



**GOVERNMENT OF THE PUNJAB  
DIRECTORATE GENERAL  
SOCIAL WELFARE & BAIT-UL-MALL PUNJAB,  
41-EMPRESS ROAD, LAHORE  
042-99201668**

## **NOTIFICATION**

**Ends No. DGSW-CRPD-Meeting File/2023-**

In exercise of the powers conferred under sub-section 3 & 4 of section 20 read with section 21 of the Punjab Empowerment of Persons with Disabilities Act 2022, the undersigned hereby authorizes the Assistant Directors (BS-17) and Supervisors (BS-11) of Social Welfare & Bait-ul-Maal Department to exercise the powers of '**Inspectors**' specifically for the purpose of section 6, 31,32, 33 and 34 of the Act *ibid*, with immediate effect;

### **Terms of References (TORs):**

#### **1. Purpose and Scope**

- i. The primary purpose of conferring these powers of Inspectors to Assistant Directors (BS-17) and Supervisors (BS-11), Social Welfare & Bait-ul-Maal, is to enable them to effectively monitor and enforce the statutory requirement that not less than 3% of an establishment's workforce consists of Persons with Disabilities, as provided in section 31 of the Act *ibid*.
- ii. Inspectors shall ensure that recruitment, quota compliance, and financial contributions to the Persons with Disabilities Rehabilitation Fund by non-compliant establishments adhere to the provisions set forth by law.
- iii. Inspectors shall also ensure Accessibility and Mobility of Persons with Disabilities, under section 6 of the Act *ibid*, to create an inclusive environment where Persons with Disabilities can fully participate in society with dignity, independence, and equal opportunity.
- iv. Inspectors are empowered to take necessary actions in alignment with the prescribed laws, rules, and regulations to ensure the efficiency and effectiveness of the implementation and recovery process.

**2. Powers and Functions:** The Inspectors are authorized to exercise the following powers and functions in line with the Punjab Empowerment of Persons with Disabilities Act 2022:

#### **3. Employment Quota Compliance**

##### **a) Verification of Employment**

- i. Conduct routine and surprise inspections to verify that at least 3% of the total employees in each establishment are Persons with Disabilities, as per subsection (1) of Section 31.
- ii. Ensure that the reserved posts are allocated equally among visually impaired, hearing impaired, physically disabled, and intellectually impaired persons.

- iii. Ensure that employment and fund contribution records are accurately maintained and properly reported to District Welfare & Rehabilitation Units (DWRU).

**b) Qualification and Criteria for Recruitment**

- i. Confirm that the recruitment of Persons with Disabilities (PWDs) meets the qualifications, criteria, and procedures as notified by the Council from time to time for each category of Persons with Disabilities (PWDs) under subsection (2) of Section 31.
- ii. Exclude persons with short-term or temporary disabilities from the reserved posts, as specified.

**4. Fund Contributions by Non-Compliant Establishments**

**a) Monitoring of Fund Contributions**

- i. Inspect and verify the monthly contributions to the Fund by establishments that do not meet the employment quota, in line with Section 32.
- ii. Ensure the amount paid by non-compliant establishments is not less than the Government's notified minimum wage or the equivalent wage of a person with disabilities had they been employed.
- iii. Investigate any discrepancies or cases of non-compliance related to quota calculation as well as collection of recovery in lieu of non-compliance.
- iv. Take measures to enforce compliance, including but not limited to issuing notices, conducting follow-up inspections, and coordinating with other authorities as needed.

**b) Recovery of Unpaid Contributions**

- i. Initiate recovery actions through DWRU, for unpaid contributions by establishments, in collaboration with the Punjab Employees Social Security Institution (PESSI), as per Section 33(2) and the procedures outlined in the Provincial Employees' Social Security Ordinance, 1965.

**5. Reporting and Information Collection**

**a) Liaison and Record Maintenance**

- i. Report to the District Welfare & Rehabilitation Units (DWRU) regularly on monthly basis, on compliance, non-compliance, and related issues with recommended actions to ensure adherence to the set recovery targets.
- ii. Maintain record of registered PWDs, who are desirous of employment on **CRPD Form IV** and process / forward their employment requests to the concerned Establishments, in collaboration with DWRU.
- iii. Coordinate with Secretary DWRU for the seamless execution of the 3% quota for PWDs.
- iv. Act as a liaison between the DWRU and Establishments, facilitating communication and addressing issues raised during inspections.

- v. Keep precise and complete records of all inspections, actions taken, and correspondence with stakeholders in the prescribed manner, on **CRPD Form I to VIII**, in close coordination with DWRU.
- vi. Submit record / data regarding the employment of persons with disabilities, including detailed records of quota fulfillment, non-compliance, and Fund contributions on quarterly basis to the Council.

#### **b) Information Furnishing and Compliance**

- i. Ensure establishments furnish required information and records concerning the employment quota and other related data to the Unit, in accordance with Section 34(1), on **CRPD Form-I**.
- ii. Issue notices to establishments to furnish record or information deemed necessary in compliance of 3% quota on **CRPD Form-V and VI**, as required on case to case basis.

### **6. Accessibility and Mobility**

#### **a) Infrastructure Accessibility**

- i. Ensure all public and private sector buildings, pathways, public places are accessible to Persons with Disabilities.
- ii. Modify existing infrastructure to enhance accessibility for Persons with Disabilities.
- iii. Ensure construction of new buildings meet the standards for accessibility and inclusivity of Persons with Disabilities.

#### **b) Transport Accessibility**

- i. Ensure special seats and parking spaces are designated exclusively for Persons with Disabilities, in all forms of transport and public areas, free of cost.
- ii. Ensure that designated areas are situated close to entry and exit points for ease of access of Persons with Disabilities.

### **7. Accountability and Compliance Review**

- i. Inspectors shall be accountable to the Social Welfare & Bait-ul- Maal Department for performing their duties in accordance with Act *ibid*, and Rules, Regulations made thereunder.
- ii. Compliance reviews will be periodically conducted by DWRU to assess the performance of Inspectors, as well as to ensure alignment with the requirements and responsibilities outlined in these TORs.
- iii. They shall adhere to all policies and procedures outlined for inspectors, notified by the Council time to time.

### **8. Adherence to Legal Framework**

- i. Operate strictly within the legal provisions set forth by the Punjab Empowerment of Persons with Disabilities Act 2022 and Rules and Regulation made thereunder, ensuring all activities are transparent and compliant with governing laws.

### **9. Ethics and Confidentiality**

- i. Must wear official identification cards visibly at all times during inspections.

- ii. Approach each inspection professionally, avoiding language or actions that could be perceived as offensive or disrespectful.
- iii. Maintain ethical standards in all inspections and uphold confidentiality concerning sensitive information gathered during the course of duty.


**Note:** The Terms of References (TOR) will remain enforce until modified, subject to review and amendments as deemed necessary by the higher authority.

**(SOHAIL SHAIKAT BUTT)**  
MINISTER SW & BM / CHAIRPERSON  
COUNCIL ON RIGHTS OF PERSONS  
WITH DISABILITIES (CRPD)

Ends No. DGSW-CRPD-Meeting File/2023-

29794-905  
Dated 11<sup>th</sup> November, 2024

1. All members of the Council on Rights of Persons with Disabilities (CRPD).
2. All Deputy Commissioners / Chairpersons, District Welfare & Rehabilitation Units (DWRU), Punjab
3. All Divisional Directors, Social Welfare & Bait-ul-Maal, Department, Punjab, with the direction to circulate among field formation.
4. All Deputy Directors / Secretary District Welfare & Rehabilitation Units (DWRU), Social Welfare & Bait-ul-Maal, Department, Punjab, with the direction to circulate among field formation.
5. PSO to Minister / Chairperson (CRPD), Social Welfare & Bait-ul-Maal, Department, Punjab.
6. PS to Secretary / Vice-Chairperson (CRPD), Social Welfare & Bait-ul-Maal, Department, Punjab.
7. PSO to Secretary, Labour & Human Resource Department, Punjab, Lahore.
8. PSO to Secretary, Industries, Commerce, Investment and Skill Development Department Punjab, Lahore.
9. PA to Director General, Directorate General Labour and Human Resource Department.
10. PA to Commissioner, PESSI, Punjab, Lahore.
11. PA to Director General / Secretary (CRPD), Social Welfare & Bait-ul-Maal, Department, Punjab.

  
**(KHAWAJA M. SIKANDAR ZISHAN)**  
DIRECTOR GENERAL (SW&BM) / SECRETARY  
COUNCIL ON RIGHTS OF PERSONS WITH  
DISABILITIES (CRPD)

**CRPD FORM -I**

To

**The Deputy Director / Secretary (DWRU),**  
District Welfare & Rehabilitation Unit (DWRU) /  
Social Welfare & Bait-ul-Maal,  
District \_\_\_\_\_

**SUB:- INFORMATION OF 3% QUOTA FOR PERSONS WITH DISABILITIES (PWDS) UNDER SECTION 31 OF THE PUNJAB EMPOWERMENT OF PERSONS WITH DISABILITIES ACT, 2022 FOR THE QUARTER ENDING ON \_\_\_\_\_.**

Dear Sir,

Please find enclosed the requisite information on the subject cited above for the quarter \_\_\_\_\_ for information and further necessary action.

Sr. No.	Particulars	Details				
1.	Name of Establishment.					
2.	Complete address of Establishment.					
3.	Name and address of the HR head of the Establishment.	Name:				
		Address:				
		Contact No.				
4.	Financial Year-----	Quarter*----- Month-----				
5.	Total No. of workers employed in the Establishment on the last day of the preceding quarter.					
6.	No. of PWDS already employed by the establishment.	Visually impaired	Hearing Impaired	Physically Impaired	Intellectual Disability	Total
7.	Total No. of posts required to be filled by appointment of PWDS under 3% reserved quota.					
8.	Number and nature of vacancies which are still	Post Name	Nature	Qualification	Experience	Skill



Sr. No.	Particulars	Details				
	to be filled by appointment of PWDs and have been lying vacant since _____.					
9.	Amount deposited in CRPD account against 3% quota	Quarter for the FY -----	No. of Posts required to be filled under 3%Quota	Number of Vacancies filled against 3% quota	Number of Vacancies lying vacant against 3% quota	Sum of money liable to be paid under section 32 as per column No. 04
		1	2	3	4	5
		1 <sup>st</sup>				
		2 <sup>nd</sup>				
		3 <sup>rd</sup>				
		4 <sup>th</sup>				

2. It is hereby certified that the above statement of the Establishment has been checked with reference to the record of this office and found correct.

**SIGNATURE WITH STAMP OF THE  
HR HEAD OF THE  
ESTABLISHMENT.**

**\* Detail of Quarters**

Quarter	Public Sector	Private Sector
1 <sup>st</sup>	July to September	January to March
2 <sup>nd</sup>	October to December	April to June
3 <sup>rd</sup>	January to March	July to September
4 <sup>th</sup>	April to June	October to December

**CRPD FORM -II**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

In response to your office Memo No. \_\_\_\_\_ dated \_\_\_\_\_ following Persons with Disabilities (PWDs) is / are hereby referred for employment against \_\_\_\_\_ posts reserved under 3% job quota available in your establishment.

Sr. No.	Name of Person with Disabilities (PWDs)	Parentage	CNIC No.	Disability Certificate No.	Nature of Disability	Postal Address	Contact Number
1	2	3	4	5	6	7	8
1.							
2.							

2. It is requested that, the referred Persons with Disabilities (PWDs) may be considered for employment on the terms & conditions allowed to other persons by your establishment against similar posts, under Section 31 of the Punjab Empowerment of Persons with Disabilities Act, 2022.

3. A report to this effect may also be forwarded to the District Welfare & Rehabilitation Unit (DWRU) for information and record.

**SECRETARY**  
DISTRICT WELFARE &  
REHABILITATION UNIT (DWRU)

\_\_\_\_\_

File No. \_\_\_\_\_

Dated \_\_\_\_\_

**CRPD FORM -III**

To

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

In response to your office Memo No. \_\_\_\_\_ dated \_\_\_\_\_ it is informed that following Persons with Disabilities (PWDs) has been employed and detail is as under:

Sr. No.	Name of Person with Disabilities (PWDs)	Parentage	CNIC No.	Disability Certificate No.	Nature of Disability	Postal Address	Contact Number	Post	Date of Appointment	Monthly Salary
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										

2. The following Persons with Disabilities (PWDs) have not been employed (state reason).

Sr. No.	Name of Person with Disabilities (PWDs)	Parentage	CNIC No.	Disability Certificate No.	Remarks / Reasons
1	2	3	4	5	6
1.					
2.					



**SIGNATURE & STAMP OF  
INCHARGE OF THE  
ESTABLISHMENT.**

**CRPD FORM -IV**

To

**The Deputy Director / Secretary (DWRU),**  
District Welfare & Rehabilitation Unit (DWRU) /  
Social Welfare & Bait-ul-Maal,  
District \_\_\_\_\_

**SUB:- SUBMISSION OF PARTICULARS FOR EMPLOYMENT  
REGISTRATION AGAINST 3% JOB QUOTA.**

Dear Sir,

I, Mr. / Ms. \_\_\_\_\_ CNIC No. \_\_\_\_\_ after

having been assessed by District Disability Assessment Board (DDAB) as a Person with Disability (PWD) and declared as "Fit to Work", hereby submit my application for employment registration against 3% quota under section \_\_\_\_\_ of the Punjab Empowerment of Persons with Disabilities Act, 2022. My particulars are detailed below.

1. Name of Persons with Disabilities (PWDs) \_\_\_\_\_
2. Father's / Husband Name \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ 4. CNIC No. \_\_\_\_\_
5. Domicile \_\_\_\_\_ 6. Disability Certificate No. \_\_\_\_\_
7. Nature of Disability \_\_\_\_\_ 8. Contact Number \_\_\_\_\_
9. Postal Address \_\_\_\_\_
10. Marital Status \_\_\_\_\_ 11. No. of Dependent Family Members \_\_\_\_\_
12. Qualification \_\_\_\_\_ 13. Experience \_\_\_\_\_
14. Skill / Training Course \_\_\_\_\_



**SIGNATURE  
OF THE APPLICANT**

Thumb Impression. \_\_\_\_\_

Dated \_\_\_\_\_

**THROUGH REGISTERED POST**

**CRPD FORM -V**  
**1<sup>st</sup> NOTICE**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

Kindly refer to your office letter No. -----Dated----- wherein information against 3% quota for persons with disabilities is received on CRPD Form-1 from your Establishment under Section 31 of the Punjab Empowerment of Persons with Disabilities Act, 2022.

2. Wherein it is concluded that a shortfall of ----- posts exist under 3% quota reserved for persons with disabilities under Section 31 of the Act ibid.

3. You are, hereby, requested to pay into the 'Persons with Disabilities Rehabilitation Fund, a sum of money not less than the Minimum Wages notified by the Government under the Punjab Minimum Wages Act, 2019, or a sum of money not less than what it would have paid as salary or wages to the 'person with disabilities' had he been employed, whichever is greater, under Section 32 of the Punjab Empowerment of Persons with Disabilities Act, 2022.

4. Therefore, the sum of money for the Month of-----Quarter----- of Financial Year-----may be paid to the Council on Rights of Persons with Disabilities (CRPD), on monthly basis, until such time the quota is observed, through a Bank Draft or a Crossed Cheque payable to the Council on Rights of Persons with Disabilities (CRPD), which may be forwarded to this office by the third of each month.

5. Your kind cooperation in this regard will be highly appreciated.



**INSPECTOR**  
**DISTRICT WELFARE & REHABILITATION**  
**UNIT (DWRU),-----**

**THROUGH REGISTERED POST**

**CRPD FORM –VI**  
**2<sup>nd</sup> NOTICE**

To,

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir,

You are liable under Section 32 of the Punjab Empowerment of Persons with Disabilities Act, 2022 to pay into the 'Persons with Disabilities Rehabilitation Fund' for a sum of Rs. \_\_\_\_\_ per month from \_\_\_\_\_ to \_\_\_\_\_ and till such time you employ the registered persons with disabilities in fulfillment of 3% quota prescribed under the Act ibid.

2. You have failed to pay the aforesaid amount into fund in compliance with this office earlier notice vide No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed).

3. You are therefore, once again, directed to pay the sum of Rs. \_\_\_\_\_, which has already become due, into the fund in the manner described in that notice within ten days from the date of this notice of show cause, in writing, as to why the penalty contemplated in Section 33 (2) of the Act may not be imposed upon you in addition to the sum due.

4. No reply to this notice within the above time limit shall mean that you have no cause to show.

  
**INSPECTOR**  
**DISTRICT WELFARE & REHABILITATION**  
**UNIT (DWRU),-----**

**THROUGH REGISTERED POST**

**CRPD FORM -VII**  
**3<sup>rd</sup> NOTICE**

To,

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Dear Sir,

You are liable under Section 32 of the Punjab Empowerment of Persons with Disabilities Act, 2022 to pay into the Persons with Disabilities Rehabilitation Fund for a sum of Rs. \_\_\_\_\_ per month from \_\_\_\_\_ to \_\_\_\_\_ till such time you employ the registered Persons with Disabilities (PWDs) in fulfillment of 3% quota prescribed under the Act, Ibid.

2. You have failed to pay the aforesaid amount into fund in compliance with earlier Notices vide No. \_\_\_\_\_ dated \_\_\_\_\_ and 2<sup>nd</sup> Notice vide No. \_\_\_\_\_ dated \_\_\_\_\_ (copy enclosed).

3. You are now, therefore once again directed to pay the sum of Rs. \_\_\_\_\_ which has already become due, into the fund in the manners as described in earlier notice within ten days as to why the penalty contemplated under Section 33 (2) of the Act may not be imposed upon you, in addition to the sum due.

4. No reply to this notice within the above time limit shall mean that you have no cause to show.



**DEPUTY COMMISSIONER /**  
**CHAIRPERSON,**  
DISTRICT WELFARE &  
REHABILITATION UNIT (DWRU),  
-----

**THROUGH REGISTERED POST**

**CRPD FORM –VIII**

To,

The Magistrate First Class,  
\_\_\_\_\_.

Respectfully Sheweth,

Undersigned, the Deputy Commissioner / Chairperson District Welfare & Rehabilitation Unit (DWRU), ----- District having been authorized by the Council on Rights of Persons with Disabilities (CRPD) hereby report as under:

i. M/s \_\_\_\_\_

(Name and address of the Establishment)

2. Which was liable to employ not less than three percent (Persons with Disabilities) against total number of employees employed by his / her establishment under Section 31 of the Punjab Empowerment of Persons with Disabilities Act, 2022, however, failed to do so.

3. The above establishment has also failed to pay into the 'Persons with Disabilities Rehabilitation Fund' the sum of Rs. \_\_\_\_\_ per month w.e.f. \_\_\_\_\_ under Section 32 of the Punjab Empowerment of Persons with Disabilities Act, 2022.

4. The Establishment was afforded an opportunity to show cause for non-payment of the sums due from it and the Establishment submitted no reply to the final Notice issued by the undersigned vide no.-----dated-----.

5. In the circumstances stated above, the above-named Establishment has committed an offense as contemplated under Section 33 of the Punjab Empowerment of Persons with Disabilities Act, 2022.

6. It is, therefore humbly prayed that the aforesaid Establishment may be proceeded under Section 33 (2) of the Act ibid.

**DEPUTY COMMISSIONER /CHAIRPERSON,  
DISTRICT WELFARE & REHABILITATION  
UNIT (DWRU),-----**