

**Most Immediate  
For Personal Attention**

**No. SJE-B-F01/3/2023-119585**  
Government of Himachal Pradesh  
Department of Social Justice & Empowerment (B)

From

The Addl. Chief Secretary (SJ&E) to the  
Government of Himachal Pradesh, Shimla-171002

To

1. All the Administrative Secretaries to the Govt. of Himachal Pradesh, Shimla.
2. All the Divisional Commissioners in Himachal Pradesh.
3. All the Heads of Departments in Himachal Pradesh.
4. All the Deputy Commissioners in Himachal Pradesh.
5. All the Chairmen/Managing Directors/Registrars/Secretaries of various Boards/Corporations/Universities etc. in Himachal Pradesh.

Dated Shimla-02, the

**8<sup>th</sup> December, 2025**

Subject:

**Regarding usage of appropriate terminology for Persons with Disabilities in Communication and Documents-reg.**

Madam/Sir,

I am directed to enclose herewith a photocopy of letter No. R-22033/3/2021-DD-II/V (E-15623), dated 09.01.2025(copy enclosed), received from the Under Secretary to the Government of India, Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan), New Delhi, on the subject cited above, and to state that, in line with the directive of the Hon'ble Minister, Ministry of Social Justice and Empowerment, regarding the usage of appropriate and respectful terminology for persons with disabilities in all official communications and documents, the updated terminology shall be incorporated in all current and future documents, correspondences, and communications.

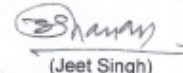
2. Therefore, to ensure uniformity, dignity, and compliance across all Government entities, the following terminology shall be adopted with immediate effect:-

- (i). "Divyangjan, Divyangta, Divyang" shall replace the terms "Viklang, Viklangta."
- (ii). The term "Persons with Disability" shall be used in place of "Disabled," "Intellectual Disability" shall replace "Mental Retardation," and "Hearing Impaired" shall replace "Deaf and Dumb."

3. It is requested to ensure that the above terminology is strictly adhered to in all communications issued by your office and that the same is duly communicated to all concerned authorities under your jurisdiction.

Yours faithfully,

Enclosed: as above



(Jeet Singh)  
Under Secretary (SJ&E) to the  
Govt. of Himachal Pradesh

Endst. No.As above,

Dated: Shimla-171002, the **8<sup>th</sup> December, 2025**

Copy is forwarded to the Director, Empowerment for SCs, OBC & the Specially Abled (ESOMSA), HP, Shimla 171009, for information.

(Jeet Singh)  
Under Secretary (SJ&E) to the  
Govt. of Himachal Pradesh



F.No. R-22033/3/2021-DD-II/V (E-15623)  
 Government of India  
 Ministry of Social Justice and Empowerment  
 Department of Empowerment of Persons with Disabilities (Divyangjan)  
 5<sup>th</sup> Floor, Pt. Deendayal Antodaya Bhawan,  
 CGO Complex, Lodhi Road, New Delhi-111003

To, Dated: 9<sup>th</sup> January, 2025  
 All Secretary/Principal Secretary of Social Welfare Department of all States / UTs  
 Administration

**Subject: Usage of Appropriate Terminology for Persons with Disabilities in Communications and Documents -reg.**

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that in line with the Hon'ble Minister, Ministry of Social Justice and Empowerment directive regarding the usage of the appropriate and respectful terminology when referring to persons with disabilities in all official communications and documents. The updated terminology should be incorporated in all current and future documents, official correspondences, and communications.

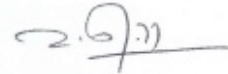
2. In this regard, it has been decided that the following terms should be used:

i. "Divyangjan, Divyangta, Divyang" should replace the terms "Viklang, Viklangta".

ii. The term "Persons with Disability" should be used in place of "Disabled", "Intellectual Disability" instead of "Mental Retardation", and "Hearing Impaired" instead of "Deaf and Dumb" respectively.

3. In view of the above, it is requested to ensure that the appropriate terminology is used in all your respective communications and is communicated to all concerned authorities within your jurisdiction.

Yours faithfully,



(Ram Charan Meena)  
 Under Secretary to the Govt. of India  
 Tele: 011-24360316

Copy forwarded to the following with the direction that the instructions contained in the said letter be adhered to strictly:-

1. All the Officers HPSCSC Ltd. Head Office.
2. All the Divisional Managers/Area Managers/Cement Procurement Officer HPSCSC Ltd.
3. The Assistant Computer Programmer, HPSCSC Ltd. to upload the same on the official website of this Corporation.

**Sachin Kanwal, HPAS**  
**Executive Director**  
**HP State Civil Supplies Corporation Ltd.**