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Government of India

Ministry of Social Justice & Empowerment

(Department of Empowerment of Persons with Disabilities)

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Standard Operating Procedure to handle the cases where type or percentage of disability or both of PwD has changed; or where PwD who has already been issued UDID card/disability certificate migrates permanently to other State/UT.

Jarvis


About UDID Project: UDID sub scheme is being implemented with a view of creating a National Database for Persons with Disabilities across the country. Under the UDID project, certificates of disability and Unique Disability Identity cards are issued to Persons with Disabilities through competent medical authorities notified by respective State Governments/Union Territories. The project aims to encourage transparency, efficiency in the system of delivering the government benefits to the person with disabilities.

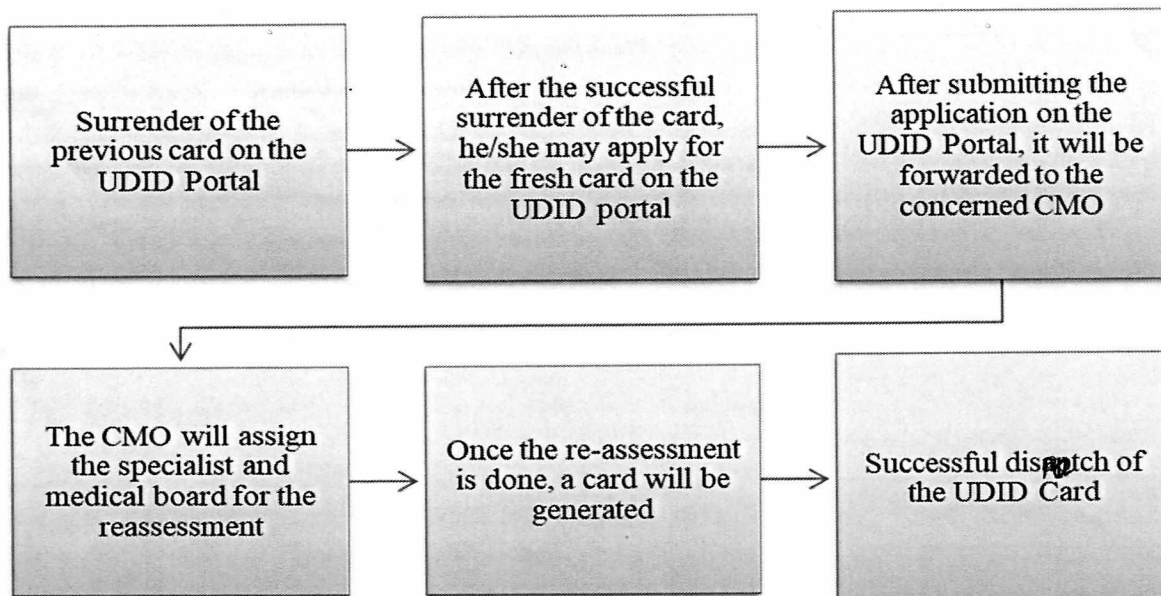
Purpose: - The purpose of this Standard Operating Procedure (SOP) is to articulate the steps involved in providing the mechanism for reassessment of disability of PwDs or re-applying on the UDID portal (www.swavlambancard.gov.in). The requirement for reassessment can be raised in the following cases only:

- a. If there is change in the disability type, its percentage or both.
- b. If a person with disability has permanently relocated from one state to another.


The SoP for above two cases would be as under:

1. Visit the UDID portal www.swavlambancard.gov.in
2. The PwD need to Login on their dashboard using PwD login link and fill the necessary details like – UDID Number/Enrolment Number, Date of Birth, captcha and click on the login button.
3. After logging into their dashboard, the PwD will raise request to surrender his/her previous card. The request for surrender of UDID card would reach to the concerned medical authority who after verification will accept the request of PwD and take the custody of the previous card, if it is available with PwD or as the case may be.
4. The PwD will apply for the fresh card on UDID Portal and the request for the same will reach to the concerned medical authority.
5. Thereafter, the CMO or concerned medical authority will generate the UDID card as provided on the portal.
6. The process flow of the same may be seen below: -





7. Lastly, the information would be shared with the printing agency and the card will be dispatched to PwD to their home address.


(Jasbir Singh)

Under Secretary to the Government of India