

ਡਾਇਰੈਕਟੋਰੇਟ ਆਫ ਸਕੂਲ ਐਜੂਕੇਸ਼ਨ (ਸੈਕੰਡਰੀ), ਪੰਜਾਬ  
ਚੌਥੀ ਮੰਜਿਲ, ਵਿਦਿਆ ਭਵਨ, ਪੰ.ਸ.ਸਿੱ.ਬੋਰਡ ਕੰਪਲੈਕਸ, ਫੇਜ਼-VIII, ਐਸ.ਏ.ਐਸ. ਨਗਰ।  
(ਕੋਆਰਡੀਨੇਸ਼ਨ ਸ਼ਾਖਾ)

[dpise.coordination@punjabeducation.gov.in](mailto:dpise.coordination@punjabeducation.gov.in)

ਵੱਲ

ਸਮੂਹ ਜਿਲ੍ਹਾ ਸਿੱਖਿਆ ਅਫਸਰ (ਸੈਸਿ/ਐਸਿ), ਪੰਜਾਬ.  
(ਵੈਬਸਾਈਟ ਰਾਹੀਂ)

ਮੀਮੋ ਨੰ.66287/DPISE/17/2020-Cord/2026 161029  
ਮਿਤੀ 11.06.2026

ਵਿਸ਼ਾ: Regarding- Guidelines for provision of scribe for written examination for persons with Benchmark Disabilities, 2026.

ਹਵਾਲਾ: ਪੰਜਾਬ ਸਰਕਾਰ, ਸਮਾਜਿਕ ਸੁਰੱਖਿਆ ਅਤੇ ਇਸਤਰੀ ਤੇ ਬਾਲ ਵਿਕਾਸ ਵਿਭਾਗ  
(ਡਿਬਏਬਿਲਟੀ ਸੈੱਲ) ਦਾ ਪੱਤਰ ਨੰ. SSWCD-5/13/2025-3DC-  
1385191 ਮਿਤੀ 07.05.2026

ਉਪਰੋਕਤ ਵਿਸ਼ੇ ਤੇ ਹਵਾਲਾ ਅਧੀਨ ਪੱਤਰ ਦੀ ਕਾਪੀ ਆਪ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ  
ਭੇਜੀ ਜਾਂਦੀ ਹੈ।

ਨੱਥੀ: ਉਕਤ ਅਨੁਸਾਰ

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

ਮਿਤੀ 11.06.2026

ਪਿੱ.ਅੰ.ਨੰ. ਉਕਤ/2026/161030-32

ਉਤਾਰਾ ਹੇਠ ਲਿਖਿਆ ਨੂੰ ਯੋਗ ਕਾਰਵਾਈ ਹਿੱਤ ਭੇਜਿਆ ਜਾਂਦਾ ਹੈ:

1. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਡੀ.ਜੀ.ਐਸ.ਈ. ਪੰਜਾਬ।
2. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਡੀ.ਐਸ.ਈ. (ਸੈ/ਐ), ਪੰਜਾਬ।
3. ਸਮੂਹ ਅਧਿਕਾਰੀ/ਸ਼ਾਖਾ ਮੁਖੀ, ਦ. ਐਸ.ਸੀ.ਈ.ਆਰ.ਟੀ. ਪੰਜਾਬ।

ਸਹਾਇਕ ਡਾਇਰੈਕਟਰ (ਕੋਆਰਡੀਨੇਸ਼ਨ)

**Government of Punjab**  
**Department of Social Security and Women & Child Development**  
**(Disability Cell)**

To

All the Heads of Departments,  
All Commissioners of Divisions,  
All Deputy Commissioners.  
Registrar, Punjab and Haryana High Court, Chandigarh,  
All District and Session Judges,  
All Sub Divisional Magistrates,  
All Heads of Boards and Corporations,  
All Registrars of Universities  
in the State of Punjab.

Memo no.

Dated, Chandigarh

**Subject:- Regarding- Guidelines for provision of scribe for written examination for Persons with Benchmark Disabilities, 2026.**

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In reference to the letter no. 3/73/2017-3DC (P.F.)/609 dated 21.07.2020 and 750 dated 06.12.2021 of this department. The guidelines for scribe in written examination for Persons with Benchmark Disabilities, 2026 are laid down as under:

1. There shall be uniform guidelines across the State for Persons with Benchmark Disabilities for written examination.
2. These guidelines shall apply equally for regular and competitive examinations.
3. The facility of Scribe/Reader/Lab Assistant should be allowed to any Persons with Benchmark Disability as defined under section 2(r) of the Rights of Persons with Disabilities Act, 2016. and has limitation in writing including that of speed, if so desired by

*Manpreet Singh*  
*7/5/2026*

*BP*

*P.T.O.*

him/her.

4. In case of Persons with Benchmark Disabilities in the category of blindness. Locomotor Disability (both arm affected-BA) and cerebral palsy, the facility of Scribe/Reader/Lab Assistant shall be given, if so desired by the person.

5. In case of other category of Persons with Benchmark Disabilities, the provision of Scribe/Reader/Lab Assistant can be allowed on production of a certificate to the effect that the person concerned has physical limitation to write, and scribe is essential to write examination on his behalf, from the Civil Surgeon.

6. The candidate should have the discretion of opting for his own Scribe/Reader/Lab Assistant or request the Examination Body for the same. For the latter, the examining body may make panels of Scribe/Reader/Lab Assistant at the District/Division/State level by identifying the Scribe/Reader/Lab Assistant as per the requirements of the examination. In such instances the candidates should be allowed to meet the scribe two days before the examination so that the candidates get a chance to check and verify whether the scribe is suitable or not.

7. In case the examining body provides the Scribe/Reader/Lab Assistant, it shall be ensured that qualification of the scribe should ~~not be more than the minimum qualification criteria of the~~ examination. However, the qualification of the scribe/reader should always be matriculate or above.

8. In case the candidate is allowed to bring his own scribe, the qualification of the scribe should be one step below the qualification of the candidate taking examination.

9. The Persons with Benchmark Disabilities opting for own scribe/reader shall have to submit details of the own scribe before

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the expiry of such reasonable time before the examination that the examining body may prescribe.

10. There should also be flexibility in accommodating any change in Scribe/Reader/Lab Assistant in case of emergency.

11. The candidates should also be allowed to take more than one Scribe/reader for writing different papers especially for languages. However, there shall be only one scribe per subject.

2. This letter is issued with the approval of competent authority.

*Harjeet Singh*  
Under Secretary 7/5/2026

A copy is forwarded to all the Financial Commissioners, Principal Secretaries and Administrative Secretaries to the Government of Punjab, for information and necessary action.

*Harjeet Singh*  
Under Secretary 7/5/2026

To

All the Financial Commissioners, Principal Secretaries and Administrative Secretaries to Govt. of Punjab.

No.

Dated, Chandigarh

A copy is forwarded to the following for information and compliance of maintaining panels of Scribe/Reader/Lab Assistant at the District/Division/State level as per the requirements of the examination :-

1. Secretary, Punjab Public Service Commission, Patiala.
2. Secretary, Subordinate Services Selection Board, Punjab.
3. Director, School Education Recruitment Directorate, Punjab.
4. Director, Department of Higher Education, Punjab.
5. Chairperson, Department of Technical Education and Industrial Training, Punjab.
6. Director, Medical Education and Research, Punjab.

*Harjeet Singh*  
Under Secretary 7/5/2026