

File No. B-16007/3/2023-SIPDA
Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan)

5th Floor, Pt. Deendayal Antyodaya Bhawan,
CGO Complex, New Delhi- 110003
Date: 08.10.2025

OFFICE MEMORANDUM

Subject: Empanelled Access Auditor with Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment, Govt. of India.

The undersigned is directed to refer to the subject mentioned above and convey that Inclusive Divyangjan Entrepreneur Association (IDEA) has been selected for empanelment with the Department of Empowerment of Persons with Disabilities (DEPwD) as Access Auditors in Built Environment for a period of 05 years w.e.f from 08.10.2025. The details of the organization are as under:

Name of the organization	Email	Address	Contact No.
Inclusive Divyangjan Entrepreneur Association (IDEA)	idea@divyangjanindia.com	Inclusive Divyangjan Entrepreneur Association (IDEA), 4 TH floor, Block A, Plot no 4 Sector 19, Dwarka, New Delhi	9899359019

2. The empanelment is subject to the following terms and conditions:-

I Scope of Work:

The empanelled access auditors in the built-up environment with the Department of Empowerment of Persons with Disabilities (DEPwD) shall have the responsibility to assess and evaluate the accessibility of infrastructure and facilities for persons with disabilities. The scope of work for empanelled access auditors includes:

- i. The empanelment is valid for a period of 05 years (five years) w.e.f 08.10.2025
- ii. Accessibility audits of built environment, including public buildings, transportation systems, educational institutions, recreational facilities etc. to ensure compliance with



- accessibility standards and guidelines notified under Rule 15 of the Right of Persons with Disabilities Rules.
- iii. Documenting and reporting on the status of accessibility features in various built environments.
 - iv. Providing detailed reports highlighting areas of non-compliance and suggesting corrective measures
 - v. Jointly with DEPwD conduct training sessions or workshops for stakeholders involved in design, construction and maintenance of built environment to raise awareness about accessibility requirements.
 - vi. Monitoring and evaluating the implementation of recommended measures to ensure that they are effectively incorporated and continue to meet accessibility standards.
 - vii. Staying updated on changes in accessibility standards and regulations through continuous professional development.

It is important for empanelled access auditors to work closely with the DEPwD and other relevant stakeholders to contribute to the creation of more inclusive and accessible environment for PwDs.

II Discretion of the authority

DEPwD, in its sole discretion and without incurring any obligation or liability, reserves the right at any time to cancel the empanelment of the organization as access auditor if the work and information submitted found unsatisfactory.

III Obligation of the empanelled agencies

- a. The work undertaken by the empanelled access auditors based on the empanelment with Govt. of India, must share in a form of accessibility report on quarterly basis with this Department via email: aic-depwd@gov.in, failing which empanelment may be cancelled.
- b. The empanelled access auditor's team must comprise of persons with disabilities (UDID card holder with 40% or more than 40% benchmark disability) such as, wheelchair user, visually impaired, speech and hearing impaired etc. while conducting the access audit. This is for the purpose of evaluating the existing situation of the built environment with the PwDs point of view and their ease of access at different locations of the building/premise. This would also help to record their deliberations including key suggestions, highlighting the key challenges and missing accessibility features (if any) which may enhance their experience while accessing the built environment. Such PwDs may not necessarily be a full-time part of the empanelled access auditors' firm/agency/NGO/Trust/Society etc. but may be outsourced for the purpose of conducting access audit in the built environment.
- c. The accessibility audit must be undertaken considering the latest accessibility guidelines/standards notified in the Rule 15 of Right of Persons with Disabilities Rules, 2017 as amended from time to time by the Govt. of India.



IV Miscellaneous provision

- a. For the purpose of evaluation, DEPwD at its discretion may conduct random accessibility checks based on the report submitted by the access auditors without any prior information to the empanelled access auditor.
 - b. Particulars and documents submitted by your organization for empanelment as Access Auditor, if found to be false at any stage will amount to delisting and blacklisted from the empanelled Access Auditors.
 - c. In case during the period of access audit, it is found that access auditor empanelled is incompetent and is not carrying out the access audit according to laid down accessibility norms notified under Rule 15 of the RPwD (Amendment) Rules, this will lead to delisting of such access auditor from the list of empanelled access auditor.
 - d. No assistance shall be provided from DEPwD to facilitate the coordination between the State Government/UT Governments/ or any other agency and the access auditors.
 - e. The Department will not provide any financial assistance for the accessibility audit task assigned to the empanelled agencies by other public/ private bodies (including the State/ UT Governments)
 - f. This empanelment will not provide any right to right for claiming any work. Any agency including State Government/UT Government or other stakeholder are free to follow the procedures, as applicable for them, to select the empanelled access auditor.
3. This issues with the approval of competent authority.



(Ram Charan Meena)

Under Secretary to the Govt. of India

Email: rcmeena.79@gov.in

Tel. 24360316

To: Inclusive Divyangjan Entrepreneur Association (IDEA), 4TH floor, Block A, Plot no 4 Sector 19, Dwarka, New Delhi

Copy to, for information and necessary action:

1. The Secretaries of all Ministries/Departments
2. The Chief Secretaries of all States/UT Governments
3. Sr. PPS to the Secretary, DEPwD
4. PPS to JS(RS), DEPwD
5. PPS to JS (RY), DEPwD
6. PS to DDG, DEPwD
7. NIC for uploading on DEPwD website
8. Media Cell for uploading on social platform.

