

42-

**ANNEXURE.**

**GUIDELINES ON ISSUING IDENTITY CARD TO PERSONS WITH  
DISABILITIES FOR AVAILING GOVERNMENT BENEFITS AND  
CONCESSIONS.**

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- 1) **Nomenclature:** The name of the card will be known as "Identity Card" for persons with disabilities in English. The card should be bilingual, one of the language being English, the other will be the official language of the State
- 2) The Identity card will be of pocket size with a passbook. While the Card will contain minimum information about the disabled persons the passbook will provide information to enable the disabled persons in accessing various kinds of benefits and concessions offered by Central/States/local authorities.
- 3) **Eligibility:** All those who are certified by the appropriate authority to have disability as per the definitions given in the Persons with Disabilities (Equal Opportunities, protection of Rights and Full Participation) Act, 1995 will be eligible to obtain the Identity card. The Card should be issued to all eligible persons with disability irrespective of age.
- 4) **Medical certificate:** Medical certificate is a necessary prerequisite for obtaining the card.
- 5) **Application:** Persons with disability may apply for issue of the identity card to the appropriate authority. In case of persons with mental retardation, autism, cerebral palsy and multiple disabilities, application can be made by the legal guardian. A clause should be incorporated in the application form for this purpose. A specimen Application Form is at **Appendix.I.**
- 6) **Procedure:** The State Government/ U.T. Administration may prescribe the procedure for issue of identity cards keeping in view the convenience of persons with disability who should not have to travel far for the card.



The State Government may earmark a specific day of the week for issuing of medical certificate as well as Identity card. The district administration may follow a camp approach to cover a large number of disabled persons within a short time. It may link up this programme with any other programme such as rural development and poverty alleviation. The cards can also be distributed to the disabled Ex-servicemen through the Rajya Sainik Board/Zila Sainik Board and the Army formation HQs on the basis of disability certificate given by the competent medical authority in the defence forces.

- 7) **Authority to issue disability card:** The State Government/ U.T. Administration may prescribe the appropriate authority to issue the card provided that it should be decentralized to the extent possible.
- 8) **Records:** Records relating to application and the facts about issue of identity card may be maintained by the revenue authority at Taluk, Mandal or any other revenue denomination prevailing in the district as prescribed by the State Government/ U.T. Administration.
- 9) **Issue of Duplicate Identity Card.** If the card is lost, the concerned person will furnish an affidavit duly signed before the Notary public. A fresh application as per the format given will have to be made by attaching the affidavit for issue of duplicate card. A duplicate card can be issued on the strength of the previous record available with the issuing authority. At the time of issuing duplicate card, the information regarding identity marks, change of residence, change of occupation, etc. along with recent photograph can be updated.
- 10) **Appellate Authority:** In case of any dispute, the appellate authority will be the State Commissioner for disabilities designated under the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 to take up the cases for redressal of grievances.



49

**11) Format of the ID Card:** The front page of the card should contain information on State code, district code and disability code. A copy of suggested State/ UT codes and disability Codes are placed at **Appendix.II**. The name of the district may be reflected in full. For example, for a person from Dehradun who is mentally retarded and is the 155<sup>th</sup> Mentally Retarded (MR) person from Dehradun, the coding will be UP.Dehradun.MR.155. The format of the card is at **Appendix.III**. The card may be issued in yellow colour. A pass book may also need to be issued alongwith the card as indicated at point No. 14.

**12) Duration of Validity:** The card will be a permanent one when issued to the disabled person above the age of 18 years. For a disabled person/ child below the age of 18 years, the card will be required to be updated once in every five years up-to the age of 18 years. No fresh medical examination is necessary in the case of permanent disability. Simplified procedure for renewal will be followed. The number of disability card will remain the same and application for renewal can be made to the nearest revenue authority.

**13) Cost:** For issue of the Identity Card, a nominal amount can be charged to the disabled persons at the time of submission of application form.

**14) The pass book** should be issued along with the Identity Card to the persons with disabilities. The pass book will contain details of benefits and concessions provided to the persons with disabilities. The front page will have instructions whereas the back page will have information regarding punishment for abuse of facilities meant for persons with disability. A format of pass book is at **Appendix.IV**. The pass book may be issued in XXXXXXXXXX