difficulty in obtaining certificates while posted temporarily in another State for private employment, and suffer avoidable loss of preparation time. On 19 December 2025, I had to wait from 12:30 PM to 4:30 PM at the CMOH Office, Howrah, merely to collect the Appendix-1 Certificate for the WBPSA Clerkship (Part-II) Examination. I had earlier submitted a complaint to the Assistant State Commissioner for Persons with Disabilities, Shri Chandan Dey. As no docket number was provided, I resent all relevant documents through Speed Post (Tracking No. EW088042515IN). Despite this, the issue remains unresolved. In view of the above, I humbly pray that your good office may kindly consider either issuing a permanent "Certificate regarding Physical Limitation in an Examinee to Write", valid for all State and Central Government examinations, or notifying a uniform standard format and procedure for all State and State-aided examining bodies, with clear directions that repeated hospital visits shall not be required for persons with permanent benchmark disability. Such a measure will prevent unnecessary hardship, financial burden, and loss of preparation time, while ensuring uniform compliance with national guidelines. I shall remain ever grateful for your kind consideration. Thanking you, Yours faithfully, Sri Antareep Maity Copy to: a. The Hon'ble President of India, Rashtrapati Bhavan, New Delhi. b. The Hon'ble Minister-in-Charge, Department of Women & Child Development and Social Welfare, Govt. of W.B. c. The Hon'ble Dr. Virendra Kumar, Minister-in-Charge, Ministry of Social Justice & Empowerment, Government of India

Relief Sought

I WANT PERMANENT CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE WITHOUT ANY OTHER HARASSMENTS.

Case Document

[View Document](#)

Case Audio

No audio available

Case Video

No video available

Are you aware about details of legal provision/Govt. instruction, which have been allegedly violated

No

Undertaking

An undertaking that the matter is not sub-judice in any other court of law within the territory of India.

Agree



Department of Empowerment of Persons with Disabilities,
Ministry of Social Justice and Empowerment, Government of India

Disability Certificate

District Hospital-howrah, Howrah, West Bengal



Certificate No.: WB1540119970002892

Date: 16/09/2023

This is to certify that I/We have carefully examined Shri **Antareep Maity** Son of Shri **Asutosh Maity**, Date of Birth **25/02/1997**, Male, Registration No. **1915/00000/2110/0063548**, resident of **76/5 Thakur Ramkrishna Lane P O - Santragachi, P S - Chatterjeehat, Howrah - 711104 - 711104**, Sub District **Bally Jagachha**, District **Howrah**, State / UT **West Bengal**

Whose photograph is affixed above, and I/We satisfied that:

(A) He is a case of **Low Vision**

(B) The diagnosis in his case is **RIGHT EYE RETINOBLASTOMA & LEFT EYE EMPTY SOCKET**

(C) He has **70%** (in figure) **Seventy** percent(in words) Permanent Disability in relation to his 26 as per the guidelines (Guidelines for the purpose of assessing the extent of specified disability in a person included under RPwD Act, 2016 notified by Government of India vide S.O. 76(E) dated 04/01/2018).

The applicant has submitted the following document(s) as proof of residence:

Nature of Document(s): Aadhaar card

Signature / Thumb Impression of the Person with Disability

Signature of notified Medical Authority Member

District Hospital-howrah
Howrah, West Bengal



UNIQUE DISABILITY ID

Government of India



STATE ID:

Aadhaar No.
*****4756



Card Issuing Authority
District Hospital-howrah, Howrah, West Bengal



UNIQUE DISABILITY ID

Government of India



नाम / Name

अंतरीप मैती

Antareep Maity

UD ID

WB1540119970002892

Disability Type

Low Vision

Year of Birth

1997

% of Disability

70% (Seventy Percent)

Date of Issue

16/09/2023

Valid upto

Permanent



Authority Sign

Issuing

DISABILITY CERTIFICATE
DISTRICT HOSPITAL, HOWRAH

I. No. :- DHH/1597/08

Date: 22/11/08

On our examination of Shri / Smt. ANTAREEP MAITY
aged about 11+ yrs son / daughter / husband / wife of Asutosh Maity

Address 76/S, Thakur Ramkrishna Lane, Po - Sambragachi, PS - Shibpore, Dist: Howrah, 71104. it is certified that :

1. He / She is a Physically (Orthopaedically, Visionary, Speech and Hearing Disabled / Mentally Challenged person with Rt 3/fo Lt No PL
Rt Retri. Hand Lt empty Sicker
(nature of disability)
2. The disability reportedly is congenital / caused by injury / diseases not likely to respond to any sorts of treatment.
3. His / Her percentage of permanent / partial disability / disability having changes of variation is calculated as 70 (Severe) % & the case requires / does not require review after ∞ Yrs.
4. He / She being a Mentally Retarded person with an I.Q. of _____ falls under the category of Mild / Moderate / Severe / Profound.
5. The assessment has been made as per instruction issued by the Govt. of India Vide No. 4-2/83 III dt. 6.8.86.
6. ~~He / She can~~ / can not travel without assistance of escort.
7. He / She may be provided with _____
(name of the prosthetic aid) which will increase his / her mobility and functional independence.
8. He / She is not able to earn his / her livelihood independently.

Signature / LTI of the Candidate

Antareep Maity.



Signature of the Chairman & Members of the Board

22/11/08
Chairman
District Hospital, Howrah.

22.11.08.
Member
District Hospital, Howrah.

22/11/08
Physician
District Hospital, Howrah.

22/11/08
Member
District Hospital, Howrah.



3/care issued on 4-12-2008
Valid upto 3-12-2018

12-12-08

Railway Concession Issued
SL R C. No 501/08
Date... 27/12/08
District Hospital Howrah

I care issued
care no. 1049771
Date of issue 19.12.18
Valid upto 18.12.2028





सत्यमेव जयते

Unique Disability ID

Department of Empowerment of Person with Disabilities, Ministry of Social Justice and Epowerment, Govt.of India



सत्यमेव जयते

Unique Disability ID

Department of Empowerment of Person with Disabilities, Ministry of Social Justice and Epowerment, Govt.of India

PWD Login

Apply For UDID

Scan For Details

UNIQUE DISABILITY ID

Government of India
STATE ID:
Aadhaar No. *****4756



Card Issuing Authority
District Hospital-howrah, Howrah, West Bengal

UNIQUE DISABILITY ID

Government of India
WB ID
WB1540119970002892

WB ID Name
Antareep Maity
UD ID
WB1540119970002892
Disability Type
Low Vision
Year of Birth
1997
% of Disability
70% (Seventy Percent)
Date of Issue
16/09/2023
Valid upto
Permanent



Issuing Authority Sign

Validate PWD Card



UDID Number

WB1540119970002892

Name

Antareep Maity

Year Of Birth

1997

Disability Type

Low Vision

Percentage Of Disability

70

Date Of Issue

16/09/2023

Valid Upto

Permanent

Aadhaar Number

*****4756

UNIQUE DISABILITY ID

Government of India
STATE ID:
Aadhaar No. *****4756



Card Issuing Authority
District Hospital-howrah, Howrah, West Bengal

UNIQUE DISABILITY ID

Government of India
UD ID
WB1540119970002892

माय / Name
Antareep Maity
UD ID
WB1540119970002892
Disability Type
Low Vision
Year of Birth
1997
% of Disability
70% (Seventy Percent)
Date of Issue
16/09/2023
Valid upto
Permanent



Issuing Authority Sign

Department of Empowerment of Person with Disabilities,
Ministry of Social Justice and Empowerment, Government of India

Disability Certificate

District Hospital-howrah, Howrah, West Bengal

Certificate No.: WB1540119970002892 Date: 16/09/2023
This is to certify that I/we have carefully examined Sri Antareep Maity Son of Sri Anukul Maity, Date of Birth 26/07/1997, Mar. Registration No. 1615000023100003348, resident of 765 Thakur Barambarua Lane P.O., Barabagarhi, P. S. - Chatterbajhali, Howrah - 711104 - 711104 Sub-District Bally Jagadha, District Howrah, State of West Bengal.
After photograph in official photo, and then certified that:
(A) He is a case of Low Vision
(B) The degree of his case is RIGHT EYE RETINOBLASTOMA & LEFT EYE EMPTY SOCKET
(C) He has 70% (in figure) Severe disability, hence Permanent UD safety in relation to his job in or of the certificate.
Could not be the subject of assessment for the award of reserved category, in a manner included under PwD Act, 2016 notified by Government of India under S.O. 1361 (dated 04/01/2016).

The applicant has submitted the following document(s) as proof of residence:
Nature of Document(s): Aadhaar card

Signature of Thumb Impress of the Person with Disability
Signature of Issuing Medical Authority/Officer

District Hospital Howrah
Howrah, West Bengal



This QR Code Mark is valid to verify the authenticity of the original card and is applicable to all UDID Cards for the person.

UDID Dept. of Empowerment of PwD
3.8★ 512 reviews Government Rated for 3+
Uninstall Open
Available on more devices
Samsung SM-M315F Phone Install
OPPO RMX1801 Phone Install
What's new • Last updated 1 May 2025
Topic- Registration Form Update Form
Play Store Application for all Users.

- a. Why the Invigilators are not checking to provide 20 Minutes per Hour of Extra Time in the Examination Hall?
- b. Why Recruitment Authorities like WBPS, SSC, WBSS, UPSC, RRB, GATE, JEE etc. are not providing extra time 20 Minutes per hour without Appendix-1 Form?
- c. Why the Government Authorities are not providing the Extra Time of 20 Minutes of per Hour by checking UD Id Card or UD ID Certificate Number?
- d. Are the Government Authority (Govt. of W.B. & G.O.I.) of DEPwD & MSJE Authority want to harass me in every Government Examination and waste time for collecting Appendix 1 Certificate to get 20 minutes per hour of extra time from CMOH Office Howrah?

APPENDIX - 4

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs
_____ (name of the candidate
with disability), a person with _____ (nature
and percentage of disability as mentioned in the certificate of disability), S/o/ D/o
_____, a resident
of _____ (Village/District/State) and
to state that he/she has physical limitation which hampers his/her writing capabilities owing to
his/her disability.

Signature:

Chief Medical Officer/Medical Superintendent of a Government health care institution

Name & Designation:

Name of Government Hospital/Health Care Centre with Seal:

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability
(e.g. Visual impairment - Ophthalmologist, Locomotor disability- Orthopaedic specialist/ PMR)

ANNEXURE - I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs. _____
(name of the candidate with disability), a person with _____
(nature and percentage of disability as mentioned in the certificate of disability), S/o, D/o
_____ a resident of
_____ (Village/District/State)
and to state that he/she has physical limitation which hampers his/her writing capabilities owing
to his/her disability.

Signature
Chief Medical Officer/Civil Surgeon/Medical Superintendent
of a Government health care Institution
Name & Designation

Name of Government Hospital / Health Care Centre with Seal

Place: _____

Date: _____

Note: Certificate should be given by a specialist of the relevant stream/disability (eg. Visual impairment – Ophthalmologist, Locomotor disability – Prthopaedic specialist / PMR).

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o / D/o _____ a resident of _____ Village/District/State) and to state that he/ she has physical limitation which hampers his/ her writing capabilities owing to his/ her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a
Government health care institution

Name & Designation

Name of Government Hospital/ Health Care Centre with Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/ disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopaedic specialist/ PMR)

ANNEXURE-I

CERTIFICATE REGARDING PHYSICAL LIMITATION TO WRITE IN EXAMINATION

Certificate No. _____ Dated _____

Affix Passport size Photograph of the candidate (same as uploaded on the Online Application Form) duly attested by the Issuing Authority.

This is to certify that Mr./Ms. _____
 _____ aged _____ years, son/daughter
 of Mr./Mrs. _____ resident of _____

_____, with
 IPRC Registration No. _____ and Roll No. _____ has the
 following Disability (name of the specified disability) _____
 in percentage of _____ (In words) _____ (in figures)

Please tick on the "Specified Disability"

(Assessment may be done on the basis of Gazette of India, Extraordinary, Part-II, Section 3 Sub-section (ii), Ministry of Social Justice and Empowerment)

| Sl. No. | Category | Type of Disability | Specified Disability |
|---------|--------------------------|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. | Physical Disability | Locomotor Disability | a. Leprosy cured person, b. cerebral palsy, c. dwarfism, d. muscular dystrophy, e. acid attack victims. |
| | | Visual Impairment | a. Blindness, b. low vision |
| | | Hearing Impairment | a. Deaf, b. hard of hearing |
| | | Speech & Language Disability | Permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes. |
| 2. | Intellectual Disability | | a. specific learning disabilities/perceptual disabilities: Dyslexia, Dysgraphia, Dyscalculia, Dyspraxia & Development Aphasia. b. Autism spectrum disorder |
| 3. | Mental Behaviour | | a. Mental Illness |
| 4. | Disability caused due to | i. Chronic Neurologic Conditions | a. Multiple sclerosis, b. Parkinson's disease |
| | | ii. Blood disorder | a. Haemophilia, b. Thalassemia, c Sickle cell disease |
| 5. | Multiple Disabilities | | More than one of the above specified disabilities including deaf blindness |

This is to further certify that he/she has physical limitation which hampers his/her writing capabilities to write the Examination owing to his/her disability.

Signature: _____

Name: _____

Chief Medical Officer/Civil Surgeon/Medical Superintendent
 Government Health Care Institution with Seal

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE
(To be submitted on or before the date as specified in Important Dates of this information brochure)

This is to certify that, I have examined Mr/Ms/Mrs _____
(name of the candidate with disability), a person with
_____ (nature and percentage of disability as mentioned in the certificate of
disability), S/o/D/o _____, a
resident of _____ (Village/ District/ State) and to state that he / she has
physical limitations which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/ Civil Surgeon/ Medical
Superintendent of a Government health care institution.

Name of Government Hospital / Health Care Centre with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream / disability (e.g. Visual
impairment- Ophthalmologist, Locomotor disability- Prthopaedic specialist/ PMR).

Certificate regarding physical limitation to write

This is to certify that I have examined Mr./Ms./Mrs.
.....(name of the candidate, with benchmark disability),
a person with(nature and percentage of
disability as mentioned in the certificate of disability),
S/O/D/O....., resident of.....
(village/District/State) and to state that he/she has physical
limitation which hampers his/her writing capabilities owing to
his/her disability.

Signature

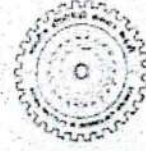
Chief Medical Officer/Civil Surgeon/ Medical Superintendent of
a Government Health Care Institution



GRADUATE APTITUDE TEST IN ENGINEERING 2025

अभियांत्रिकी स्नातक अभिक्षमता परीक्षा २०२५

ORGANIZING INSITUTE: INDIAN INSTITUTE OF TECHNOLOGY ROORKEE



APPENDIX - I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./ Ms./Mrs. Antareep Maity
(name of the candidate with disability), a person with Low vision disability 70% (nature and
percentage of disability as mentioned in the certificate of disability), S/o/D/o Asutosh Maity
a resident of 76/57, Ghatampur, Ramnagar, Howrah - 711101 (village/District/State) and to state that he/she has
physical limitation which hampers his/her reading/writing capabilities owing to his/her disability.


Chief Medical Officer of Health

HOVRAN, Signature
Chief Medical Officer/Civil Surgeon/Medical Superintendent of a
Government health care Institution

Dr. Chief Medical Officer of Health, Howrah - 711101

Name & Designation
Name of Government Hospital/Health Care Centre with Seal

Place: Howrah

Date: 16-01-2025

Note:

Certificate should be given by a specialist of the relevant stream/disability (e.g., Visual Impairment - Ophthalmologist,
Locomotor disability - Orthopedic specialis/PMR).

GATE-2025

Appendix-I

Certificate for person with specified disability covered under the definition of Section 2 (a) of the RPWD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs ANTARKEEP TAITY (name of the candidate), W/o /D/o ASUTESH TAITY, a resident of HOWRAH (VIII/PO/PS/District/State), aged 27 yrs, a person with LV (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto 20/09/2024 (it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

| (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) | (Signature & Name) |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|----------------------------|---------------------------------------|--------------------------------------------------------|
| Orthopedic / PMR specialist | Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator | Neurologist (if available) | Occupational therapist (if available) | Other Expert, as nominated by the Chairperson (if any) |
| (Signature & Name) <u>Dr. Kisalay Datta</u> | | | | |
| Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson | | | | |

Name of Government Hospital/Health Care Centre HOWRAH Seal

Place: Howrah
Date: 20/09/2024



Antarkeep Taity

WBPSC CLERKSHIP

APPENDIX-I

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), S/o/D/o _____, a resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Medical Superintendent of a Government health care institution

Name & Designation.

Name of Government Hospital/Health Care Centre, with Seal

Place:

Date:

Note:

Certificate should be given by a specialist of the relevant stream/disability

(e.g. Visual impairment - Ophthalmologist, Locomotor disability - Orthopaedic specialist/PMR).

(Page - 5/6)

Antaraj Maity

CERTIFICATE REGARDING PHYSICAL LIMITATION IN AN EXAMINEE TO WRITE

This is to certify that, I have examined Mr/Ms/Mrs Antareep Maity (name of the candidate with disability),
 a person with 70% low vision disability (nature and percentage of disability as mentioned in the certificate of disability),
 S/o/D/o Asutosh Maity a resident of 76/5 Thakur Ramkrishna Lane, P.O. Santogachhi
Horsrah - 711017
 (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

[Handwritten Signature]
 Chief Medical Officer of Health
 Horsrah

Chief Medical Officer/Medical Superintendent of a Government health care institution

Name & Designation.

[Handwritten Signature]
 Chief Medical Officer of Health
 Bipalittara Gush Sarami
 Horsrah - 711017

Name of Government Hospital/Health Care Centre with Seal

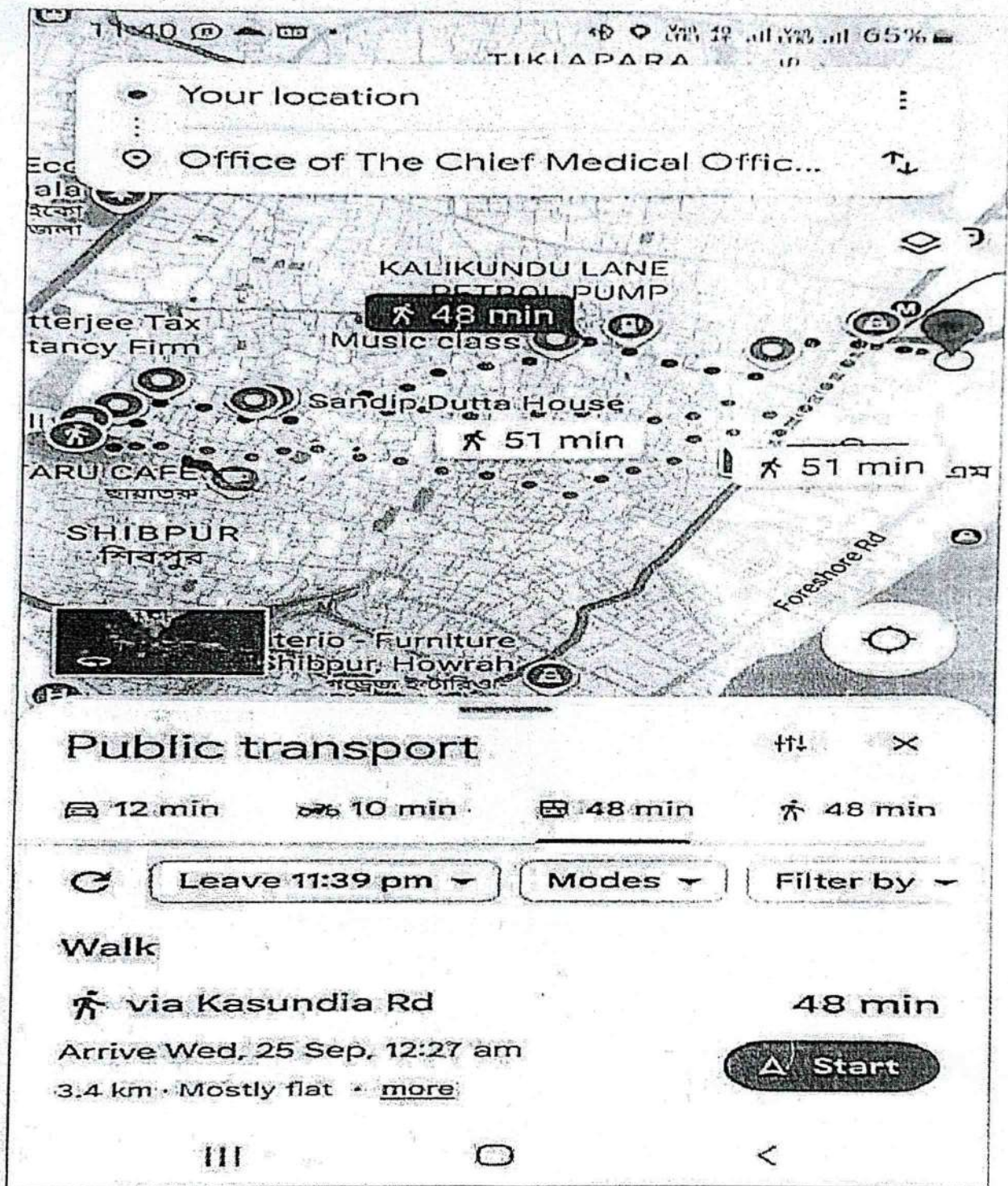
Place: Horsrah.

Date: 19/12/2015

Note:

Certificate should be given by a specialist of the relevant stream/disability

(e.g. Visual Impairment-Ophthalmologist, Locomotor disability – Orthopaedic specialist/PMR).



The Distance from my Resident to Chief Medical Officer of Health Officer is 3.5 Kms.

Antarajyoti



हिन्दुस्तान पेट्रोलियम कॉर्पोरेशन लिमिटेड
Hindustan Petroleum Corporation Limited

Mumbai Office: E-1, Fata Morga, Mahal, Mumbai - 400027 Maharashtra, India
CIN: L21920MH1995PLC000178

प्रवेश पत्र / ADMIT CARD
कंप्यूटर आधारित परीक्षा / COMPUTER BASED TEST



आवेदन सं. :
Application No :
202272002588

रोल नं (लॉगइन आईडी) :
Roll No (Login Id) :
171800200001

वर्ग :
Category:
Unreserved(Generals) , Visually Handicapped -
Low Vision

जन्म तिथि:
Date of Birth:
25-02-1997

लिंग:
Gender:
Male

उपवर्ग:
Sub-category:
PH

अभ्यर्थी का नाम और पता:
Name & Address of Candidate :

ANTAREEP MAITY

76/5 THAKUR RAMKRISHNA LANE, P.O. - SANTRAGACHI P.S. -
CHATTERJEEHAT, HOWRAH, WEST BENGAL, 711104



कृपया अपना हाल ही का
पासपोर्ट आकार का फोटो
चिपकाएँ और इसे निरीक्षक के
सामने स्वयं अभिप्रमाणित करें।

Please affix your recent
passport size photograph
and self-attest it in
front of invigilator.

पद :
Position : Assistant Maintenance Technician (Electrical)

Antareep Maity

निरीक्षक के सामने उम्मीदवार के हस्ताक्षर :
Signature of Candidate in front of
Invigilator :

परीक्षा केन्द्र का नाम और पता:
Test Centre Name and Address :
ION Digital Zone IDZ Powal

Aurum IT Park, Morarji nagar, near Hotel Ramada, Powal, Mumbai,
Maharashtra, India - 400087

परीक्षा की तिथि:
Test Date:: 5th May 2023

परीक्षा का समय:
Test Time: 08:30 AM to 10:30 AM

रिपोर्ट करने का समय :
Reporting Time :
07:00 AM

गेट बंद होने का समय:
Gate Closure Time:
08:00 AM

अधिकृत हस्ताक्षरकर्ता:
Authorised Signatory:

अमित शुक्ला

अभ्यर्थियों के लिए सामान्य निर्देश/GENERAL INSTRUCTIONS FOR CANDIDATES

- उम्मीदवार को परीक्षा के दिन ई-प्रवेश पत्र की एक मुद्रित रंगीन प्रति ऊपर उल्लिखित तिथि और समय पर आवंटित परीक्षा केंद्र पर लाना अनिवार्य है। यदि आप गेट बंद होने के बाद पहुंचते हैं, तो आपको परीक्षा देने की अनुमति नहीं दी जाएगी और आप परीक्षा केंद्र के पास नहीं होंगे।
The candidate must carry printed coloured copy of E-Admit Card on the day of examination to the allocated Test Centre on the Date and Time mentioned above. If you arrive after the gate closing time, you will not be allowed to take the test and you will not be eligible for refund.
- उम्मीदवारों को सलाह दी जाती है कि वे परीक्षा से कम से कम एक दिन पहले परीक्षा केंद्र और उसकी पहुंचने का पता लगा लें ताकि वे परीक्षा के लिए समय पर परीक्षा केंद्र पर पहुंच सकें। टेंटर से पहुंचने के लिए एचपीसीएस जिम्मेदार नहीं होगा।
Candidates are advised to locate the Test Centre and its accessibility at least a day before the test so that they can reach the test centre on time for the test. HPCL will not be responsible for late reaching.
- आपसे अनुरोध किया जाता है कि ऑनलाइन परीक्षा के लिए निर्धारित तिथि और समय पर केंद्र पर उपस्थित रहें। कृपया अपना हाल ही का पासपोर्ट आकार का फोटोग्राफ चिपकाएँ (जो अनिवार्य है और प्रवेश पत्र पर मुद्रित फोटोग्राफ के साथ मिलान किया जाएगा)। प्रवेश पत्र पर फोटोग्राफ के बिना अभ्यर्थी को परीक्षा में बैठने की अनुमति नहीं दी जाएगी।
You are requested to appear for the test at the centre on the date and time specified above. Please affix your recent passport size photograph (which is mandatory and will be matched with the photograph printed on admit card). Candidate will not be allowed to appear for Test without photograph on the Admit Card.
- सत्यापन के लिए अभ्यर्थी को परीक्षा केंद्र में निम्नलिखित में से एक मूल वैध फोटो आईडी कार्ड लाना चाहिए-
क) पैन कार्ड, (ख) पासपोर्ट, (ग) ड्राइविंग लाइसेंस, (घ) मतदाता पहचान कार्ड, (ङ) आधार कार्ड। निजी संगठनों के कॉलेज या कर्मचारी आईडी कार्ड वैध पहचान पत्र के रूप में नहीं माना जाएगा। परीक्षा केंद्र में मूल वैध पहचान पत्र लाना अनिवार्य है। यदि कोई अभ्यर्थी ऊपर उल्लिखित फोटो पहचान पत्र लाने में विफल रहता है, या पहचान वेबसेट होने पर, उसे परीक्षा में बैठने की अनुमति नहीं दी जाएगी।
Candidate should carry one of following valid Photo ID Cards in Original to the test centre for verification:-
a) Pan card (b) Passport (c) Driving License (d) Voter Identification card (e) Aadhar Card. College or Employee ID cards of private organizations will not be considered as valid ID. Carrying valid ID in Original to the test centre is mandatory. If any candidate fails to carry the above mentioned photo identity proof or having identity mismatch, then he / she will not be allowed to appear for the exam.
- टेस्ट एडमिनिस्ट्रेटर द्वारा एक बार बायोमेट्रिक अटेंडेंस रजिस्ट्रेशन और रजिस्ट्रेशन डेस्क पर फोटोग्राफ लेने के बाद, उम्मीदवार को कंप्यूटर आधारित टेस्ट पूरा होने तक टेस्ट सेंटर हॉल/कमरा नहीं छोड़ना होगा। सभी उम्मीदवारों का बायोमेट्रिक सत्यापन पूरा होने से पहले किसी भी उम्मीदवार को परीक्षा हॉल छोड़ने की अनुमति नहीं दी जाएगी। इसमें कंप्यूटर आधारित टेस्ट के निर्धारित समय पर पूरा होने के बाद लगभग 30 से 45 मिनट का समय लागेगा।
Once the Biometric Attendance Registration and Capturing of Photograph are done at Registration Desk by Test Administrators, the Candidate should not leave the Test Centre Hall/Room till completion of Computer Based Test. No candidate shall be allowed to leave the examination hall before the biometric verification of all the candidates is completed. This will take approx. 30 to 45 minutes after the completion of scheduled time of the Computer Based Test.
- आप प्रवेश पत्र की सुरक्षित अभिरक्षा के लिए जिम्मेदार हैं और किसी अन्य व्यक्ति द्वारा इस प्रवेश पत्र का उपयोग करने की स्थिति में, यह साबित करने का दायित्व आप पर है कि आपने किसी प्रतिरूपणकर्ता की सेवा का उपयोग नहीं किया है।
You are responsible for safe custody of the admit card and in the event of any other person using this admit card, the onus lies on you to prove that you have not used the service of any impersonator.
- कंप्यूटर आधारित टेस्ट के दोनों भागों, यानी सामान्य योग्यता के साथ-साथ तकनीकी/व्यावसायिक ज्ञान के लिए कोई नकारात्मक अंकन नहीं होगा।
There will be NO NEGATIVE marking for both the parts of Computer Based Test, i.e. General Aptitude as well as Technical/ Professional Knowledge.
- प्रतिबंधित वस्तुएं-परीक्षा हॉल में पुस्तकें, पत्रिकाएं, किसी भी लिखित सामग्री, मोबाइल, कैलकुलेटर और लैपटॉप आदि की अनुमति नहीं है। मोबाइल फोन या किसी भी अन्य पोर्टेबल इलेक्ट्रॉनिक उपकरण सहित निजी सामान अभ्यर्थी के स्वयं के जोखिम पर परीक्षा कक्ष के बाहर रखा जाएगा। अभ्यर्थियों को परीक्षाओं के लिए आते समय कौमती सामान और उच्च मूल्य के किसी भी अन्य निजी सामान को नहीं लाने की सलाह दी जाती है और आइटम / आइटमों के खो जाने या ऐसे आइटमों की चोरी हो जाने की स्थिति में जिन्हें परीक्षा केंद्र पर लाया जाता है, परीक्षा केंद्र उत्तरदायी नहीं होगा।
Banned Items : Books, periodicals, any written material, mobile, calculators and laptops etc are not allowed in the examination hall. Personal belongings including mobile phones or any other portable electronic device shall be kept outside the examination room at candidate's own risk. The candidates are advised not to bring valuables and any other personal belongings of high value while coming for the tests and the test centre shall not be responsible in case the item is/are lost or a theft occurs of such items which are brought to the test centre.
- परीक्षा के दौरान रफ कार्य करने के लिए अभ्यर्थियों को रफ शीट एवम पेंसिल (यदि आवश्यक हो) प्रदान की जाएगी। यह शीट परीक्षा स्थल छोड़ने से पहले परीक्षा व्यवस्थापक को लौटानी अनिवार्य है।
Rough sheet and pencil (if required) shall be provided to the candidates for carrying out rough work during the test. This sheet needs to be returned to the test administrator before leaving the test venue.
- अभ्यर्थियों को परीक्षा के दौरान अत्यधिक अनुशासन बनाए रखना है और अभ्यर्थियों के बीच या बाहरी लोगों के साथ किसी भी रूप में संचार की अनुमति नहीं है।
Candidates to maintain utmost discipline during the examination & communication in any form between candidates or with outsiders is not permitted.
- अभ्यर्थियों को परीक्षा हॉल में धूम्रपान करने या खाने की अनुमति नहीं है।
Candidates are not allowed to smoke or eat in the examination hall.
- परीक्षा के दौरान किसी भी अनुचित साधनों का उपयोग करना हुआ पाए जाने या स्वयं को दोषी ठहराने वाली किसी सामग्री को धारण करने वाले अभ्यर्थी को परीक्षा हॉल से निष्कासित कर दिया जाएगा और उसकी परीक्षा रद्द कर दी जाएगी।
A candidate found using any unfair means or in possession of any incriminating material during the test shall be expelled from the examination hall and his/her test would be cancelled.
- आपकी अभ्यर्थिता अनतिथ है और आपकी आयु शैक्षिक योग्यता, पीडब्ल्यूबीडी संबंधित पदों के लिए पात्रता, मापदंड, अनुभव ऊपर चिपकाए गए फोटोग्राफ का प्रवेश पत्र में मुद्रित फोटो के साथ मिलान के निर्धारित मापदंडों को और हमारे विज्ञापन में निर्दिष्ट अन्य शर्तों को पूरा करने के अधीन है। यह प्रवेश पत्र विशुद्ध रूप से आपके द्वारा ऑनलाइन आवेदन पत्र में प्रस्तुत विवरणों के आधार पर जारी किया जाता है, जो एक विस्तृत संवीक्षा के अधीन है और यदि भर्ती के किसी भी चरण में कोई भी विसंगति पायी जाती है या आप विस्तृत विज्ञापन में निर्धारित पात्रता मानदंडों को पूरा नहीं करते/करती हैं, तो अभ्यर्थिता रद्द की जा सकती है।

Your candidature is Provisional and is subject to your fulfilling the prescribed Criteria of Age, Educational Qualification, PwBD eligibility against respective positions. Photograph matching with the one pasted above with the photo printed on admit card and other conditions as specified in our advertisement. This admit card is issued purely on the basis of the details furnished by you in the online application form, which is subject to a detailed scrutiny and if at any stage of recruitment any discrepancy found or you do not fulfil eligibility criteria as prescribed in detail advertisement, your candidature is liable to be cancelled.

14. पीडब्ल्यूबीडी श्रेणी के तहत आवेदन करने वाले सभी उम्मीदवारों को परीक्षा के प्रति घंटे 20 मिनट का 'प्रतिपूरक समय' दिया जाएगा।

"Compensatory Time" of 20 minutes per hour of examination will be granted to all candidates who have applied under PwBD category.

15. विकलांग उम्मीदवार लिखित परीक्षा के समय अनिवार्य रूप से सक्षम चिकित्सा प्राधिकारी द्वारा जारी निर्धारित प्रारूप में परीक्षा केंद्र पर विकलांगता प्रमाण पत्र प्रस्तुत करेंगे। कैरियर पेज के तहत एचपीसीएल वेबसाइट पर स्क्राइब का उपयोग करने के लिए दिशानिर्देश उपलब्ध हैं। उम्मीदवारों को अपने स्वयं के खर्च पर अपने स्वयं के स्क्राइब की व्यवस्था करनी होगी। स्क्राइब की योग्यता परीक्षा देने वाले उम्मीदवार की योग्यता से एक कदम नीचे होनी चाहिए जिसे परीक्षा केंद्र पर सत्यापित किया जाएगा। उम्मीदवार को निर्धारित प्रारूप में इस आशय की घोषणा प्रस्तुत करना आवश्यक है।

PwBD candidates shall produce the disability certificate at the examination centre in prescribed format issued by the competent medical authority mandatorily at the time of written examination. Guidelines for using scribe are available on HPCL website under career page. Candidates shall have to arrange his/her own scribe at his/her own cost. The qualification of the scribe be one step below the qualification of the candidate taking examination which will be verified at the examination centre. The candidate is required to submit declaration to that effect in the prescribed format.

विवरण के लिए कृपया दिशानिर्देश (कार्यालय ज्ञापन दिनांक 29 अगस्त 2018) को डाउनलोड करें और उनका ध्यानपूर्वक अध्ययन करें।

For details, kindly download the guidelines (O.M dated 29th August 2018) and study them carefully.

16. कम्प्यूटर आधारित परीक्षा की तिथि और परीक्षा केंद्र में किसी भी परिवर्तन की अनुमति नहीं दी जाती है।

No Change in Date and examination centre of Computer Based Test is permitted.

17. परीक्षा में बैठने वाले केवल बाह्य स्थानों के अनुसूचित जाति, अनुसूचित जनजाति और पीडब्ल्यूबीडी अभ्यर्थियों को सबसे छोटे मार्ग से परीक्षा केंद्र तक आने-जाने के द्वितीय दर्जे के स्लीपर ट्रेन/बस किराये की प्रतिपूर्ति स्वीकार्य है, बशर्ते यात्रा की गई दूरी 30 किलोमीटर से कम नहीं है। आवंटित केंद्र के अलावा अन्य केंद्र पर परीक्षा में शामिल होने वाले अभ्यर्थियों को प्रतिपूर्ति नहीं की जाएगी। अभ्यर्थियों के लिए एचपीसीएल वेबसाइट पर विस्तारपूर्वक दिए गए अनुसार यात्रा भत्ता (टीए) को भरना है और इसे की गई यात्रा के साक्ष्य और अनुसूचित जाति / अनुसूचित जनजाति / पीडब्ल्यूबीडी के प्रमाण पत्र (जिसमें तागू हो) के साथ तालिम पेज के तहत प्रस्तुत करने की आवश्यकता है। यह प्रतिपूर्ति उन अभ्यर्थियों के लिए तागू नहीं होती है जो पहले से ही केंद्र / राज्य सरकार सेवाओं/सार्वजनिक क्षेत्र के उपक्रमों में हैं।

Reimbursement of 2nd class sleeper to and fro Train / Bus Fare or equivalent by the shortest route to test centre is admissible only for outstation SC, ST & PwBD candidates appearing for test, provided the distance travelled is not less than 30 kms. Candidates appearing for test at centre other than the allotted centre will not be reimbursed. Candidates will be required to fill in the Travel Allowance (TA) Form as detailed on HPCL website and submit it along with proof of travel undertaken and SC/ST/PwBD certificate (as applicable) under login page. This reimbursement is not applicable to candidates who are already in Central/State Government Services/PSUs.

18. कृपया भविष्य में संदर्भ के लिए अपनी अनुक्रमांक संख्या और आवेदन संख्या को नोट कर लें अपना प्रवेश पत्र की एक फोटोकॉपी अपने पास रखें, क्योंकि परीक्षा केंद्र पर यह प्रवेश पत्र आप से एकत्रित कर लिया जाएगा। यदि आपने एक से अधिक प्रवेश पत्र प्राप्त किए हैं, तो आपको सभी प्रवेश पत्रों को ताना चाहिए और उन्हें अपने निरीक्षक को सौंप देना चाहिए।

Please note down your roll number and application number for future reference or keep a photocopy of the admit card with you, as this Admit Card will be collected from you at the test centre. In case you have received more than one admit card, you should bring all admit cards and surrender them to your invigilator.

19. अभ्यर्थियों को प्रवेश पत्र ऑनलाइन डाउनलोड करने की आवश्यकता है क्योंकि इस प्रवेश पत्र की कोई भी भौतिक प्रतिलिपि अलग से नहीं भेजी जाएगी।

Candidates are required to download admit card online as no separate physical copy of this admit card will be dispatched.

20. कृपया ध्यान दें कि यह प्रवेश पत्र किसी रोजगार के प्रस्ताव का गठन नहीं करता है।

Please note that this Admit Card does not constitute an offer of employment.

21. अभ्यर्थी की परीक्षा जारी रहने के दौरान यहाँ उल्लिखित निर्देशों का अपालन या किन्हीं अनुचित साधनों का उपयोग उसे परीक्षा से अयोग्य करार दिए जाने या एचपीसीएल द्वारा निर्धारित अन्य दंड का उत्तरदायी बनाएगा।

Non-observance of the instructions mentioned herein or use of any unfair means during the continuance of his / her test will render the candidate liable to disqualification from the test or other penalty as determined by HPCL.

22. परीक्षा के संचालन के संबंध में, परीक्षा व्यवस्थापक का निर्णय अंतिम और बाध्यकारी होगा।

With regard to conduct of examination, decision of test administrator shall be final and binding.

23. उम्मीदवारों को भर्ती विज्ञापन के अनुसार ई-प्रवेश पत्र में उल्लिखित विवरण जैसे नाम, जन्म तिथि, फोटोग्राफ, हस्ताक्षर, श्रेणी आदि की सावधानीपूर्वक जांच करनी चाहिए। किसी भी विरुद्धि के मामले में, पंजीकृत उम्मीदवार एचपीसीएल भर्ती सहायता डेस्क ईमेल से संपर्क कर सकते हैं: cbtmr@mail.hpcl.co.in (कार्य दिवसों पर सुबह 10 बजे से शाम 5 बजे तक) या कार्य दिवसों पर सुबह 10 बजे से शाम 5 बजे के बीच (919513251988) पर कॉल करें।

Candidates should carefully check the particulars i.e., Name, Date of Birth, Photograph, Signature, Category, etc mentioned in the E-Admit Card and eligibility in all respects according to the recruitment Advertisement. In case of any discrepancy, the registered candidates may contact HPCL Recruitment Help Desk Email: cbtmr@mail.hpcl.co.in (10 AM to 5 PM on working days) or call on (919513251988) between 10 AM to 5 PM on working days.

24. यह प्रवेश पत्र परीक्षा केंद्र में ताना जाना चाहिए और विधिवत सत्यापन के पश्चात कक्षा निरीक्षक को सौंप दिया जाना चाहिए।

This Admit Card should be brought to the examination centre and handed over to the Room Invigilator after due verification.

25. उम्मीदवारों को परीक्षा हॉल/कमरों के साथ-साथ परीक्षा स्वतंत्र के पारिस्तर में जहाँ कहीं भी आवश्यक हो (स्थानीय प्राधिकरण के दिशानिर्देशों के अनुरूप) मास्क पहनने सहित 'सोशल डिस्टेंसिंग' के COVID 19 मानदंडों का पालन करना होगा।

Candidates to follow COVID 19 norms of 'social distancing' including wearing mask, wherever required (in line with guidelines of local authority) as well as personal hygiene inside the Examination Halls/Rooms as well as in the premises of the Venue.



Phone : 011-26131577 - 78, 80
011-29581000
Website : www.aicte-india.org



अखिल भारतीय तकनीकी शिक्षा परिषद्
(मानव संसाधन विकास मंत्रालय के अधीन)
(केंद्रीय मानव संसाधन विकास विभाग, भारत सरकार)
नेशनल मंडेला मार्ग, वसन्त कुर्ज, नई दिल्ली-110070

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION
(A Statutory Body of the Govt. of India)
(Ministry of Human Resource Development, Govt. of India)
Nelson Mandela Marg, Vasant Kuri, New Delhi-110070

F. No. AICTE/P&AP/Misc/2022/

Dated: 05.08.2022

CIRCULAR

To,

All Vice Chancellors of Technical Universities and
All Directors/ Principals of AICTE Approved Institutions,

Subject: AICTE Guidelines for inclusive education for all including persons with disabilities.

Sir/Madam,

The National Education Policy (NEP) 2020 emphasizes equal opportunity for education for all, irrespective of caste, gender and abilities including Persons with Disabilities (PwDs). The introduction of the National Education Policy 2020 has accelerated the need for creation of an 'inclusive education' system that caters to students with both visible and invisible disabilities. As a step towards inclusive and equitable quality education, the NEP 2020 presents a reasoning case for provisions and implementation plans aimed at promoting accommodation of students with any type of disabilities into the Indian education system. The policy touches several grounds to address issues surrounding identification and engagement of students with disabilities, along with the creation of an enabling ecosystem.

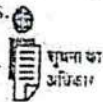
In order to facilitate inclusive digital education for all, including Persons with Disabilities, AICTE has formulated following guidelines to be followed by AICTE Approved Institutions.

- 1) All AICTE Approved Institutions should establish a Cell known as "Equal Opportunity Facilitation Cell (EOFC)" with the following composition:

| Sr. No. | Designation | EOFC |
|---------|------------------------------------------------------------------|-----------------------------------|
| 1. | Senior faculty | Nodal officer/Coordinator of EOFC |
| 2. | Male/Female faculty | Member |
| 3. | Male/Female Non-Teaching staff | Member |
| 4. | Male/Female student | Member |
| 5. | Representative of NGO working in the area of Empowerment of PwDs | Member |
| 6. | Registrar/Admin officer | Member Secretary |

The roles and responsibilities of the above Cell are summarized below:

- To promote admission of PwDs in technical institutions.
- To Create awareness among stakeholders in the area of equal opportunities on a regular basis.
- To address special needs of the students pertaining to teaching-learning process.
- To provide special assistance in training and placement of students with disabilities.
- To provide free laptops and internet charges to PwDs through Institute/State Government.
- To establish a teacher-mentor scheme for PwDs right from entry to exit from the institute.
- Develop disabled friendly teaching-learning process making use of modern tools and assistive technologies.



- 2) **Infrastructure Facility for Access to Persons with Physical Disabilities:**
 - a) Wheelchair users can move without others help - provision of Ramps with minimum width of 1.5 Meters along with handrails at entrances, exits and passages.
 - b) Adequate space (1.2 Meters) is required for movement of wheelchair users to enter into classrooms, laboratories, toilets and other areas within the building.
 - c) Ramp slope is 1:12 for climbing by wheelchair users, even when they have a caregiver to push, steep slopes can be painful.
 - d) Provision of lifts to accommodate wheelchair users to move different floors.
 - e) Handrails for persons who use Crutches with anti-skid (non-slip) floor.
 - f) Adequate space for turning.
 - g) Accessible toilets with provision of hand rails in urinals, wheelchair access to utilities like washbasin, health facets, etc.
 - h) Provision of Signages for easy movement.
 - i) Reserved assembly area during emergencies such as accessible emergency fire alarms with flashing lights.
 - j) Reserved designated parking.

- 3) **Facility for Access to Persons with Hearing Impairments:**
 - a) Provision of information board in an easily understandable manner.
 - b) Good acoustics in the classroom environment (Noisy fans can be distracting to persons wearing hearing aids).
 - c) Provision of signages, layout map for movement to the desired place.
 - d) Proper signages for emergency exits.
 - e) Reserved designated parking.

- 4) **Facility for Access to Persons with Visual Impairments:**
 - a) Provision of Braille Signages including tactile paving.
 - b) Unobstructed covered corridors with handrails.
 - c) Removal of protruding objects and low level roofing.
 - d) Reserved designated parking.

- 5) **Provision of Accessible Teaching-Learning Process for Persons with Disabilities:**

To be able to achieve this goal, every Institution should create a cell/unit with the primary objective of ensuring inclusion of students with disability in the teaching-learning process. These cells be adequately funded both in terms of required resources as well as trained manpower. These units should also monitor progress by taking periodic feedback from students with disability. Training a large number of teachers who have full-time/part-time responsibility towards these activities itself is a challenge and special SWAYAM Courses are being proposed for the same. These teachers should be familiar with "accommodation" solutions for enrolled students even if the Institution is not fully accessible. Institutions should make following provisions:

 - a) Provision of Sign Language Interpreters wherever required
 - b) Use of "Universal design techniques". There should be multiple modes of expression and reception. For example, concept should be conveyed in text, audio visual, mindmaps and practical (learning by doing) format in teaching-learning process.
 - c) Clear lighting for the speakers to facilitate hearing impaired for lip reading and also use of sound amplification system like microphone by teacher
 - d) Issue of notes / handouts in advance to the students in accessible digital format such as Microsoft word or LibreOffice document.
 - e) Creation of Peer-Groups within the class for learning among students.

- f) Training of teachers in communication skills for handling differently abled.
- g) Development and use of E-learning resources embedded with sign language interpretation and subtitles.
- h) Provide service of conversion of required instructional materials into accessible format such as accessible digital format, large print, braille, tactile graphics etc. (In-house conversion facility can be established or tie-ups with conversion service providers can be done).
- i) Subscription to online sources of accessible format books such as Sugamya Pustakalaya, book share and AIC global book service by the institution and to register each student with print disability on these platforms.
- j) Provide digital book reading device to each student/faculty with print disability such as laptop with screen reading software, smart phone, refreshable braille display, DAISY player, etc. free of cost or on subsidy by the institution or through scheme of government of India or by partnering with social groups or civil society organizations along with training to use them.
- k) Suitable modifications in the curriculum to suit the needs of differently abled. (i.e. Manual drawing may be replaced with CAD etc.)

6) Special Provisions for Persons with Disabilities in the Examination:

Different examinations/boards have their own guidelines for persons with disability. They also tend to get revised periodically. Again the provisions mentioned here do not replace/override those as they apply to specific boards/examinations. Use these as quick reference and made provisions for:

- a) Provision of scribes for students who find difficulty in writing, visual impairments etc. by the examination authority or bring their own scribes during examinations both Common Entrance Tests and institute / University exams.
- b) Scribes to be provided as per the guidelines issued by the Department of Empowerment of Persons with Disabilities, Government of India.
- c) Extension of time up to 20 minutes per hour should be given to the students who use scribes and students find difficulty in writing examinations.
- d) 20 to 50% of questions of objective type in the question paper.
- e) Permit and make adequate arrangements for Use of computers for writing examinations by persons with print disabilities with provision of softcopy of question paper in accessible format.
- f) Separation of answer scripts for valuation (Considering the level of disability/ use of scribes etc).

7) Disability Support Systems:

Disability Support Unit (DSU) at institute level should be set up when differently abled students are admitted by the institute to provide support in terms of:

- a) Financial Assistance (Scholarships, sponsorships)
- b) Counselling & Career Guidance
- c) Sign Language Development, Training and Interpretation support.
- d) Awareness and provision of Assistive devices / Technologies
- e) Special Health care support (Depends on type of disability)
- f) Regular follow-up on the students, to see if they are using their AT devices well, if any accessibility modifications are needed

- g) Training of trainers
- h) Create awareness on disability issues
- i) Encourage student projects, Research & Rehabilitation focused on disability issues and challenges.

8) Additional Support and Linkages

- a) Tie-ups with NGOs who are dealing with differently abled.
- b) Placement & support services.
- c) Employer Sensitization.
- d) Awareness on Disability rights and reservation policies.
- e) Community reach programmes.
- f) Implementation & Monitoring of standards of Accessibility.
- g) Disability Database Management System.
- h) Internship and Career Advancement activities.

9) Facility for Students with Specific Learning Disabilities(SLDs):

Dedicated Centers of Learning Diversity (CLD) may be set up to help with the implementation of the initiatives and provide the requisite support *within* the institute. The mandate of these centers would be to advocate and to support the learning journey of students with SLDs, including enforcing the provisions for accommodations, providing support services, and access to assistive devices for students with SLD. The Hub-and-Spoke Model with National Nodal centers can be employed to support institutions in the establishment of CLDs in HEIs.

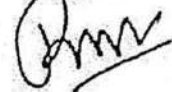
- a. A dedicated team to generate awareness, promote advocacy and create visibility of the proposed support programme at institute/ university level.
- b. Implement capability maturity model to empower and strengthen the various stakeholders involved in the process of inclusion for students with SLD in higher education institutions in India. Training & Capacity Building Programs for faculty, administration teams and other stakeholders must be offered to enable them to create inclusive learning environments for students with SLDs.
- c. Awareness & Advocacy programmes for students, parents and educators for the inclusion of SLDs must be undertaken. These programmes should address the needs of students aspiring to pursue higher education while enabling them to self-advocate for their needs and rights.
- d. Assistive Technology tools (hardware and software) should be made accessible for students with SLD for their academic purposes during their years at the HEI. Investment in research and development of appropriate technologies may also be provided.
- e. Admissions: Streamline the admissions processes to ensure that Institute provides requisite accommodations for students with SLDs and look beyond the "exam performance based" admission criteria.
- f. Accommodations to be mandated for students with SLDs which would include in-class support, use of technology, accessible study material, examination/testing adjustments.
- g. Dedicated Centre of Learning Diversity (CLD) may be set up to provide the requisite support to students and faculty, advocate for the students, generate awareness and create visibility of the proposed support program at university level. A capability maturity model is recommended to empower and strengthen the various stakeholders involved.

b. Assistive Technology to be made available for students with SLDs for academic purposes during their study years at the HEI. Investment in research and development of appropriate technologies may also be provided.

All AICTE approved institutions are required to include the details related to the availability of barrier-free environment for students with disabilities on their websites including details of the admission process, support services available and status of Persons with Disabilities (PwDs). Institute should create a separate budgetary head covering the expenditure towards activities promoting inclusion of Persons with Disabilities (PwDs).

It is pertinent to mention here that UGC has come out with Comprehensive Accessibility Guidelines for Higher Educational Institutions and it is suggested that All AICTE Institutions should take cognizance of UGC Guidelines and should also take into consideration while implementing AICTE Guidelines. Further details on UGC guidelines may be accessed from UGC web portal https://ugc.ac.in/pdfs/news/8572354_Final-Accessibility-Guidelines.pdf.

Regards



(Dr. Ramesh Unnikrishnan)
Advisor-II
Policy & Academic Planning
Bureau



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(FORMERLY KNOWN AS WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Main Campus : Simhat, Haringhata, Nadia; Pin-741 249

Kolkata Campus : BF-142, Sector-I, Sallake City, Kolkata-700 064, (India)

Website : www.makautwb.ac.in

Dr. Partha Pratim Lahiri
Registrar

No.2.8/MAKAUT/Regis./ODGI(AM)/2024/130

Dated: 9.2.2024

To,
The Principal,
Om Dayal Group of Institutions,
Plot No.38(P), 38(A), 39(P) & 39(A) Uluberia Industrial Growth Center,
Near Birshibpur Railway Station Anita Rd, Kulgachia, Uluberia,
Harinarayan Chak, West Bengal 711316

Sub: Special Provision for person with disabilities in examination to be accorded to Mr. Antareep Maity, B. Tech Electrical Engineering, Om Dayal Group of Institutions.

Dear Sir,

Sri Antareep Maity, a student of Om Dayal Group of Institution pursuing B. Tech in Electrical Engineering bearing Registration No: 212750101620046 of 2021-22 has applied for extra time as a disabled candidate which has been forwarded to the undersigned by Governor's Secretariat, west Bengal. It may be referred that circular number F.No.AICTE/P&AP/Misc/2022 dated 05.08.2022 under heading "Special provision for person with disabilities in examinations". clause 6 states that "Extension of time up to 20 minutes per hour should be given to the students who use scribes and student find difficulty in writing examinations".

As per the above, you are hereby directed to follow the above mentioned circular of AICTE in the forthcoming examination.

Partha Pratim Lahiri 09/2/24

Dr. Partha Pratim Lahiri,
Registrar, MAKAUT, WB.

Copy to:

1. Deputy Secretary, Governor's Secretariat, Raj Bhavan, Kolkata - 700062.
2. Sri Antareep Maity, 76/5 Thakur Ramkrishna Lane, Howrah - 711104.

Track on www.indiapost.gov.in
(Dial 18002668888) (Wear Masks, Stay Safe)

EW000425151N IVR:090700042515
DP:ANTARANGALI SO 1711045
Created On: 17/10/2024 17:39
TO: THE STATE COMMISSIONER, BHAVAN
PIN: 700064, Bichanagar CC Block SO
FROM: ANTADEEP MA, 76/5 THAKUR BARI
VI: 20968
Amt: 41.30, Tax: 6.30, Amt. Paid: 41.00 (Cash)
Track on www.indiapost.gov.in

Track on www.indiapost.gov.in
(Dial 18002668888) (Wear Masks, Stay Safe)

EW000425151N IVR:090700042515
DP:ANTARANGALI SO 1711045
Created On: 17/10/2024 17:39
TO: THE STATE COMMISSIONER, BHAVAN
PIN: 700064, Bichanagar CC Block SO
FROM: ANTADEEP MA, 76/5 THAKUR BARI
VI: 20968
Amt: 41.30, Tax: 6.30, Amt. Paid: 41.00 (Cash)
Track on www.indiapost.gov.in

Antareep Maity

*The speed Post with
E60 088042515 IN
has delivered on*

**PRAYER FOR GETTING RELIEF FROM THE TROUBLE OF APPENDIX – 1 FORM
ACCORDING TO RTI OF DEPARTMENT OF EMPOWERMENT OF PERSONS WITH DISABILITIES (DIVYANGJAN)**

To,

The State Commissioner for Persons with Disabilities
Subhanna Bhavan, 7th Floor Government of West Bengal

Subhanna Bhawan DF Block, Sector 1, Bidhannagar,
Kolkata, West Bengal Pin Code : 700064

From,

Antareep Maity

76/5 Thakur Ramkrishna Lane, Howrah- 711104

Contact No - +91 9007023216 / 9875452232



To
The State Commissioner for Persons with Disabilities
7th Floor, Subhanna Bhavan

Sub – Prayer for Permanent Certificate regarding
Physical Limitation in an Examinee to write Form

Respected Sir,

I would like to inform you that I, Sri Antareep Maity residing at 76/5 Thakur Ramkrishna Lane, Howrah - 711104 am a Physically Handicapped Person (Low Vision) with 70 Percent Permanent Disability. I am to fill up Form regarding Physical Limitation to get extra time facility (20 Minutes per Hour) in any competitive examination. But the format of these forms are different types for different examinations organized by State Government and Central Government. It is a troublesome work for me to go to hospital repeatedly to make signature by the legal authority. In this situation I want to draw your kind attention to my problem. As a Permanent Disabled Person may I not get relief from this trouble?

I shall be highly obliged if you kindly arrange to provide such Permanent Certificate regarding Physical Limitation by which I will be allowed to get extra time (20 Minutes per Hour) in any examination organized by West Bengal State Government and the Government of India and help me to get rid of from the trouble of collecting certificate repeatedly.

Thanking You,

Date - 09/12/2024

Yours Faithfully
Antareep Maity

Facing Serious Problems for Appendix – 1 Form -
a. Near about 3.5 Kms from my Resident to District Hospital Howrah and CMOH.
b. When I have to stay in other state for Private Job it is impossible for me to collect Certificate regarding Physical Limitation in an Examinee to write Form from my State to appear in the Competitive Examinations organized by the Organizations of Central Government.

Contact No. +91 9875452232/9007023216
Email Id – antareepmaity1996@gmail.com

**No. P-11017/7/2025-PPC
Government of India
Ministry of Information & Broadcasting
(Policy Planning Cell)**

Kartavya Bhawan 2,
New Delhi, Dated: 17 .04.2026

OFFICE MEMORANDUM

**Subject: Procurement of Newspapers and Magazines through GeM Portal –
reg.**

The undersigned is directed to convey that newspapers and magazines have been available on GeM for more than five years and the Ministry of Commerce and Industries has recently revamped the services. However, in order to ensure optimal utilization, all Ministries/ Departments under them are requested to ensure that procurement of newspaper and magazines are done only through GeM portal, in accordance with the existing procurement guidelines.

2. This issues with the approval of the Competent Authority.



(S. Vijay Gopal)

Deputy Secretary to the Government of India

Tele: 24015838

To

All Secretaries to the Government of India

Copy for information to :

1. Pr DG, PIB
2. CEO, GeM
3. JS (IP & Coord), M/o I&B

SL 


4/5/26



Fwd: Procurement of Newspapers and Magazines through GeM Portal - reg.

2 emails

secy-dhr < secy-dhr@gov.in >

Office of Secretary DHR < secy-dhr@gov.in >

Fri, 17 Apr 2026 12:06:03 PM +0530

To "Richa Khoda"<richa.khoda@gov.in>,"Manisha Saxena"<srddga.hq@icmr.gov.in>

1851535
17-4-26

Adm. *[Signature]*

Sr. AD, Stores *[Signature]*

JS (RK) / Sr. DDG *[Signature]*

RB

==== Forwarded message =====

From: Section Officer PPC < soppc.inb@nic.in >

To: "secypresident" < secy.president@rb.nic.in >, "secyvp" < secyvp@nic.in >, "pkmishrapmo" < pkmishra.pmo@gov.in >, "cabinetsy" < cabinetsy@nic.in >, "ceo-niti" < ceo-niti@gov.in >, "secy-agri" < secy-agri@nic.in >, "secy-fisheries" < secy-fisheries@nic.in >, "secyahd" < secyahd@nic.in >, "chairman" < chairman@dae.gov.in >, "secy-ayush" < secy-ayush@nic.in >, "secpc" < sec.cpc@nic.in >, "secy-pharma" < secy-pharma@nic.in >, "mang" < mang@gov.in >, "secymoc" < secy.moc@nic.in >, "secy-ipp" < secy-ipp@nic.in >, "csooffice" < csooffice@nic.in >, "secy-dot" < secy-dot@nic.in >, "secretary-posts" < secretary-posts@indiapost.gov.in >, "secy-ca" < secy-ca@nic.in >, "secy-food" < secy-food@nic.in >, "secy-coop" < secy-coop@gov.in >, "secymca" < secy.mca@nic.in >, "secy-culture" < secy-culture@nic.in >, "sdpsn" < sdpsn@nic.in >, "secyesw" < secyesw@nic.in >, "defsecy" < defsecy@nic.in >, "secydoner" < secydoner@nic.in >, "secretary" < secretary@moes.gov.in >, "secysel" < secy.sel@nic.in >, "secydhe" < secy.dhe@nic.in >, "secretary" < secretary@meity.gov.in >, "secy-moef" < secy-moef@nic.in >, "secyeast" < secyeast@mea.gov.in >, "secyer" < secyer@mea.gov.in >, "secy-dea" < secy-dea@nic.in >, "secyexp" < secyexp@nic.in >, "secy-fs" < secy-fs@nic.in >, "rsecy" < rsecy@nic.in >, "secy-dpe" < secy-dpe@nic.in >, "secymofpi" < secy.mofpi@nic.in >, "secyhfwr" < secyhfwr@nic.in >, "secy-dhr" < secy-dhr@gov.in >, "shioff" < shioff@nic.in >, "secybm" < secybm@nic.in >, "secy-ol" < secy-ol@nic.in >, "secy-iscs" < secy-iscs@nic.in >, "hshso" < hshso@nic.in >, "secyurban" < secyurban@nic.in >, "secydivest" < secydivest@nic.in >, "secy-mowr" < secy-mowr@nic.in >, "secydws" < secydws@nic.in >, "secy-labour" < secy-labour@nic.in >, "secy-jus" < secy-jus@gov.in >, "secylaw-dla" < secylaw-dla@nic.in >, "secyoffice-ld" < secyoffice-ld@gov.in >, "secretary-msme" < secretary-msme@nic.in >, "secy-mines" < secy-mines@nic.in >, "secy-mma" < secy-mma@nic.in >, "secy-mnre" < secy-mnre@nic.in >, "secy-mopr" < secy-mopr@nic.in >, "secympa" < secympa@nic.in >, "secy-mop" < secy-mop@nic.in >, "secy-argp" < secy-argp@nic.in >, "secpng" < sec.png@nic.in >, "secyship" < secyship@nic.in >, "secy-power" < secy-power@nic.in >, "secy-road" < secy-road@nic.in >, "secyrd" < secyrd@nic.in >, "dstsec" < dstsec@nic.in >, "secy" < secy@dbt.nic.in >, "dgcsir" < dgcsir@csir.res.in >, "secy-dsir" < secy-dsir@nic.in >, "secywel" < secywel@nic.in >, "secy-ncbc" < secy-ncbc@nic.in >, "secretaryda-msje" < secretaryda-msje@nic.in >, "secretary-ncsc" < secretary-ncsc@nic.in >, "secretary" < secretary@mospi.gov.in >, "secy-steel" < secy-steel@nic.in >, "secy-textiles" < secy-textiles@nic.in >, "sectour" < sectour@nic.in >, "secy-tribal" < secy-tribal@nic.in >, "secywcd" < secy.wcd@nic.in >, "secy-sports" < secy-sports@nic.in >, "secy-ya" < secy-ya@nic.in >, "secy-dolr" < secy-dolr@nic.in >, "secy-msde" < secy-msde@nic.in >, "dgicar" < dg.icar@nic.in >, "secy-coordpg" < secy-coordpg@nic.in >, "dg" < dg@csir.res.in >, "secy-atomic" < secy-atomic@nic.in >, "secy-space" < secy-space@nic.in >, "secy-agrired" < secy-agrired@nic.in >, "secy-agricoop" < secy-agricoop@nic.in >, "secy-ahd" < secy-ahd@nic.in >, "secy-chem" < secy-chem@nic.in >, "secy-fert" < secy-fert@nic.in >, "secymoca" < secy.moca@nic.in >, "secy-coal" < secy-coal@nic.in >, "secy-commerce" < secy-commerce@nic.in >, "secy-commun" < secy-commun@nic.in >, "secy-posts" < secy-posts@nic.in >, "secy-defres" < secy-defres@nic.in >, "secy-mea" < secy-mea@nic.in >, "secy-dhr" < secy-dhr@icmr.org.in >, "secy-dhi" < secy-dhi@nic.in >, "secy-legal" < secy-legal@nic.in >, "secy-legislative" < secy-legislative@nic.in >, "secy-ola" < secy-ola@nic.in >, "secy-panch" < secy-panch@nic.in >, "secy-petro" < secy-petro@nic.in >, "secy-stat" < secy-stat@nic.in >, "secy-mwr" < secy-mwr@nic.in >, "secy-wcd" < secy-wcd@nic.in >

Cc: "Dhirendra Ojha" < pdg-pib@nic.in >, "ceo-gem" < ceo-gem@gov.in >, "C Senthil Rajan" < csenthil.rajan@gov.in >

Date: Fri, 17 Apr 2026 11:53:21 +0530

Subject: Procurement of Newspapers and Magazines through GeM Portal - reg.

==== Forwarded message =====

Respected Sir/Madam,

Please find Ministry of I&B's OM dated 17.04.2026 on the subject cited above for information and necessary action.

With Regards,

SO (PPC)
Ministry of I&B

*Issue Circulate to all
Jutt / Centre. 27/4/26*

1 Attachment(s)

Fwd: UIDAI CIRCULAR dated 30.04.2026 - Validity of Aadhaar Verifiable Credential through Aadhaar Application- reg.

secy-dg < secy-dg@icmr.gov.in >

DG. ICMR OFFICE

Diary No. 1293198

Date 06/05/2025

Office of Secretary DHR < secy-dhr@gov.in >

Tue, 05 May 2026 3:19:14 PM +0530

To "Anu Nagar"<anu.nagar1@gov.in>,"Richa Khoda"<richa.khoda@gov.in>,"Manisha Saxena"<srddga.hq@icmr.gov.in>
Cc "DG ICMR"<dg@icmr.org.in>

JS (RU) | Sr. AMY (A) - Entores
RB

AO - Admn.

Mr. Sumit
S

==== Forwarded message =====

From: Mitish Kumar Rajbhar <aso.au-hq@uidai.net.in>

To: "secy-agri"<secy-agri@gov.in>,"dgicar"<dg.icar@nic.in>,"secy-ayush"<secy-ayush@nic.in>,"seccpc"<sec.cpc@nic.in>,"secy-pharma"<secy-pharma@nic.in>,"secymoca"<secy.moca@nic.in>,"secymoc"<secy.moc@nic.in>,"csoffice"<csoffice@nic.in>,"secy-ipp"<secy-ipp@nic.in>,"secretary-posts"<secretary-posts@indiapost.gov.in>,"secy-dot"<secy-dot@nic.in>,"secy-ca"<secy-ca@nic.in>,"secy-food"<secy-food@nic.in>,"secy-coop"<secy-coop@gov.in>,"secy-culture"<secy-culture@nic.in>,"sdpns"<sdpns@nic.in>,"dte_pers"<dte_pers@hqr.drdo.in>,"secyesw"<secyesw@nic.in>,"secydoner"<secydoner@nic.in>,"secretary"<secretary@moes.gov.in>,"secydhe"<secy.dhe@nic.in>,"secysel"<secy.sel@nic.in>,"secy-moef"<secy-moef@nic.in>,"psfs"<psfs@mea.gov.in>,"secyeast"<secyeast@mea.gov.in>,"secyer"<secyer@mea.gov.in>,"secywest"<secywest@mea.gov.in>,"secy-dea"<secy-dea@nic.in>,"secyexp"<secyexp@nic.in>,"secy-dpe"<secy-dpe@nic.in>,"Revenue Secretary"<rsecy@nic.in>,"secydivest"<secydivest@nic.in>,"secy-fs"<secy-fs@nic.in>,"secyahd"<secyahd@nic.in>,"secy-fisheries"<secy-fisheries@nic.in>,"secymofpi"<secy.mofpi@nic.in>,"secyhfw"<secyhfw@nic.in>,"secy-dhr"<secy-dhr@gov.in>,"shioff"<shioff@nic.in>,"hshso"<hshso@nic.in>,"secy-ol"<secy-ol@nic.in>,"secybm"<secybm@nic.in>,"secy-iscs"<secy-iscs@nic.in>,"secyurban"<secyurban@nic.in>,"secyinb"<secy.inb@nic.in>,"secydws"<secydws@nic.in>,"secy-mowr"<secy-mowr@nic.in>,"secy-labour"<secy-labour@nic.in>,"secy-jus"<secy-jus@gov.in>,"secyoffice-ld"<secyoffice-ld@gov.in>,"secretary-msme"<secretary-msme@nic.in>,"secy-mines"<secy-mines@nic.in>,"secy-mma"<secy-mma@nic.in>,"secy-mnre"<secy-mnre@nic.in>,"secy-mopr"<secy-mopr@nic.in>,"secympa"<secympa@nic.in>,"secy_mop"<secy_mop@nic.in>,"secy-argp"<secy-argp@nic.in>,"secpng"<sec.png@nic.in>,"secyship"<secyship@nic.in>,"secy-power"<secy-power@nic.in>,"secy-road"<secy-road@nic.in>,"secy-dolr"<secy-dolr@nic.in>,"secyrd"<secyrd@nic.in>,"secy"<secy@dbt.nic.in>,"dstsec"<dstsec@nic.in>,"dgcsir"<dgcsir@csir.res.in>,"secy-dsir"<secy-dsir@nic.in>,"secy-msde"<secy-msde@nic.in>,"secretaryda-msje"<secretaryda-msje@nic.in>,"secywel"<secywel@nic.in>,"secretary"<secretary@mospi.gov.in>,"secy-steel"<secy-steel@nic.in>,"secy-textiles"<secy-textiles@nic.in>,"sectour"<sectour@nic.in>,"secy-tribal"<secy-tribal@nic.in>,"secywcd"<secy.wcd@nic.in>,"secy-sports"<secy-sports@nic.in>,"chairman"<chairman@dae.gov.in>,"chairman"<chairman@isro.gov.in>

S.No - 1448
215126
5/5/2026, 3:47 PM

"secypg"<secypg@nic.in>, "secysecurity"<secy.security@nic.in>, "fertsec"<fertsec@nic.in>
Cc: "Praveen Chaudhary"<dir.au-hq@uidai.net.in>, "Narendra Kumar Kushwah"<dd.au-hq@uidai.net.in>, "KULDEEP SINGH"<ad.au-hq@uidai.net.in>, "NaqviMohammad Irshad"<so.au-hq@uidai.net.in>

Date: Tue, 05 May 2026 14:37:40 +0530

Subject: UIDAI CIRCULAR dated 30.04.2026 - Validity of Aadhaar Verifiable Credential through Aadhaar Application- reg.

==== Forwarded message =====

Madam/Sir

Kindly find attached herewith UIDAI circular dated 30th April, 2026 on the subject matter for information and necessary action please.

Thanks & Regards

धन्यवाद एवं शुभकामनाएँ

Aadhaar Usage Division / आधार उपयोग प्रभाग
UIDAI Head Office / UIDAI मुख्यालय
New Delhi, 110001 / नई दिल्ली 110001
Tel / दूरभाष: 011-23478534

1 Attachment(s)

UIDAI CIRCULAR dated 30.04...
123.5 KB

No. HQ-30011/3/2025-AU-HO
Unique Identification Authority of India
(Aadhaar Usage Division)

Aadhaar Head Office
Behind Kali Mandir, Bangla Sahib Road,
Gole Market,
New Delhi, 110001
Dated: 30 April, 2026

CIRCULAR

Subject: Validity of Aadhaar Verifiable Credential shown, shared and/or verified through Aadhaar Application.

Reference:

1. Validity of downloaded Aadhaar (e-Aadhaar) as a proof of identity issued vide circular dated 28.04.2017.
2. Introduction of Aadhaar Card for use at par with other forms of Aadhaar like Aadhaar letter, e-Aadhaar, masked e-Aadhaar and m-Aadhaar dated 29.09.2020.

The Unique Identification Authority of India (UIDAI) is a statutory body established under section 11 of the Aadhaar (Targeted Delivery of Financial and Other Subsidies, Benefits and Services) Act 2016 which came into force on 12.9.2016. UIDAI is mandated to issue a 12-digit unique identity number called an Aadhaar Number to the residents based on demographic and biometric information submitted by the resident to UIDAI during enrolment.

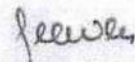
2. As per Section 4(3) of Aadhaar Act, 2016:

"Every Aadhaar number holder to establish his identity, may voluntarily use his Aadhaar number in physical or electronic form by way of authentication or offline verification or in such other form as may be notified, in such manner as may be specified by the regulations"

3. As a step towards enhancing digital enablement, UIDAI has launched a new Aadhaar Application, namely, "Aadhaar App". The Aadhaar App is available on both Android and iOS platforms. It enables the Aadhaar number holders to show, share and verify their identity in a digital manner. However, while sharing the identity details to an Offline Verification Seeking Entity (OVSE) through Aadhaar App, the 12-digit Aadhaar number is not transferred. The Aadhaar App provides the option to share either complete or partial identity details in the form of Aadhaar Verifiable Credentials of the Aadhaar number holder. The detail so shared is legally valid in terms of the provisions of Information Technology Act, 2000, which provides legal recognition to electronic records.

4. In light of the provisions of Aadhaar Act, 2016 and regulation mentioned above, Aadhaar verifiable credentials shown, shared and/or verified through the "Aadhaar App" are legally valid form to establish identity of Aadhaar number holder, in addition to other forms like Aadhaar letter, e-Aadhaar, masked e-Aadhaar, Aadhaar Card and m-Aadhaar as notified earlier.

5. All the Ministries/Departments/State Governments/Autonomous Bodies/Authorities/other agencies accepting Aadhaar as proof of identity are requested to accept Aadhaar shown and/or shared through the "Aadhaar App" as a valid establishment of identity of the Aadhaar number holder and issue necessary instructions to all concerned.


(Praveen Chaudhary)
Director (AU)

Copy to:

1. Secretaries to the Government of India, All Ministries/ Departments of Government of India.
2. All Chief Secretaries to the State Government/Union Territories.
3. All autonomous bodies
4. All DDGs of UIDAI HO and ROs.

[Secy-goi] Observance of proper procedure in respect of Official dealing between the Administration and Members of Parliament and State Legislature.

secy-dg < secy-dg@icmr.gov.in >

OFFICE
No. 1293188
Date: 06/05/2026

AS(AM) | JS(RK) | Sr. DM/AJ
RB. on tour

VISHWA NATH DWIVEDI < vn.dwivedi@nic.in >

Mon, 04 May 2026 6:22:24 PM +0530

To "secy-goi"<secy-goi@ismgr.nic.in>

Cc "G K RAJNISH"<gk.rajnish@nic.in>,"CHIRANJEEV KUMAR"<chiranjeev.kumar@nic.in>

Respected Sir(s),

Please find attached OM dated 04.05.2026, on the subject mentioned above.

With Regards,

Vishwa Nath Dwivedi/विश्वनाथ द्विवेदी
Under Secretary/अवर सचिव
Pers Policy A-III
Department of Personnel & Training
Work Hall 31078, Kartavya Bhavan-03, New Delhi
Tel No. 011 24010435

ADG(A)

AO - Admn.

Secy-goi mailing list -- secy-goi@ismgr.nic.in
To unsubscribe send an email to secy-goi-leave@ismgr.nic.in

1 Attachment(s)

OM DATED 04.05.2026 1.pdf
557 KB

Mr. Sumit
Sbui

S.No-1450
7/5/26

F. No. 11013/16/2025-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
Dated 04th May, 2026

OFFICE MEMORANDUM

Subject: Observance of proper procedure in respect of official dealings between the Administration and Members of Parliament and State Legislatures-reg.

The Department of Personnel & Training has been emphasizing the importance of observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures and has issued instructions in this regard from time to time. Vide DoPT's OM dated 12.01.2026 (copy enclosed) these instructions were reiterated and all the Ministries/Departments and Chief Secretaries of all States/UTs, were requested to circulate these instructions to all State Government officials at the State/Division and District levels for necessary compliance.

2. All Ministries/Departments are once again requested to sensitize the administrative authorities with regard to their duties and obligations in relation to dealings with Members of Parliament and State Legislatures in terms of guidelines contained in aforesaid OM dated 12.01.2026 and circulate these instructions to all attached/ subordinate offices, their field offices, etc. Chief Secretaries of all States/UTs are also requested to circulate these guidelines to all State Government officials at the state/ Division and District level. A copy of the instructions issued in this regard may please be endorsed this Department.

3. This is issued with the approval of competent authority.


(G K Rajnish)

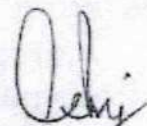
Deputy Secretary to the Government of India
Tel: 011-24010644

To

1. The Secretaries of All the Ministries/Departments of Government of India (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to: -

1. Presidents Secretariat, New Delhi
2. Vice President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi
6. The Comptroller and Auditor General of India, New Delhi
7. The Secretary, Union Public Service Commission, New Delhi
8. The Secretary, Staff Selection Commission, New Delhi
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
10. National Commission for Scheduled Caste, New Delhi
11. National Commission for Scheduled Tribes, New Delhi
12. National Commission for OBC, New Delhi
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi
14. CVOs of all Ministries/ Department
15. ADG (M&C), Press Information Bureau, DoPT
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Department]
17. Hindi Section, DoPT



(G K Rajnish)

Deputy Secretary to the Government of India
Tel: 011-24010644

F. No. 11013/16/2025-PP.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
Dated 12th January, 2026

OFFICE MEMORANDUM

Subject: Consolidated guidelines on official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interview with the officers.

2. The consolidated guidelines regarding observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures were issued by the Ministry of Personnel, Public Grievances and Pensions, vide OM No. 1667559842019 dated 13.09.2022, to all the Ministries/Departments and to Chief Secretaries of all States/UTs, with the request to circulate these instructions to all State Government officials at the State/Division and District levels, in order to sensitize them with regard to their duties and obligations in relation to dealings with Members of Parliament and State Legislatures. These instructions have also been reiterated, from time to time, for compliance of the Government officials, both in letter and spirit. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time.

3. In continuation of these efforts, a comprehensive guideline is being re-iterated by consolidating all previous instructions for strict compliance by all Ministries/ Departments, State Governments and local administrations in letter and spirit.

4. PROMPT DISPOSAL OF LETTERS RECEIVED FROM MEMBER OF PARLIAMENT:-

- i. Communications received from Members of Parliament should be attended to promptly.
- ii. Where a communication is addressed to a Minister, it should as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued under the signature of an officer of the rank of Secretary only.
- iii. Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch-in-charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matter, however, it should be ensured that the minimum level at which such replies are sent to Member of Parliament

Page 1 of 7

is that of Under Secretary and that also in a polite letter form only.

- iv. Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the House of Parliament.
- v. As far as possible, for correspondence with Member of Parliament, pre-printed replies should be avoided.
- vi. In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the minimum level at which a reply could be sent should be that of an Under Secretary and that too in a polite letter form only.
- vii. Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- viii. Where (a) delay is anticipated in sending a final reply; or (b) information has to be obtained from another Ministry or another office, an interim reply will be sent within 15 days (from the date of receipt) indicating the possible date by which a final reply can be given.
- ix. If any such communication is wrongly addressed to a department, it should be transferred promptly (within 5 working days of its receipt) to the appropriate Department under intimation to the party concerned.
- x. Where the request of a Member of the Public cannot be acceded to for any reason, reasons for not acceding to such a request should be given courteously.
- xi. As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

[Para 8.8 and 8.9 of the CSMOP, 2019]

5. BASIC PRINCIPLES TO BE BORNE IN MIND BY THE GOVERNMENT SERVANTS WHILE INTERACTING WITH THE MEMBERS OF PARLIAMENT AND STATE LEGISLATURES:

(A) Courteous behavior with Members of Parliament and State Legislatures

- i. Every member of the service shall, in the discharge of his duties, act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

[Rule 3(2A) of All India Services (Conduct) Rules, 1968]

- ii. No Government servant shall (a) in the performance of his official duties, act in a discourteous manner; (b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.
[Rule 3A of CCS (Conduct) Rules, 1964]
- iii. Government servants should show courtesy and consideration to Members of Parliament and State Legislatures.
[Para 5(i) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]
- iv. While the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules.
[Para 5(ii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]
- v. Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.
[Para 5(iii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]
- vi. An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government of local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;
[Para 5(iv) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]
- vii. The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority.
[Para 5(xii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(B) Public function or Meeting

- i. Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of Members of that constituency who have confirmed participation in these functions. If a constituency of any Member of Parliament is spread over more than one District, the M.P. should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency.
[Para 5(v) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]
- ii. Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be

ensured that there is no slip in any matter of detail, however minor it may be. It should especially be ensured that :-

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.P.s, so that they reach them well in time, and

(b) that receipt of intimation by the M.P. is confirmed/ by the officer/official concerned.

[Para 5(vi) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(C) Response to the communication of Member of Parliament and State Legislatures

- i. Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

[Para 5(vii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011 and Para 8.9 of CSMOP, 2019]

- ii. Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail.

[Para 5(viii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- iii. If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply.

[Para 5(ix) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- iv. Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas.

[Para 5(x) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- v. References from the Committees of Parliament must be attended to promptly.

[Para 5(xi) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

- vi. All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of Committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined.

[Para 5(xiii) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

(D) Outside political influence

A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non- official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All

6. Recommendations of various Parliamentary Committees on this issue:

- i. During the meeting of the Parliamentary Standing Committee on Ethics, Rajya Sabha, held on 13th October, 2025 in Parliament House Annexe, New Delhi, it was desired the Department should reiterate the instructions and ensure that it is implemented in letter and spirit.
- ii. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 63 of its First Report table in the Lok Sabha on 06.02.2014, has recommended that this Department may sensitize all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between and Administration and the Members of Parliament.

[Para 3 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]

- iii. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be circulated again to all concerned Executive Functionaries.

[Para 4 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]

- iv. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in its Second Report tabled in the Lok Sabha on 04.01.2018, has recommended that the consolidated instructions/ guidelines on Official dealing between the Administration and Member of Parliament and State Legislature should strictly be complied by all the Government servants, both in letter and spirit.

[Para 3 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]

- v. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018, has recommended discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.

[Para 4 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]

7. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

8. Any violation of relevant Conduct Rules in this regard, which is established after due enquiry, will render the concerned Government servant liable for appropriate punishment as per Rules applicable.

9. List of the OMs mentioned in this document is annexed. In case any reference to the relevant OM is required, the same may be accessed from the Archive Section of DOPT's website.

10. Hindi version will follow.

(G K Rajnish)

Deputy Secretary to the Government of India
Tel: 011-24010644

To

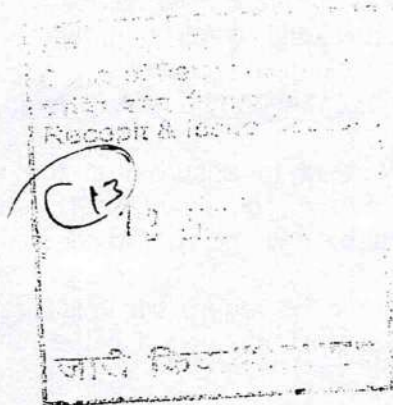
1. The Secretaries of All the Ministries/Departments of Government of India (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to: -

- ✓ 1. Presidents Secretariat, New Delhi
- ✓ 2. Vice President Secretariat, New Delhi
- ✓ 3. The Prime Minister's Office, New Delhi
- ✓ 4. Cabinet Secretariat, New Delhi
- ✓ 5. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi
- ✓ 6. The Comptroller and Auditor General of India, New Delhi
- ✓ 7. The Secretary, Union Public Service Commission, New Delhi
- ✓ 8. The Secretary, Staff Selection Commission, New Delhi
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
- ✓ 10. National Commission for Scheduled Caste, New Delhi
- ✓ 11. National Commission for Scheduled Tribes, New Delhi
- ✓ 12. National Commission for OBC, New Delhi
- ✓ 13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi
14. CVOs of all Ministries/ Department
15. ADG (M&C), Press Information Bureau, DoPT
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Department]
17. Hindi Section, DoPT

(G K Rajnish)

Deputy Secretary to the Government of India
Tel: 011-24010644



Fwd: Re: [Secy-goi] Observance of proper procedure in respect of Official dealing between the Administration and Members of Parliament and State Legislature.

admnhq

< admnhq@icmr.gov.in >

SAFAL CHETRI CHETRI < chetri.s@icmr.gov.in >

Tue, 05 May 2026 2:40:30 PM +0530

To "Administration ICMR"<admnhq@icmr.gov.in>,"M. S. Rawat"
<rawatms.hq@icmr.gov.in>

Cc "Jagdish Rajesh"<rajeshj.hq@icmr.gov.in>

Thanks & Regards,

Safal Chetri
Senior Administrative Officer
Indian Council of Medical Research
Ansari Nagar, New Delhi - 110 027

Mr. Sumit
S

==== Forwarded message =====

From: Jagdish Rajesh <rajeshj.hq@icmr.gov.in>

To: "SAFAL CHETRI CHETRI" <chetri.s@icmr.gov.in>

Cc: "Anu Nagar" <anu.nagar1@gov.in>, "RICHA KHODA" <richa.khoda@gov.in>, "Manisha Saxena" <srddga.hq@icmr.gov.in>, "Office DHR" <secy-dhr@gov.in>, "DG ICMR" <secy-dg@icmr.gov.in>

Date: Tue, 05 May 2026 13:50:36 +0530

Subject: Re: [Secy-goi] Observance of proper procedure in respect of Official dealing between the Administration and Members of Parliament and State Legislature.

==== Forwarded message =====

For necessary action please.

सादर/ Regards

जगदीश राजेश/ JAGDISH RAJESH

उपमहानिदेशक (प्रशासन)/ Deputy Director General (Admin)

भारतीय आयुर्विज्ञान अनुसंधान परिषद/ Indian Council of Medical Research

अंसारी नगर, नई दिल्ली/ Ansari Nagar, New Delhi.

From: DG ICMR <secy-dg@icmr.gov.in>

To: "Anu Nagar" <anu.nagar1@gov.in>, "RICHA KHODA" <richa.khoda@gov.in>, "Manisha Saxena" <srddga.hq@icmr.gov.in>

Cc: "Jagdish Rajesh" <rajeshj.hq@icmr.gov.in>, "Office DHR" <secy-dhr@gov.in>

Date: Tue, 05 May 2026 09:51:32 +0530

Subject: [Secy-goi] Observance of proper procedure in respect of Official dealing between the Administration and Members of Parliament and State Legislature.

==== Forwarded message =====

From: VISHWA NATH DWIVEDI <vn.dwivedi@nic.in>

To: "secy-goi" <secy-goi@ismgr.nic.in>

Cc: "G K RAJNISH" <gk.rajnish@nic.in>, "CHIRANJEEV KUMAR" <chiranjeev.kumar@nic.in>

Date: Mon, 04 May 2026 17:43:47 +0530

Subject: [Secy-goi] Observance of proper procedure in respect of Official dealing between the

F. No. 11013/16/2025-Estt.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
Dated 04th May, 2026

OFFICE MEMORANDUM

Subject: Observance of proper procedure in respect of official dealings between the Administration and Members of Parliament and State Legislatures-reg.

The Department of Personnel & Training has been emphasizing the importance of observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures and has issued instructions in this regard from time to time. Vide DoPT's OM dated 12.01.2026 (copy enclosed) these instructions were reiterated and all the Ministries/Departments and Chief Secretaries of all States/UTs, were requested to circulate these instructions to all State Government officials at the State/Division and District levels for necessary compliance.

2. All Ministries/Departments are once again requested to sensitize the administrative authorities with regard to their duties and obligations in relation to dealings with Members of Parliament and State Legislatures in terms of guidelines contained in aforesaid OM dated 12.01.2026 and circulate these instructions to all attached/ subordinate offices, their field offices, etc. Chief Secretaries of all States/UTs are also requested to circulate these guidelines to all State Government officials at the state/ Division and District level. A copy of the instructions issued in this regard may please be endorsed this Department.

3. This is issued with the approval of competent authority.



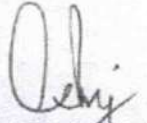
(G K Rajnish)
Deputy Secretary to the Government of India
Tel: 011-24010644

To

1. The Secretaries of All the Ministries/Departments of Government of India (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to: -

1. Presidents Secretariat, New Delhi
2. Vice President Secretariat, New Delhi
3. The Prime Minister's Office, New Delhi
4. Cabinet Secretariat, New Delhi
5. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi
6. The Comptroller and Auditor General of India, New Delhi
7. The Secretary, Union Public Service Commission, New Delhi
8. The Secretary, Staff Selection Commission, New Delhi
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
10. National Commission for Scheduled Caste, New Delhi
11. National Commission for Scheduled Tribes, New Delhi
12. National Commission for OBC, New Delhi
13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi
14. CVOs of all Ministries/ Department
15. ADG (M&C), Press Information Bureau, DoPT
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Department]
17. Hindi Section, DoPT



(G K Rajnish)

Deputy Secretary to the Government of India

Tel: 011-24010644

F. No. 11013/16/2025-PP.A-III
Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel & Training

Kartavya Bhawan-3, New Delhi
Dated 12th January, 2026

OFFICE MEMORANDUM

Subject: Consolidated guidelines on official dealings between the Administration and Members of Parliament and State Legislatures – Observance of proper procedure.

The Members of Parliament and State Legislatures, as the accredited representatives of the people, occupy a very important place in our democratic set-up. In connection with their duties, they often find it necessary to seek information from the Ministries/ Departments of the Government of India or the State Governments, or make suggestions for their consideration or ask for interview with the officers.

2. The consolidated guidelines regarding observance of proper procedure in official dealings between Administration and Members of Parliament and State Legislatures were issued by the Ministry of Personnel, Public Grievances and Pensions, vide OM No.1667559842019 dated 13.09.2022, to all the Ministries/Departments and to Chief Secretaries of all States/UTs, with the request to circulate these instructions to all State Government officials at the State/Division and District levels, in order to sensitize them with regard to their duties and obligations in relation to dealings with Members of Parliament and State Legislatures. These instructions have also been reiterated, from time to time, for compliance of the Government officials, both in letter and spirit. The provisions of the Central Secretariat Manual of Office Procedure regarding prompt disposal of communications from MPs have also been reiterated from time to time.

3. In continuation of these efforts, a comprehensive guideline is being re-iterated by consolidating all previous instructions for strict compliance by all Ministries/ Departments, State Governments and local administrations in letter and spirit.

4. PROMPT DISPOSAL OF LETTERS RECEIVED FROM MEMBER OF PARLIAMENT:-

- i. Communications received from Members of Parliament should be attended to promptly.
- ii. Where a communication is addressed to a Minister, it should as far as practicable, be replied to by the Minister himself. In other cases, a reply should normally be issued under the signature of an officer of the rank of Secretary only.
- iii. Where a communication is addressed to the head of an attached or subordinate office, Public Sector Undertakings, Financial Institutions (including nationalized banks) Division/Branch-in-charge in a Ministry/Department/Organization, it should be replied to by the addressee himself. In routine matters, he may send an appropriate reply on his own. In policy matter, however, it should be ensured that the minimum level at which such replies are sent to Member of Parliament

is that of Under Secretary and that also in a polite letter form only.

- iv. Normally information sought by a Member should be supplied unless it is of such a nature that it would have been denied to him even if asked for on the floor of the House of Parliament.
- v. As far as possible, for correspondence with Member of Parliament, pre-printed replies should be avoided.
- vi. In case a reference from an ex-member of Parliament is addressed to a Minister or Secretary, reply to such reference may be sent by the concerned Divisional Head after obtaining approval of the Secretary of Ministry/Department. In case the reference is addressed to a lower level officer, reply to such reference could be sent by the officer on his own in non-policy cases and after obtaining approval of the higher authorities in policy cases. However, the minimum level at which a reply could be sent should be that of an Under Secretary and that too in a polite letter form only.
- vii. Each communication received from the Member of Parliament, a member of the public, a recognized association or a public body will be acknowledged within 15 days, followed by a reply within the next 15 days of acknowledgement sent.
- viii. Where (a) delay is anticipated in sending a final reply; or (b) information has to be obtained from another Ministry or another office, an interim reply will be sent within 15 days (from the date of receipt) indicating the possible date by which a final reply can be given.
- ix. If any such communication is wrongly addressed to a department, it should be transferred promptly (within 5 working days of its receipt) to the appropriate Department under intimation to the party concerned.
- x. Where the request of a Member of the Public cannot be acceded to for any reason, reasons for not acceding to such a request should be given courteously.
- xi. As far as possible, requests from members of public, should be looked at from the user's point of view and not solely from the point of view of what may be administratively convenient.

[Para 8.8 and 8.9 of the CSMOP, 2019]

5. BASIC PRINCIPLES TO BE BORNE IN MIND BY THE GOVERNMENT SERVANTS WHILE INTERACTING WITH THE MEMBERS OF PARLIAMENT AND STATE LEGISLATURES:

(A) Courteous behavior with Members of Parliament and State Legislatures

- i. Every member of the service shall, in the discharge of his duties, act in a courteous manner and shall not adopt dilatory tactics in his dealings with the public or otherwise.

[Rule 3(2A) of All India Services (Conduct) Rules, 1968]

- ii. No Government servant shall (a) in the performance of his official duties, act in a discourteous manner; (b) in his official dealings with the public or otherwise adopt dilatory tactics or willfully cause delays in disposal of the work assigned to him.

[Rule 3A of CCS (Conduct) Rules, 1964]

- iii. Government servants should show courtesy and consideration to Members of Parliament and State Legislatures.

[Para 5(i) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- iv. While the Government servants should consider carefully or listen patiently to what the Members of Parliament and of the State Legislatures may have to say, the Government servant should always act according to his own best judgment and as per the rules.

[Para 5(ii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- v. Any deviation from an appointment made with a Member of Parliament/State Legislature must be promptly explained to him to avoid any possible inconvenience. Fresh appointment should be fixed in consultation with him.

[Para 5(iii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- vi. An officer should be meticulously correct and courteous and rise to receive and see off a Member of Parliament/State Legislature visiting him. Arrangements may be made to receive the Members of Parliament when, after taking prior appointment, they visit the officer of the Government of India, State Government of local Government. Arrangements may also be made to permit entry of vehicles of the Members to these Offices subject to security requirements/restrictions;

[Para 5(iv) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- vii. The officers should not ignore telephonic messages left for them by the Members of Parliament/State Legislatures in their absence and should try to contact at the earliest the Member of Parliament/State Legislature concerned. These instructions also include SMS and e-mails received on official mobile telephones which also should be replied to promptly and on priority.

[Para 5(xii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(B) Public function or Meeting

- i. Members of Parliament of the area should invariably be invited to public functions organized by a Government office. Proper and comfortable seating arrangements at public functions and proper order of seating on the dais should be made for Members keeping in view the fact that they appear above officers of the rank of Secretaries to Government of India in the Warrant of Precedence; The invitation cards and media events, if organized for the function held in the constituency, may include the names of Members of that constituency who have confirmed participation in these functions. If a constituency of any Member of Parliament is spread over more than one District, the M.P. should invariably be invited to all the functions held in any of the Districts which are part of his/her constituency.

[Para 5(v) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

- ii. Where any meeting convened by the Government is to be attended by Members of Parliament, special care should be taken to see that notice is given to them in good time regarding the date, time, venue etc. of the meeting. It should also be

ensured that there is no slip in any matter of detail, however minor it may be. It should especially be ensured that :-

(a) intimations regarding public meetings/functions are sent through speedier communication devices to the M.P.s, so that they reach them well in time, and

(b) that receipt of intimation by the M.P. is confirmed/ by the officer/official concerned.

[Para 5(vi) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

(C) Response to the communication of Member of Parliament and State Legislatures

i. Letters from Members of Parliament and Members of State Legislatures must be promptly acknowledged, and a reply sent at an appropriate level expeditiously as per the relevant provisions of the Central Secretariat Manual of Office Procedure;

[Para 5(vii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011 and Para 8.9 of CSMOP, 2019]

ii. Information or statistics relating to matters of local importance must be furnished to the MPs and MLAs when asked for. The information so supplied should be specific and answer the points raised. A soft copy of the information should also be sent to the Member via e-mail.

[Para 5(viii) of OM No. 11013/4/2011-Estt.(A) dated 01.12.2011]

iii. If the information sought by a Member of Parliament cannot be given and is to be refused, instructions from a higher authority should be taken and the reasons for not furnishing the information should be given in the reply.

[Para 5(ix) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

iv. Wherever any letter from a Member of Parliament is in English and the reply is required to be given in Hindi in terms of the Official Languages Act, 1963 and the rules framed there under, an English translation should also be sent along with the reply for the convenience of such Members of Parliament from non Hindi speaking areas.

[Para 5(x) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

v. References from the Committees of Parliament must be attended to promptly.

[Para 5(xi) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

vi. All Ministries/Departments may ensure that the powers of Members of Parliament/State Legislatures as Chairpersons/ Members of Committees under various Centrally Sponsored/Central Sector government schemes are clearly and adequately defined.

[Para 5(xiii) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

(D) Outside political influence

A Government servant should not approach MPs/MLAs for sponsoring his individual case as bringing or attempting to bring political or non- official or other outside influence is prohibited under the conduct Rules e.g. Rule 18 of the All

India Service (Conduct) Rules, 1968 and Rule 20 of the Central Civil Services (Conduct) Rules, 1964

[Para 5(xiv) of OM No. 11013/4/2011-Estt.(A) dated 1.12.2011]

6. Recommendations of various Parliamentary Committees on this issue:

i. During the meeting of the Parliamentary Standing Committee on Ethics, Rajya Sabha, held on 13th October, 2025 in Parliament House Annexe, New Delhi, it was desired the Department should reiterate the instructions and ensure that it is implemented in letter and spirit.

ii. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 63 of its First Report table in the Lok Sabha on 06.02.2014, has recommended that this Department may sensitize all civil servants and officials in various Ministries and Departments particularly under them for strict compliance of the instructions relating to official dealings issued in this regard between and Administration and the Members of Parliament.

[Para 3 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]

iii. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, at its first sitting held on 28 October, 2014, also felt that the consolidated instructions/ guidelines issued by the Department of Personnel & Training (DoPT) on 1 December, 2011 on Official Dealing between Administration and Members of Parliament need to be circulated again to all concerned Executive Functionaries.

[Para 4 of OM No. 11013/2/2012-Estt.A dated 19.11.2014]

iv. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in its Second Report tabled in the Lok Sabha on 04.01.2018, has recommended that the consolidated instructions/ guidelines on Official dealing between the Administration and Member of Parliament and State Legislature should strictly be complied by all the Government servants, both in letter and spirit.

[Para 3 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]

v. The Committee on Violation of Protocol Norms and Contemptuous Behaviour of Government Officers with Members of Lok Sabha, in Paragraph 43 of its Third Report tabled in the Lok Sabha on 4.01.2018, has recommended discouraging and desisting the State Governments to involve Private companies/ agencies in organizing/ sponsoring functions which essentially fall under the domain of State Governments.

[Para 4 of OM No. 11013/4/2018-Estt.A-III dated 07.02.2018]

7. All Ministries/Departments are requested to ensure that the above basic principles and instructions are followed by all officials concerned, both in letter and spirit. Violation of the guidelines laid down on this subject will be viewed seriously.

8. Any violation of relevant Conduct Rules in this regard, which is established after due enquiry, will render the concerned Government servant liable for appropriate punishment as per Rules applicable.

9. List of the OMs mentioned in this document is annexed. In case any reference to the relevant OM is required, the same may be accessed from the Archive Section of DOPT's website.

10. Hindi version will follow.

(G K Rajnish)

Deputy Secretary to the Government of India

Tel: 011-24010644

To

1. The Secretaries of All the Ministries/Departments of Government of India (as per the standard list)
2. Chief Secretaries of all States/UTs (as per the standard list)

Copy to: -

- ✓ 1. Presidents Secretariat, New Delhi
- ✓ 2. Vice President Secretariat, New Delhi
- ✓ 3. The Prime Minister's Office, New Delhi
- ✓ 4. Cabinet Secretariat, New Delhi
- ✓ 5. Rajya Sabha Secretariat/ Lok Sabha Secretariat, New Delhi
- ✓ 6. The Comptroller and Auditor General of India, New Delhi
- ✓ 7. The Secretary, Union Public Service Commission, New Delhi
- ✓ 8. The Secretary, Staff Selection Commission, New Delhi
9. All attached offices under the Ministry of Personnel, Public Grievances and Pensions
- ✓ 10. National Commission for Scheduled Caste, New Delhi
- ✓ 11. National Commission for Scheduled Tribes, New Delhi
- ✓ 12. National Commission for OBC, New Delhi
- ✓ 13. Secretary, National Council (JCM), 13, Feroze Shah Road, New Delhi
14. CVOs of all Ministries/ Department
15. ADG (M&C), Press Information Bureau, DoPT
16. NIC, Department of Personnel & Training, North Block, New Delhi [for uploading the same on the website of this Department]
17. Hindi Section, DoPT

(G K Rajnish)

Deputy Secretary to the Government of India

Tel: 011-24010644

