No. 16-31/2017-DD-I
Ministry of Social Justice & Empowerment
Department of Empowerment of Persons with Disabilities

Pt. Deendayal Antyodaya Bhawan, 5th Floor,
CGO Complex, Lodhi Road New Delhi,
Dated 17th August, 2018,

To

Principal Secretaries/Secretaries
Department of Social Welfare
All States/UTs

Sub: Scheme for Implementation of Rights of Persons with Disabilities Act, 2016 (SIPDA).

Sir/Madam,

Please find enclosed herewith a copy of the revised SIPDA Scheme. As you are aware, This Ministry has been implementing Scheme for Implementation of Rights of Persons with Disabilities Act, 2016 (SIPDA) for providing financial assistance for undertaking various activates outlined in the PwD Act. The PwD Act, 2016 endorses the rights of Persons with Disabilities for access to education, vocational training, employment, public transport, built environment, information and communication and upholds their independence and dignity. The Ministry has been releasing funds under the Scheme since 1999 after the implementation of the provisions of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

2. SIPDA Scheme, a Central Sector Scheme, has been approved for continuation during the 14th Finance Commission period i.e. upto 2019-20. All components of DDRCs will be funded under the SIPDA Scheme only. Four other independent Schemes of the Department viz. Awareness Generation Scheme, Research & Development, In-service Training and Incentives to Employees, have also been merged with the SIPDA Scheme.

3. It is requested that the Scheme may please be brought to the notice of District Collectors and all concerned including implementing agencies. The Scheme is available on Department's website www.disabilityaffairs.gov.in.

Yours faithfully,

Encl. as above

(Dolly Chakrabarty)
Joint Secretary to the Govt. of India
Tele:24369069

Copy to:

1. Mr. A. K. Mittal, Member Staff, Railway Board, Rail Bhawan, New Delhi.
2. Shri K. Rajaraman, Joint Secretary (PF-II), Department of Expenditure, Room No.169-B, North Block, New Delhi.
3. Shri Praveen Mahto, Adviser (PAMD), Room No.238, NITI Aayog, Sansad Marg, New Delhi.
4. Shri Srikara Naik, Adviser (SJ&E), Room No.225, NITI Aayog, Sansad Marg, New Delhi.

5.Shri Navdeep Rinwa, Joint Secretary (PH), Department of Health & FW, Room No. 343-A, Nirman Bhawan, New Delhi.

6.Shri Maneesh Garg, Joint Secretary (SE-I), Department of School Education and Literacy, Room No. 217-C, Shastri Bhawan, New Delhi.

7.Shri Praveen Kumar, Joint Secretary, Department of Higher Education, Room No.230-C, Shastri Bhawan, New Delhi.

8.Shri R.K. Gupta, Joint Secretary (Coord), Ministry of Labour, Room No. 107-A, Shram Shakti Bhawan, New Delhi.

9.Dr. Sheela Prasad, Chief Economic Adviser, Ministry of Rural Development, Room No.367, Krishi Bhawan, New Delhi.

10.Shri B. Anand, Joint Secretary (Works), Ministry of Urban Development, Room No.144-C, Nirman Bhawan, New Delhi.

11.Smt. T.C. A. Kalyani, Joint Secretary & FA, Ministry of Social Justice & Empowerment, Room No.610, A-wing, Shastri Bhawan, New Delhi.

12.Shri Abhay Damle, Joint Secretary (Transport), Ministry of Road Transport & Highways, Room No.520, Parivahan Bhawan, New Delhi.

13.Shri Khushwant Singh Sethi, Joint Secretary (CB), Ministry of Panchayati Raj, Room No.104-A, Sardar Patel Bhawan, New Delhi.

14.Ms. Simmi Chaudhary, Economic Adviser, Coordination Division, Department of Electronics & Information Technology, Room No.4004, Electronics Niketan, 6, CGOComplex, New Delhi: 110003.

15.Shri Shashi Ranjan Kumar, Joint Secretary (Telecom), Room No. 316, Sanchar Bhawan, New Delhi.

16.Shri Rajesh Agrawal, Joint Secretary, Ministry of Skill Development and Entrepreneurship, 2nd Floor, Annexe Building, Shivaji Stadium, Shaheed Bhagat Singh Marg, Connaught Place, New Delhi-110 001.

17. Shri Arun Kumar, Joint Secretary, Ministry of Civil Aviation, Rajiv Gandhi Bhawan, New Delhi.

Copy also to :

1. PS to Hon'ble Minister (SJ&E)
2. PS to Hon'ble MoS (SJ&E-KP)
3. PPS to Secretary (DEPwD)/Sr.PPS to Secretary (SJ&E)
4. PS to JS (PS), DEPwD
5. PS to JS & FA, MSJE
6. DS (KKJ), DEPwD
7. US (Admin.) for uploading the Scheme on Department's website.

Government of India

Ministry of Social Justice & Empowerment

Department of Empowerment of Persons with Disabilities (Divyangjan)



Scheme for Implementation of Rights of Persons with Disabilities Act (SIPDA)

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Scheme for Implementation of Persons with Disabilities Act (SIPDA)

1.0 Introduction:

The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, is the omnibus legislation that deals with the rights and empowerment of persons with disabilities. The enactment of the law has reinforced the commitment of affirmative action and a resolve to empower the persons with disabilities and mainstream them in the society. The Act for the first time has legally endorsed their right to access to education and vocational training, employment, public transport and built environment, information and communication, and upholds their independence and dignity. The Act also treats disability as an issue of civil rights rather than a health or welfare issue. It recognizes that the primary issue faced by the persons with disabilities is their exclusion from the mainstream activities of the society and hence emphasizes full participation and equal opportunities. *The Government has enacted the Rights of Persons with Disabilities Act (RPwD), 2016 which has replaced the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and came into force w.e.f. 19.04.2017.*

1.01 Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, Government of India, being the nodal Department, administers the RPwD Act and facilitates the process of development, integration and empowerment of persons with disabilities (PwDs) and oversees the implementation of the Act.

1.02 Implementation of the provisions of the RPwD Act is being undertaken with a multi-sectoral collaborative approach and all the related Ministries / Departments of the Central Government, the State Governments and other appropriate authorities take steps towards effective implementation of various provisions of the Act.

1.03 India is a signatory to United Nations Conventions on Right of Persons with Disabilities (UNCRPD). The Convention was ratified in India in October, 2007 and it came into effect from May, 2008. It casts responsibility on the State Party to streamline their law in line with the Convention. The Convention inter-alia provides for specific measures to ensure accessibility for PwDs to the physical environment, transportation, information and communications including information and communication technologies and to other facilities and services open or provided to the public both in urban and rural areas and also include measures such as identification and elimination of obstacles and barriers to accessibility. It is also obligatory on the part of the State Party to undertake measures for awareness raising, provision for reasonable accommodation i.e., modification and adjustment to ensure PwDs to

enjoy their rights on equal basis, to enhance personal mobility such as modification / retro fitment in vehicles, quality mobility aids / devices, promoting and facilitating use of sign language, braille and other accessible modes of communication, inclusive education, provision for support service to attain and maintain maximum independence of PwDs, enhance employability through skill development / vocational / professional rehabilitation. The Convention also envisages obligation on the State Party to take appropriate measures to ensure participation of PwDs in cultural life, recreation, leisure and sport activities on an equal basis with others.

1.04 The Scheme for Implementation of the Persons with Disabilities Act, 1995, was encoded in the Ninth Five Year Plan of the Ministry of Social Justice and Empowerment. Ministry has been Implementing the Scheme for Implementation of Persons with Disabilities Act, 1995 (SIPDA) for providing financial assistance for undertaking various activities outlined in the PwD Act. The Ministry has been releasing funds under the Scheme since 1999 based on the procedure / guidelines approved by the Ministry on year to year basis. A formal Scheme was notified by the Ministry on 28.01.2016.

2.0 Title of the Scheme:

The scheme shall be called the ***"Scheme for Implementation of Rights of Persons with Disabilities Act (SIPDA)".***

3.0 Objective

The main objective of the Scheme is to assist various implementing agencies to take steps with a multi sectoral collaborative approach towards effective implementation of various provisions of the RPwD Act.

4.0 Definitions

Definitions of various types of disabilities as given in the Rights of Persons with Disabilities Act, 2016 and National Trust Act, 1999, as amended from time to time.

5.0 Scope

The Scheme will be implemented through the Implementing Agencies as mentioned in the Scheme. The activities/projects under the scheme shall be implemented and executed by the Implementing Agencies themselves. Agencies will be given financial assistance for various activities mentioned as follows:-

i) To provide barrier free environment for the persons with disabilities which include access to built environment in schools, colleges, academic and training institutions, offices and public buildings, recreational areas, health centres / hospitals etc. This would include provision for ramps, rails, lifts, accessible toilets for wheelchair users, brail signages and auditory signals, tactile flooring, causing curb cuts and slopes to be made in pavement for the easy access of wheelchair users, engraving on the surface of zebra crossing for the blind or for persons with low vision, engraving on the edges of railway platforms for the blind or for low vision and devising appropriate symbols of disability, etc.

ii) To make Government websites at the Centre / State and District levels accessible to PwDs as per guidelines for Indian Government website issued by NIC and Department of Administrative Reforms and Public Grievances (D/o AR&PG), Government of India, which are available on their website "http://darpg.nic.in".

iii) Skill Development Programme for PwDs. **(Details at Appendix-I)**.

iv) To enhance the accessibility of built environment, transport system and information and communication eco-system. The Department has conceptualized the "Accessible India Campaign (Sugamya Bharat Abhiyan)" as a nation-wide flagship campaign for achieving universal accessibility that will enable persons with disabilities to gain access for equal opportunity and live independently and participate fully in all aspects of life in an inclusive society. The campaign will include conduct of accessibility audits and making the public places / infrastructure fully accessible in built-up environment, transportation, eco-system and ICT eco-system. **(Details at Appendix-II).**

v) To support Composite Regional Centres (CRCs) / Regional Centres / Outreach Centres and District Disability Rehabilitation Centres (DDRCs) and also to set up new CRCs and DDRCs as and when required.

vi) To assist State Government to organize camps for issuance of disability certificates. Identification and Survey / Universal ID of PwDs.

vii) To create awareness campaign and sensitization programmes for various stake holders and other Information Education Communication. Implementation of 'Awareness Generation and Publicity Scheme'. **(Details at Appendix-III).**

viii) To set up / support resource centres facilitating dissemination of information on disability issues, counseling and providing support services.

ix) To promote accessibility of libraries, both physical & digital and other knowledge centres.

x) To promote research and development activities in the field of disability rehabilitation. Implementation of 'Research on Disability Related Technology, Product and Issues Scheme'. **(Details at Appendix-IV)**

xi) To establish early diagnostic and intervention centres at District Headquarters / other places have Government Medical Colleges, with a view to help hearing impaired infants and young children to acquire necessary skills to get prepared for regular schooling.

xii) Grant to the State Governments / UTs for the Offices of State Commissioner for Persons with Disabilities for infrastructure facilities.

xiii) Construction of special recreation centres / development of parks for PwDs where the appropriate Governments / local authorities have their own land and providing barrier-free standards in existing parks and other urban infrastructure.

xiv) Support for sporting events at National / State level.

xv) Support to meet the expenditure relating to engagement of consultant for preparation of Detailed Project Report (DPR) required for formulation of new schemes / projects.

xvi) In service training and sensitization of key functionaries of Central/State Governments, local bodies and other service providers. **(Details at Appendix-V)**

xvii) Incentive to employers in the private sector for providing employment to persons with disabilities. **(Details at Appendix-VI)**

xviii) Financial assistance for any other activity specified in the Act for which financial assistance is not being provided / covered by the existing schemes of the Department.

6.0 Nature of the Scheme:

This is a Central Sector Scheme of the Central Government.

7.0 Implementing Agencies:

Funds will be released to the Implementing organizations / institutions directly. Financial assistance will be provided by way of Grants-in-Aid to the following agencies:

i) Departments of the State Governments / Union Territories.

ii) Autonomous Bodies / Statutory Bodies / Public Sector Undertakings set up by the Central / State Governments / UT including Central / State Universities.

iii) National Institutes / CRCs / DDRCs / RCs / Outreach Centres under MSJ&E.

iv) Organizations registered under Societies Registration Act, 1860, or Indian Trusts Act, 1882 or Companies Act, 1956.

v) Central / State recognized Sports Bodies & Federations.

8.0 Funding for District Disability Rehabilitation Centres (DDRCs)

All components of DDRCs will be funded under SIPDA Scheme only for effective functioning of DDRCs. Details on establishment of District Disability Rehabilitation Centres in the indentified districts is **at Appendix-VII.**

9.0 District Early Intervention Centres

The District Early Intervention Centres for each type of disability being run by the Ministry of Health and Family Welfare will be synchronized with the existing schemes of this Department.

10.0 Recommendation

Central Government / State Government / UT Administration / National Institute / any other Agency authorized by the Ministry should send its recommendation to the Department of Empowerment of Persons with Disabilities. Autonomous organizations including Central / State Universities, Organizations set up or supported by Central / State Government should send their proposals through Central / State Government concerned. Proposals of sports body / federation should have approval / no objection of the concerned Ministry / Department of Central / State Government / UTs concerned.

11.0 Funding Pattern

Any organization / institution covered under the Scheme, seeking financial assistance for any of the activities mentioned in para 5 may forward a detailed proposal mentioning inter- alia, description of the work or activities proposed to be undertaken, scope, target beneficiaries, total cost involved, time line for the project etc. along with estimate for the project to the Department of Empowerment of Persons with Disabilities (Divyangjan), Ministry of Social Justice & Empowerment, New Delhi. The proposal should be forwarded with the approval of the Head of the Institution / Organization seeking the assistance. The proposal should also mention the details of work or activity undertaken in the past under this Scheme, if any, and also the status thereof. The proposal should contain the following details:-

- Name and details of the organization / department (Government Department, Statutory or Autonomous Bodies, etc).
- Details of the proposed project / programme.
- Need and likely outcome of the proposed project /programme
- Details of the benefit that will accrue both long term and short term benefits.

- No. of beneficiaries, wherever applicable.
- Expected cost of the project giving details item -wise.
- Whether any recurring cost is involved in implementing the project once launched, if so, the details thereof and the modalities of finance for the same.
- Time frame for the execution of the project / programme.
- Name and other details of the nodal officer dealing with the project / programme.
- Location of the project and detailed architectural map in case construction is involved.
- Justification for the proposal.
- Proposed method of selecting the Executing Agency for proposed work.
- In case of construction, Preliminary Cost Estimate signed by an officer not below the rank of an Executive Engineer of CPWD / PWD.
- In case of accessible website, Preliminary Cost Estimate prepared by NIC or a competent technical agency, with details of website proposed to be made accessible, accessibility features available at present, proposed additional features and proposed method for selecting the executing agency for the proposed work.
- Monitoring mechanism.
- Details of approval of the project by the concerned authority.
- Details of bank account of the Department / organization to which the fund will be transferred.
- All implementing agencies excluding State Government / UT to follow EAT Module prescribed by Ministry of Finance.

12 Grants-in-aid would normally be released in one instalment and in some cases maximum in two instalments depending on the nature of work and phases of implementation.

13 The proposal of NGOs may be recommended by the concerned State Government. Grants-in-aid released to the NGOs should be reflected in the Public Financial Management System (PFMS) of the Controller General of Accounts, Ministry of Finance through the NGO-PS Portal of the respective Ministry that must be linked to NITI Aayog's NGO-PS portal.

14 Administrative cost for each year for implementation / monitoring /evaluation of the Scheme shall be restricted to 2% of the annual budget.

15.0 Conditions for Assistance

15.1 The proposals for release of grant-in-aid under the Scheme (excluding sub-Schemes / Programmes which have the provision of separate Screening Committee), will be examined by a

Screening Committee of the Department consisting of Joint Secretary (SIPDA), Joint Secretary & FA, Director / Deputy Secretary (SIPDA) and two experts in the field of disability, to be nominated by the Department.

15.2 Implementing Agency is required to follow the General Financial Rules, 2017 / Codal Procedure / CVC Guidelines in the matters of contract / financial transactions.

15.3 Implementing Agency will be open to inspection by an officer / third party agency authorized by the Department or the State Government / UT Administration / National Institutes etc.

15.4 When the Government of India has reasons to believe that grants-in-aid is not being utilized for the approved purpose, the amount would be recovered from the Implementing Agency with penal interest and no further assistance would be given to the Agency. Ministry will be at liberty to blacklist such organization and to take legal action as per law.

15.5 The grant shall be given for expenditure of non-recurring nature and in the case of CRCs and DDRCs, recurring grant-in-aid shall also be given. However, no committed liability shall be created without the approval of the competent authority.

15.6 Implementing Agency will maintain a website and prominently display details of grant-in-aid received, purpose thereof, activities carried out and provide list of beneficiaries, wherever applicable.

15.7 Implementing Agency shall submit final Utilization Certificate for the entire grant along with a project completion report within three months after completion of the work / project as stipulated in the proposal. Un-utilized grant-in-aid, if any, is to be refunded to the Ministry. In case the work / project is not completed within the stipulated timeframe and further time is sought to complete the same, the organization concerned has to intimate the Ministry and also explain the reason for the delay. If the project is not completed within the timeframe / extended timeframe the organization concerned has to refund the grant forthwith.

15.8 Each proposal should be forwarded to Department of Empowerment of Persons with Disabilities along with requisite documents as per instructions issued in this regard from time to time.

15.9 The Department of Empowerment of Persons with Disabilities may issue further guidelines in pursuance of aims and objectives of the Scheme for implementation of various provisions of RPwD Act.

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APPENDIX-I

Skill Development for PwDs

1. Persons with disabilities in India face many challenges when looking to develop employable skills and in gaining meaningful employment. While India has ratified the United Nations Convention on the Rights of People with Disability (UNCRPD), persons with disabilities continue to face many difficulties in the labour market.

2. According to census 2011, there are 2.68 Crore Persons with Disabilities (PwDs) in India (1.50 crore male and 1.18 crore female PwDs). Even though, persons with disabilities constitute a significant percentage of the population of India, their need for meaningful employment largely remains unmet, in spite of implementation of "The Persons with Disabilities Act, 1995". In the overall population, the number of disabled is proportionately higher in rural areas, accentuated by general poverty considerations and poor access to health services. The rural disabled are significantly disconnected from skills and markets.

3. Improving vocational training and employment opportunities for persons with disabilities is a critical element for enhancing the quality of life for individual with disability, their families, but there are also substantial gains for the broader economy. There are substantial costs to individuals and to society associated with these poor employment outcomes for persons with disabilities. The World Bank considers that leaving persons with disabilities, outside the economy, translates into a foregone GDP of about 5% to 7%. In addition to the individual and family benefits, there is also a strong economic imperative to increased labour force participation which will help to address country's shortage of skilled labour force, while at the same time reducing fiscal pressures associated with welfare dependency.

4. **The existing Skill Training Landscape for PwDs**

- National Skill Development Corporation (NSDC).
- Vocational training courses offered by National Institutes of Department of Empowerment of Persons with Disabilities and its affiliate organisations like National Handicapped Finance and Development Corporation (NHFDC), National Trust etc.
- Ministry of Labour and Employment supervising more than 20 Vocational Rehabilitation Centres for Handicapped (VRCHs), more than 10,000 ITIs and more than 1000 Employment Exchanges.
- Technical and Vocational courses, being offered through Community colleges, IITs and Universities, affiliated with Ministry of Human Resources Development.
- NGOs focusing on vocational training and skill development.
- Private sector training organizations: Under the CSR initiative, many organizations have done exemplary work.
- Public Sector Undertakings have also contributed substantially to vocational

training of persons with disabilities.

- National Rural Livelihood Mission of Ministry of Rural Development.
- National Urban Livelihood Mission of Ministry of Urban Development.
- Vocational training / livelihood programs of other Central Govt. Ministries and State Governments.

5. The Big Gap

- According to the Census 2011, about 1.34 crores persons with disabilities are in the employable age of 15 to 59 years. About 99 lakh persons with disabilities in the employable age group were non-workers or are marginal workers.
- Persons with disabilities are among the poorest in the population.
- Urgent need to scale up the skill training infrastructure in view of the huge demand- supply gap.
- The training, being offered through various institutions / mechanisms is non-homogenous, lacks quality and is low on employability.
- Very low access of the present training infrastructure to the PwDs in rural areas.
- Low level of involvement of private sector in the skill training of PwDs.
- The skill training offered by various ministries / departments to the PwDs is fragmented or overlapping.

6. There is an imminent need for:

- Quality Vocational Training with high employability.
- Homogenous training curriculum & methodology.
- Use of latest technology in training, content generation and monitoring of training.
- Synergistic participation of the Private Sector and NGOs in the training and placement process.
- Targeted optimal use of CSR funds.

7. The National Action Plan for Skill Training of PwDs

A National Action Plan for Skilling the Persons with Disabilities has been prepared by the Department of Persons with Disabilities (Divyangjan) (DEPwD) with the following main components:-

A Project Monitoring Unit (PMU) has been set up in the Department of Empowerment of Persons with Disabilities. The PMU has the following components:

- Training need assessment unit
- Content Generation unit
- Training Monitoring and Certification unit
- Employer Connect unit
- IT Unit to provide support for creation of E-learning modules, monitoring of training, E-certification and training centres / creation and maintenance of a job portal.

8. The vocational / skill training would be provided by a network of skill training providers led by NGOs, private training institutions and Public Sector / Govt. Sector training institutions like VRCs. The vocational training would be provided by a cluster of training providers scattered over the country, having an established track record of providing skill training with high employability ratio. These training partners would be provided outcome based financial support by DEPwD and Ministry of Skill Development & Entrepreneurship (MSDE). Synergistic support would be provided to these training providers by the National Institutes of DEPwD, training institutions of Ministry of Human Resource Development, Ministry of Micro, Small & Medium Enterprises, other Central Ministries and State Governments.

9. A separate cross cutting Sector Skill Council for PwDs is being created in collaboration with Ministry of Skill Development & Entrepreneurship and the private sector. Rehabilitation Council of India (RCI), in consultation with the Sector skill council and various National Institutes of the DEPwD would help generate a homogenous course curriculum and certification mechanism for the training providers.

10. The Department would help these training providers by connecting them with various private sector organizations and PSUs for providing employment connect as well as for obtaining CSR support.

11. The Department will coordinate with State Governments to support proactively by offering infrastructure and resource support to these clusters of Vocational Training Providers.

12. The skill training will be provided by a network of more than 200 clusters of 'Training Partners ', thus setting a target of skilling about 500 PwDs in the first year for each of the cluster. The lead NGO may empower and take the help of small NGOs in the rural areas for the skill training but every such training centre will be monitored by the PMU. The network of training providers and capacity thereof will keep increasing every year.

13. Objective & Coverage

a) The guidelines will cover Persons with Disabilities (PwDs) with not less than 40% disability and having a disability certificate to this effect issued by a competent medical authority.

b) **30% reservation for women candidates:** As an endeavour to encourage women, 30% of the total intake of each training program shall be earmarked for women candidates.

c) The skill training will be provided through training institutions recognised by this Department as per the eligibility conditions contained herein.

1. Conditions of Eligibility

Eligibility of the Trainees

(a) A citizen of India,

(b) A person with disability with not less than 40% disability and having a disability certificate to this effect issued by any competent medical authority.

Disability is as defined under Section 2 of the RPwD Act, 2016 read along with Section 2(j) of the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 and/or under any relevant legal Statute in force.

(c) **Age**: Not less than 15 years and not more than 59 years of age on the last date of receipt of application for the course.

(d) The applicant should not have undergone any other skill training course sponsored by Govt. of India during the period of two years prior to the last date of receipt of application for the course applied for.

2. Eligibility of the implementing agencies (training providers)

(a) The scheme will be implemented through the implementing organizations/ institutions, hereinafter referred to as *"training partners"*. Financial assistance will be provided by way of Grant-in-Aid for organizing training programs to the following categories of organizations:

i) Departments of the States Governments / Union Territories, or

ii) Autonomous Bodies / Statutory Bodies / Public Sector Undertakings set up by Central / State Governments / UT Administrations including Central / State Universities, or

iii) National Institutes / CRCs /DDRCs / RCs / Outreach Centres under MSJ&E, or

iv) Organizations registered under Societies Registration Act, 1860, or Indian Trusts Act, 1882 or Companies Act, 1956 who are recognized for skill training by Central / State Government Departments or subordinate bodies there-under.

(b) The organization shall have not less than three years experience of organizing skill training programs.

(c) In case of Non-Government Organizations, they shall be registered with the **NGO-Partnership (NGO-PS) of the NITI Ayog** and should have obtained a **Unique ID**.

The unique ID should be mandatorily quoted by the NGO at the time of application for grants.

3. Procedure of Application and Selection

STAGE – I

A. Expression of Interest will be invited from eligible organizations to get registered as "training partner" to provide skill training to PwDs under the scheme by issuing an advertisement in the leading newspapers and through the websites and other media outfits. The pro-forma for application and list of documents to be attached are given in **ANNEXURE-I** and **ANNEXURE-II** respectively. Applications received for empanelment as training partners will be scrutinized and placed before a **Selection Committee** who will make selection based on the criteria of previous experience, expertise, infrastructure and manpower available and other similar relevant considerations. The selection of training partners will be a continuous process.

(a) **Composition of the Selection Committee:** The Committee to select the training partners would constitute the following:

1)	Joint Secretary concerned in DEPwD,	- Chairperson
2)	Joint Secretary & Financial Adviser (in-charge of DEPwD) or in his absence Director(IFD),	- Member
3)	Joint Secretary concerned in the Ministry of Skill Development & Entrepreneurship or any officer nominated by him/her not below the rank of Director/Deputy Secretary.	- Member
4)	Chairman & Managing Director, National Handicapped Finance & Development Corporation.	- Member
5)	Director/Dy. Secretary concerned in DEPwD,	-Member-Convener
6)	One representative from each of the following organizations- (i) National Skill Development Corporation (NSDC), (ii) Confederation of Indian Industries(CII), (iii) Federation of Indian Chamber of Commerce and Industries (FICCI)	- Members
7)	Chief Executive Officer of Sector Skill Council for PwDs	- Member
8)	Three representatives from various NGOs working in the Field of rehabilitation and training of PwDs (Representing different types of disabilities). These members may be co-opted by the Department for every meeting of the Selection Committee.	- Members

(b) The Committee may invite an expert, as a special invitee, as and when it deems necessary.

(c) The Committee will hold periodic meetings (at least one in each Quarter) to select amongst the organizations, who have sent proposals, to be designated as training partners.

(d) Till the formation of the Sector Skill Council and its full operationalization, the Committee will also decide / approve the proposed curriculum of various skill training courses being offered and will monitor the quality of training provided through personal visits and other kinds of feedback.

(e) The non-official members of the Selection Committee shall be entitled to TA / DA at the rates admissible to an officer equivalent to Director of the Govt. of India.

(f) The organizations found suitable by the Selection Committee shall be empanelled as "Training partners" for a period of three years for organizing training programs for PwDs under this scheme.

STAGE II

B. The organizations who are empanelled as training partners shall submit fresh project specific applications (both technical and financial) in respect of the training programs proposed to be conducted by them duly recommended by the concerned State Govt. / UT where the skill training are to proposed. The following procedure will be adopted to consider their project specific proposals:-

(i) In case of Empanelled Training Partners who are Government organizations, the State Government's Recommendation (SGR) may not be insisted upon. The reason being the NITI Aayog's condition for SGR is applicable to NGOs only.

(ii) In case of Empanelled Training Partners who are Non-Government organizations, the following procedure shall be adopted:-

(a) Existing National Skill Development Corporation (NSDC) / Sector Skill Council (SSC) partners / Deendayal Disabled Rehabilitation Scheme (Vocational Training Centre) grantee organizations may be straightway considered without waiting for the recommendations of the concerned State Government.

(b) In case of ETPs not covered under (a) above, if the recommendation is not received from the concerned Department of the State / UT Government, within 30 days, recommendation of the concerned District Magistrate / District Collector shall be accepted as sufficient.

(c) If recommendation is not received even from the level of concerned District Magistrate / District Collector, within one month of the submission of the PSP

by ETP to the concerned State/UT Government, then the following procedure shall be adopted:-

(c.1) An inspection by a team of not less than two members through Skill Council for Persons with Disabilities (SCPwD) or an inspection team of two members authorized by this Department wherein at least one member should be from this Department or any other office under control of this Department shall be done.

The Project Specific Proposals (PSPs) will be scrutinized and if found suitable by the Selection Committee shall be sanctioned financial assistance in the form of grant-in-aid.

17. Training Curriculum

a) NSDC has constituted a Sector Skill Council for PwDs.

b) Once, the Sector Skill Council is fully operational, it will through interactions with industry and other Sector Skill Councils, devise the job roles and occupational standards for PwDs, which will become a basis for deciding the training curricula for various skill training courses.

c) Till the Sector Skill Council is fully operational, the Committee referred to above, will, while approving the training partners, also decide on the curriculum to be adopted by the training provider for the skill training of PwDs.

d) Rehabilitation Council of India (RCI) and National Institutes (NIs), associated with DEPwD will be associated by the Committee in creating a homogenous training curriculum for various jobs.

18. Funding norms

(A) The Common Norms for Skill Development Schemes as notified by the Ministry of Skill Development & Entrepreneurship vide Notification No. H-22011/2/2014-SDE-I dated 15th July, 2015 and dated 20.05.2016, as amended from time to time, shall apply *mutatis mutandis* in respect of the entire funding norms including training cost, boarding and lodging cost, transport / conveyance cost, third party certification cost, post placement support etc.

(B) The amount on account of boarding/lodging allowance, transport/conveyance allowance etc. for the trainees will be released in the following manner:-

(i) The amount due on account of boarding / lodging allowance and transport / conveyance allowance etc. admissible to the trainees will be paid to the Empanelled Training Partners (ETPs) along with the training cost. Payment will be made in three installments (i.e.

30%, 50% and 20% as prescribed in Common Norms of MSDE).

(ii) In case of those ETPs who have been released first installment of 30% of training cost, they will be released the amount due on account of boarding / lodging allowance and transport / conveyance allowance admissible to the trainees being trained by them.

(iii) On receipt of the amount from DEPwD, the ETPs shall be liable to remit these elements to the trainees directly to their bank accounts as per their entitlement and furnish a report to this Department containing detailed information like name, address, Aadhaar number, bank a/c no. etc.

(iv) In cases an ETP makes arrangement for hostel, or transport for the trainees, it can deduct the charges from the amount received from this Department under these heads and show a statement of expenditure to this effect.

19. Quality Monitoring of the Training:

The Department of Empowerment of Persons with Disabilities will evolve a mechanism for monitoring the quality of training being provided by the training providers which shall be binding on all the training providers.

20. Administrative Expenses for Skill Development:

In order to implement the National Action Plan for skill development of PwDs, the following administrative expenses are likely to be involved –

a) Setting up of PMU as per para 6.07 and engagement of required manpower for PMU

b) Publishing advertisements and other publicity materials to generate awareness among the targeted beneficiary group.

c) Conducting of impact evaluation of the scheme

d) Developing of a software / web-portal for implementation and monitoring of the scheme

e) Conducting workshop, seminar and publishing literature etc. for awareness of scheme

The above expenditure or any other expenditure incidental to implementation of the NAP, shall be met out of 2% of administrative expenses of the annual budget under the SIPDA Scheme.

21. Other Conditions

a) The Implementing Agency i.e. the training providers will abide by the conditions for grant-in-aid as provided in the Scheme.

b) The Implementing Agency will maintain a website and prominently display details of grant-in-aid received, purpose thereof, events organized and list of beneficiaries and their job placements.

c) The cost norms for specific trades/job roles would be as per the cost category prescribed in Schedule II of the Notification issued by the Ministry of Skill Development & Entrepreneurship vide No. H-22011/2/2014-SDE-I dated 15th July, 2015 and dated 20.05.2016, as amended from time to time.

d) NGOs selected as training partners shall comply with the Common Guidelines for implementation of Central Sector schemes as notified by NITI Ayog vide O.M. No. M-11/16(2)/2015-VAC dated 10th September, 2015, as amended from time to time.

e) Implementing Agency (IA) shall open a separate Bank account for the project.

f) IA shall maintain separate account / records as per GFR provisions.

g) IA shall provide Statement of Accounts (for the project) comprising, interalia, a copy each of the statement of (a) Receipt and Payment Statement, (b) Income and Expenditure Statement (c) Balance Sheet and (d) Item wise expenditure details comparative statement.

h) Details of trainees may be linked with disability certificate / UDID Card, whichever is applicable for identification.

22. Convergence with other Skill Development Schemes.

The component of Skill Development will have convergence with other Skill Development Schemes run by other Ministries / Departments, including that of Ministry of Skill Development and Entrepreneurship, complying with the common norms for Skill Development. In case the Ministry of Skill Development and Entrepreneurship decides to fund all Skill Development Schemes, then this component of SIPDA Scheme shall be discontinued. The Department will utilize the Centres set up by ERNET India in the Department of Electronics and Information Technology for the training on Skill Development. *The component of Skill Development being funded by this Department under Deendayal Disabled Rehabilitation Scheme (DDRS) will be discontinued as soon as the programme of Skill Development commences under SIPDA.*

23. Review and Monitoring

The progress of implementation of the guidelines will be reviewed by a **Selection Committee** as indicated in para 6.16 of the Scheme. MIS based monitoring mechanism would be put in place for effective monitoring of the programs.

24. Jurisdiction of the Scheme

The jurisdiction of the guidelines is up to providing prescribed financial support to the training partners for providing skill training to PwDs. The Scheme does not cover employment aspects of the trainees and also does not provide for any kind of assistance to the awardees in seeking employment anywhere, after his/her having availed of the training.

25. Furnishing of False Information

If any trainee or training partner has furnished any false information / document and is established as false, he / she / it will be debarred from the benefit and an action will be initiated for recovery of the amount spent with 15% compound interest thereon. Such trainee or training organization will also be black- listed for future and appropriate legal action can be taken against them.

26. Litigations

Any litigation on matters arising out of these guidelines will be subject to sole jurisdiction of the courts situated in National Capital Territory of Delhi.

27. Change in the Provisions of the guidelines

The provisions of these guidelines can be changed at any time at the discretion of the Department of Empowerment of Persons with Disabilities, Government of India.

28. Review of the guidelines

Department of Empowerment of Persons with Disabilities (Divyangjan) may, at its discretion, undertake review of these guidelines as and when required.

ANNEXURE-I

APPLICATION FOR EMPANELLMENT AS TRAINING PARTNERS FOR SKILL TRAINING OF PERSONS WITH DISABILITIES

I. Organizational Details

Name of Organization/Institution:	
Registered Office/Head Office Address:	
Phone:	
Fax:	
Website:	
Name of Authorized Representative/Project Director:	
Designation	
Mobile:	
Email:	

II. Details of legal constitution of the organization:

Status/Constitution of the firm:	
Registration Number:	
Date of Registration (Date):	
Place of Registration:	
PAN:	
TAN:	
Unique ID of NGO-PS portal of NITI Ayog (*in case of NGOs*)	

[Please see **Annexure II** for supporting documents to be provided]

III. Brief History of the Organization and current nature of Business or activity.

IV. Prior Experience of training and placement activity of the organization.

V. Annual Turnover of the organization for the last three years:

Financial Year	Turnover (in Lakhs)	Net Worth (in Lakhs)

[Please see **Annexure II** for supporting documents to be provided]

VI. Manpower:

a) Please provide brief details of the **existing management team** for skill and placement work in your organization [education, experience and key achievements of management team members.]

S. No.	Name	Educational background	Experience in skill training	Other achievements

b) Please provide details of the core staff for training and placement activities in the organization in the following format.

Key Role	Name	Years of Experience	Number of years with the organization	Qualification	Key achievement in the present position
Community Mobilization Specialist	1 2 3 and so on				
Placement Specialist					
Quality Monitoring Specialist					
MIS Specialist					
Logistics Specialist					
Trade wise Trainers					
Soft Skills Trainers					
IT Literacy Trainers					

[Please see **Annexure II** for supporting documents to be provided]

VII. Overall Training Capacity [Provide details last three financial years]

Number training centres	Total Number of persons trained	No. of PwDs trained	Intake Capacity	Number of practical Labs	Trades in which training can be given

VIII. Explain the overall placement experience of the organization in last two financial years

Name of Training Centre	Number of persons skilled by the organization in the last two financial years	Number of persons received placement after training in the last two financial years	Name of major employers

IX. Post Placement tracking in place

a) Briefly explain the tracking mechanism you have in place for already trained and placed youth from the organization.

b) Do you have an online monitoring mechanism for post placement follow up? If yes, please provide detail and web link.

I hereby declare that the information provided in this proposal is true to the best of my knowledge. If any information provided above is found to be false, the Department of Empowerment of Persons with Disabilities reserves the right to reject the proposal.

Signature

Name of Signatory:

Designation:

Date:

Location:

(List of supporting documents are indicated in **Annexure-II**)

ANNEXURE-II

LIST OF DOCUMENTS

S.NO.	Parameters	Documentary Evidence
	A. Essential Documents	
1	Legal Constitution of the organization	Certificate of Incorporation / Registration / Licence under Section 25 of the (Indian Companies Act) / Trust Deed in case of Trusts.
2	Financial Turnover	Audited balance sheet, Profit & Loss Account and Receipt & Payment Account duly certified by an Auditor for the last three financial years.
3	Existing Management Team	Attach CV's of the management team
4	Core training and placement staff	Attach CV's of the core training and placement staff
	B. Desirable Documents	
5	Third Party Certification	Attach proof of third party certification for all trades
6	Curriculum and Course Design	Attach proof of certification of the curriculum and activity planners for all proposed trades
7	Placement Arrangement	MoU with employers / captive placement details/letters from employers on company letterhead not more than three months old.

APPENDIX-II

Accessible India Campaign

The Department has conceptualized the "Accessible India Campaign (Sugamya Bharat Abhiyan)" as a nation-wide flagship campaign for achieving universal accessibility to enable PwDs to gain access for equal opportunity and live independently and participate fully in all aspects of life in an inclusive society. The campaign targets at enhancing the accessibility of built environment, transport system and information & communication eco-system.

2. India is a signatory to the UN Convention on the Rights of Persons with Disabilities (UNCRPD). Article 9 of UNCRPD casts an obligation on all the signatory governments to take appropriate measures to ensure to persons with disabilities access, on an equal basis with others, to the physical environment, to transportation, to information and communications, including information and communications technologies and systems, and to other facilities and services open or provided to the public, both in urban and in rural areas. These measures, which shall include the identification and elimination of obstacles and barriers to accessibility, shall apply to, inter-alia :

a) Buildings, roads, transportation and other indoor and outdoor facilities, including schools, housing, medical facilities and workplaces;
b) Information, communications and other services, including electronic services and emergency services.

3. The Convention also mandates that all the Governments shall also take appropriate measures:

a) To develop, promulgate and monitor the implementation of minimum standards and guidelines for the accessibility of facilities and services open or provided to the public;
b) To ensure that private entities that offer facilities and services which are open or provided to the public take into account all aspects of accessibility for persons with disabilities;
c) To provide training for stakeholders on accessibility issues facing persons with disabilities;
d) To provide in buildings and other facilities open to the public signage in Braille and in easy to read and understand forms;
e) To provide forms of live assistance and intermediaries, including guidelines, readers and professional sign language interpreters, to facilitate accessibility to buildings and other facilities open to the public;
f) To promote other appropriate forms of assistance and support to persons with disabilities to ensure their access to information;
g) To promote access for persons with disabilities to new information and communications technologies and systems, including the Internet;

4 Governments at the High Level Inter Governmental Meeting organized by the Govt. of Republic of Korea adopted the ministerial declaration and Incheon Strategy to "Make the Right Real" for PwDs in Asia and Pacific. The Incheon Strategy provides the Asian and Pacific Region, and the world the first set of regionally agreed distinct – inclusive development goals. The Strategy comprises 10 goals, 27 targets and 62 indicators, which build on UNCRPD. Goal No. 3 of the Incheon Strategy mentions that access to the physical environment, public transportation, knowledge, information and communication is a precondition for persons with disabilities to fulfill their rights in an inclusive society. The accessibility of urban, rural and remote areas based on universal design increases safety and ease of use not only for persons with disabilities, but also for all other members of society.

5 The Rights of Persons with Disabilities Act, 2016 under Section 40 empowers the Government to lay down the standards of accessibility for the physical environment, transportation, information and communications, including appropriate technologies and systems, and other facilities and services provided to the public in urban and rural areas. Sections 41 & 42 of the Act, provide for accessibility in transport and information and communication technology respectively. Section 43 provides for measures to promote development, production and distribution of universally designed consumer products and accessories for general use for persons with disabilities. Section 44 prescribes mandatory observance of accessibility norms in buildings. Section 45 lays down time limit for making existing infrastructure and premises accessible & Section 46 lays down time limit for accessibility by service providers.

6 Built Environment Accessibility

a) An accessible physical environment benefits everyone, not just persons with disabilities. Measures should be undertaken to eliminate obstacles and barriers to indoor and outdoor facilities including schools, medical facilities, and workplaces. These would include not only buildings, but also footpaths, curb cuts, and obstacles that block the flow of pedestrian traffic.

b) An accessible government building is one, where a person with disabilities has no barrier in entering it and using all the facilities therein. This covers the built environment – services, steps and ramps, corridors, entry gates, emergency exits, parking – as well as indoor and outdoor facilities including lighting, signages, alarm systems and toilets.

c) Identifying accessible buildings requires annual accessibility audits that determine if a building meets agreed upon standards. Once a building is deemed fully accessible, an annual audit is not necessary, but should be required for any proposed changes to the structure or systems contained therein. A full audit can then be done on a less frequent basis.

d) Standards of accessibility should be as consistent as possible with international standards, such as those of the ISO, taking into account the local context. In regards to the built environment, ISO 21542:2011, Building Construction – Accessibility and Usability of the Built Environment, delineates a set of requirements and recommendations concerning construction, assembly, components and fittings.

7 Transportation System Accessibility

a) Transportation is a vital component for independent living, and like others in society, PwDs rely on transportation facilities to move from one place to another. The term transportation covers a number of areas including air travel, buses, taxis, and trains.

b) An airport is accessible, if a person with a disability has no barrier in entering it, using all the facilities, and boarding and disembarking from airplanes. This covers the built environment – surfaces, steps and ramps, corridors, entry ways, emergency exists, parking – as well as indoor and outdoor facilities including lighting, signage, alarm systems and toilets.

c) Enhancing the proportion of accessible railway stations

d) Enhancing the proportion of accessible Public Transport.

8 Information and Communication Eco-System Accessibility

a) Access to information creates opportunities for everyone in society. Access to information refers to all information. People use information in many forms to make decisions about their daily lives. This can range from actions such as being able to read price tags, to physically enter a hall, to participate in an event, to read a pamphlet with healthcare information, to understand a train timetable, or to view webpages. No longer should societal barriers of infrastructure, and inaccessible formats stand in the way of obtaining and utilizing information in daily life.

b) Enhancing proportion of accessible and usable public documents and websites that meet internationally recognized accessibility standards.

c) Enhancing the pool of sign language interpreters.

d) Enhancing the proportion of daily captioning and sign-language interpretation of public television news programmes.

9 Accessibility is about giving equal access to everyone. Without being able to access the facilities and services found in the communities, persons with disabilities will never be fully included. Accessible India Campaign will seek cooperation of all Central Government Departments/Ministries and State Governments to seek "accessible police stations", "accessible hospitals", "accessible tourism", and "accessible digital India" etc.

10 *The cost norms for accessible audits will be decided by the Department.*

11 The Department will seek help from NIC regarding accessibility audit of Govt. websites.

12 All the Panchayat Bhawans to be made persons with disabilities friendly and some budgeting may be provided from Panchayat funds for aids and appliances.

13. *Funds under AIC will also be utilized for the following activities:*

i) *Setting up of a Management Information System (MIS) for processing / compilation of data under the scheme.*

ii) *Setting up & running of a Programme Management Unit under which technical experts would be hired for monitoring the progress under the scheme, coordination with States / UTs & Central Government Departments, physical verification and accessibility audit of buildings, public places, websites, airports, railway stations etc.*

iii) *Engagement of auditors for carrying out accessibility audit*

iv) *Engagement of Consultants for secretarial work*

v) *Work relating to Research and Evaluation*

vi) *Engagement of agency for making websites accessible.*

vii) *Organization of workshops / seminars / events etc. related to the campaign*

viii) *Contingency funds for making / retrofitting in 3 verticals as and when sudden requirement as requests from States / Ministries / Departments is received for technical / financial assistance/monitoring.*

Scheme for Awareness Generation and Publicity

1 Objectives

a) To give wide publicity, including event based publicity etc. through electronic, print, film media, multimedia, to the schemes, programmes being run by the Department of Empowerment of Persons with Disabilities and other Central Ministries, State Governments etc. for the welfare of PwDs including their social, economic and educational empowerment.

b) To create an enabling environment for social inclusion of the PwDs in all fields of life by providing equal opportunities, equity & social Justice and to ensure confidence building in the PwDs so that, they can realise their aspirations.

c) To bring to the notice of all stake holders including PwDs and civil society about the legal rights of the PwDs as enshrined in the constitution, international conventions, PwD Act 1995 and subordinate legislation(s).

d) To sensitize the employers and other similar groups on the special needs of the specially abled persons.

e) To promote awareness and to sensitize society with focus on remote and rural areas, on causes leading to disability and prevention through early detection etc.

f) To encourage volunteer action for ensuring effective implementation of the legal provisions and welfare schemes meant for the PwDs.

g) To develop content for rehabilitation of different types of disabilities.

h) To provide financial support for helplines.

i) To provide financial support for effective grievance redressal.

j) To extend financial support for National & International events organized by reputed organizations on disabilities.

k) To create or to facilitate creation of facilities conducive to the recreation of PwDs which may include inter alia tourism, educative, medical religious tourism, sports, etc.

l) to extend financial support for participation in the Community Radio Programmes / Scheme of the Ministry of I&B

m) To promote activities for economic empowerment of PwDs like job fairs, campaigns, awareness on skill development etc.

n) To support spreading awareness about universal accessibility by creating an enabling and barrier-free environment that include accessible buildings, accessible transport, accessible websites and carrying out accessibility audit.

o) To promote individual excellence in the field of disability sector.

p) To promote relevant activity / activities relating to creating awareness in the field of disability sector.

2 Approach and strategy

The approach of the scheme shall be:-

a) To spread awareness through social networking.

b) Maintenance of accessible website, etc.

c) Conducting seminars, workshops, cultural activities, fairs, exhibitions etc. either directly or through socially active groups / organizations.

d) Participation in national and international initiatives in the field of disability.

e) Conducting studies, surveys, enumeration and evaluation programmes on the special needs of PwDs including availability of technology, assistive aids and appliances etc.

f) Coordinating and consolidating efforts made in the field by different departments, organizations.

g) Financial assistance to self-help groups, parents organizations etc. working for development of 'social good' and 'community welfare'.

h) To support activities like showing of programmes exclusively prepared and performed by PwDs on TV, by bearing the cost involved on honoraria to performers, boarding, lodging and transportation and payments due to the electronic media

i) Organizing special events, Celebration of special days etc.

j) Lack of co-ordination between different service providers in the fields of health education, housing and equipments undermines their effectiveness. Ministries of Health, Education, Labour and Rural Development are also doing some work in the field of disability. For successful implementation of all such initiatives, an Inter-Ministerial Committee which may co-ordinate across organizations to improve distribution of services and referral system, promote joint ventures, joint negotiations, sharing

knowledge and expertise, sharing specialist educator, and disseminating system may be setup under the Department.

k) Panchayati Raj Institution may be involved wherever expedient.

l) To support awareness campaign for skill development & employment generation for PwDs including job fairs.

m) To support spreading awareness about universal accessibility by creating an enabling and barrier-free environment that include accessible buildings, accessible transport, accessible websites and carrying out accessibility audit.

n) To promote individual excellence in the field of disability sector.

o) To promote relevant activity / activities relating to creating awareness in the field of disability sector.

3 Components admissible for assistance under the scheme

The government may conduct the following activities itself or invite applications from or consider proposals submitted suomoto by various organizations for conducting such activities under the logo of the Department of Empowerment of Persons with Disabilities.

I. Helpline

A helpline to be set up in Central / State Government Departments for online counselling of the PwDs on their rights, provisions of various schemes run by the Central Government Ministries / Departments, State Governments and other Organizations. Help Desk Centre for facilitation of PwDs for information dissemination, grievance facilitation, facilitation for economic empowerment, etc. The helpline may be maintained and operated through a BPO / NGO. Since running of a helpline or Social media campaign requires recurring cost, approval of recurring cost has to be reviewed every year.

In the long run, the helpline shall also assist the PwDs in redresssal of grievances of PwDs by lodging complaints and / or registering their grievance which may be forwarded by the BPO to the concerned authorities.

II. Content Development, Publications & New Media

The Department of Empowerment of Persons with Disabilities will bring out Publications, pamphlets, hand outs considered relevant for generation of awareness amongst the PwDs, the Civil Society and other stake holders. The print material may include important data on disability, various initiatives and schemes run by various Ministries / Departments / States / Organizations for the Welfare of the PwDs; materials on causes, prevention, diagnostics; availability of treatment and rehabilitation services; material on technologies, expertise, adaptive research to develop cost effective, user friendly and durable aids, etc.,

For the above purpose all available platforms of publicity including new media in print, electronic / digital, audio / video, Braile, Sign Language etc. formats shall be used.

The Government may also consider:-

a) Annual prize for the best published material / book on disability.

b) A periodical magazine, say bi-monthly (once in two months) to be published by a separate cell in the Department in which contributions from various individuals, organizations about their success stories, literary material, current activities concerning PwDs etc. can be published.

c) Dedicated disability surveys to gain comprehensive information on disability characteristics such as prevalence, health conditions associated with disability, the use and need for services including rehabilitation would be necessary. Such surveys can be got done through organisations working in the field of disability and health.

d) Constituting study group to compile a compendium of best practices for World-wide circulation.

III. Events

The Government may organize National Events, participate in the International Initiatives or support various event organized by NGOs or Self-help groups or promote individual excellence in the field of disability sector or support such programmes as may be organized by them in various regions. The estimated annual expenditure on such events shall be as follows:

(a) Programmes organized by the Department at National Level including National Awards and Samarth etc.

All costs involved in such celebrations. The programmes may include organizing competitions and giving prizes; stage performances for public viewing; organising exhibitions of paintings by PwDs and products created by PwDs, film festivals etc. Programmes may also be organised by Central / State Govts. for awareness generation and campaigns for skill development & employment generation of PwDs for their economic empowerment such as job fairs, skill orientation, job counselling, etc. Accessibility or any other event or campaign that the Central &State Govt. may like to take up in the interest of PwDs.

(b) International events

The preamble to CRPD acknowledges that disability is an evolving concept but also stresses that disability results from the interaction between persons with impairments and attitudinal and environmental barriers that hinder their full and effective partnership in society on an equal basis with others.

Negative attitudes towards disability can result in negative treatment of people with disabilities; they have an adverse effect on children and adults with disabilities, leading to negative consequences such as low self-esteem and reduced participation. People who feel

harassed because of their disability sometimes avoid going to places, changing their routines, or even moving from their homes.

Stigma and discrimination can be combated, through social marketing. Holding of conferences, seminars etc. with a view to draw strategies to combat the stigma can go a long way.

(c) NGO Programmes:

Under the scheme grants for awareness generation by interpersonal communication, street plays, film shows, road shows, etc. may be considered for self-help and advocacy groups, involvement of parents and community mobilization for bringing about a change in social attitude towards disability; providing individual or group based educational, psychological and emotional, support services for persons with disability and their families.

The underline theme for such activities shall be that universally, institutional based services have had limited success in promoting independence and social relationship. Where community services exist, the PwDs lack choice and control over them. Disabled persons often see relationship with professionals as unequal and patronizing. Such relationships also lead to an unwanted dependency. A collaborative effort through disability rights organizations, community based rehabilitation organizations, self-advocacy groups or other collective networks can enable individuals with disabilities to identify their needs. Funds under the scheme can be made available for the organizations involved both in economic activities like health and rehabilitation services, labour market programmes, vocational training, educational, disability social insurance benefit, social assistance, disability benefit, providing assistive devices, subsidized access to transport, subsidized utility, support services including sign language interpreter. Non-economic activities including social isolation, stress management etc. which are difficult to quantify may also be funded under the scheme. Programmes for economic empowerment of PwDs may be taken up by NGOs like job fairs, job counselling, etc. Spreading awareness about universal accessibility by creating an enabling and barrier-free environment that include accessible buildings, accessible transport, accessible websites and carrying out accessibility audit, and running media / social media campaign for Skill Development or promotion of Accessibility.

(d) State / District Level Programme Organized by the above organizations

IV. Volunteer Service / Out-reach programme for sensitizing, Commercial Establishments and employers

The focus so far has been on public sector and corporate sector activities for socio-economic empowerment of PwDs. Private sector, especially shops and small commercial establishments have a vast potential to absorb such persons as employees. The idea of 'each one take one' can be implemented by sensitising small establishments through volunteers or incentivisation of employers. Area wise / market wise publicity campaigns can be initiated through volunteers.

V. Recreation and Tourism

Recreation, travel, and outings, be it for relaxation, change, treatment, psycho-religious relief or education have a proven effect on the psychology of human beings to which PwDs can be no exception. Travel and Tourism lead to exposure and thus enlightenment about the world around. Further, sporting and abilympics activities also promote talent and skill among PwDs which are to be supported through events, awareness campaign etc. In this context Institutions / NGOs promoting the following facilities will also be eligible for grants under the scheme to the extent mentioned below:

(i). Identification of tourist and other spots / destinations, the environment which may benefit the persons with intellectual impairments and taking groups for excursion to such places.

(ii). Identification of places, other than regular hospitals, where persons with any type of disability can have therapeutic / treatment benefits or solace; and planning packages for the purpose.

(iii). Identification or Development of Centres where PwDs can get first-hand information / insight about their potentials with or without the use of assistive devices.

(iv). Making above destinations accessible.

(v). Creating re-creation facility like music, reading, drawing painting, sports etc.

VI. Participation in Community Radio:

NGOs, advocacy groups owning and / or operating Community Radio Stations and other not for profit organizations participating in production of programmes leading to social empowerment of PwDs and generating awareness amongst PwDs would be eligible for financial assistance under the scheme as may be decided by the Committee in conformity with the scheme guidelines issued by the M/o Information & Broadcasting.

VII. Press / Media tours and other media specific activities

The activity will include press / media tours, media workshop and other specific media activities including sensitizing the media for the cause of the PwDs. This will *inter alia* include State Government publicity units. Song and Drama Division, Department of Film Publicity of DAVP can be made use of for this purpose.

VIII. Brand Ambassador

The Government may consider appointing a Brand Ambassador with a view to catelize the whole activity under the scheme.

4 (a) Organizations eligible for grants / financial assistance

i) Self-help groups

ii) Advocacy and self-advocacy organizations.

iii) Parents & Community Organizations working for mobilization and bring about change in social attitude

iv) Psychological and emotional support service

v) Community based rehabilitation organizations

vi) Organizations working in the field of disability sector including those for labour market programmes, vocational training, social insurance, providing support services, stress management and social isolation eradication to PwDs.

vii) Organisations under administrative control of Central / State Govt. including Departments, Universities, institutions, colleges etc.

(b) Eligibility Norms

(i) A minimum three year standing as a registered organization for organisations under 4(a) including organisations under Registration of Societies Act 1860, or a Public Trust registered under Indian Trust Act 1982 or the Charitable and Religious Endowment Act, 1920 or a corporation registered under Section 8 Companies Act, etc. or registered under any relevant Act of the Central / State / Union Territory.

(ii) The organization should be non-profit and not-for-profit organization or use its profits, if any, or other income in promoting charitable objectives.

(iii) Organisations under administrative control of Central / State Govt. including Departments, Universities, institutions, colleges etc. or a Corporation registered under Section 8 Companies Act, etc. or registered under any relevant Act of the Central / State / Union Territory is exempted from the conditions of registration under PwD Act.

(iv) Last three years duly audited and properly maintained accounts and income tax return and published Annual Report.

(v) The relevant activity for which grant / financial assistance is sought should reflect in their Memorandum of Association as one of the activities.

(vi) Only such organizations as have a good track record in the related field may be considered for grants.

(vii) In the case of NGOs, recommendation from State Govt. for the proposal is required.

(c) **Terms and conditions to be agreed by the organisations:-**

i. In the case of NGOs, the organizations have to get registered on NITI Aayog portal and submit their unique ID number with the proposal.

ii. A certificate that the organization will not get financial assistance from other source for the same component.

iii. Income from the event, if any, will be reflected in the audited accounts of the organisation.

iv. Separate Bank account for Grant-in-aid received will be opened by the organisation.

v. All transactions more than Rs. 20,000/- will be made by the organisation through account payee cheque / ECS.

vi. NGOs to ensure participation of local elected public representatives (Hon'ble MP, MLA etc.) and representatives of district administration in any such programme / event and send documents in the form of CD and photographs of their programme.

vii. The proposal of organisation will be considered only if it provides details of activities, dates, place, participants, items wise budget components and outcome of the programmes.

viii. NGO will maintain a website and prominently display details of grant-in-aid received, purpose thereof, events organized and list of participants with photographs and videos. NGO shall also submit / furnish alongwith every proposal a self-declaration that the organisation has not been black listed by any competent agency.

ix. The organisation will be open to inspection by an officer / third party agency authorized by the Department.

x. The gap between GIA and budget estimate should be borne by the organization and the organization has to provide a written confirmation in this regard. However, in case, the organisation is unable to bear the gap between budget estimate for the proposal and GIA recommended by GIA Committee of the Department, a revised proposal on the basis of recommendation of GIA Committee is to be sent by the organisation.

5 Programme Management

All proposals for financial assistance under the scheme after scrutiny at the Division level will be placed before a committee for approval of the content and quantum of financial assistance to be given within the broad parameters above

The constitution of the committee shall be as follows.

Sl. No.	Officer	Role
(i)	Joint Secretary (Awareness Generation & Publicity)	Chairman
(ii)	Representative of IFD	Member
(iii)	Representative of DAVP	Member
(iv)	A special invitee from amongst PwDs / representative groups / organizations working in the field of disability	Member
(v)	Director / DS (Awareness Generation & Publicity)	Member Secretary

The Committee may also recommend readjustment / interchange of funds among various activities as per requirement. Inter change of utilization of funds under various components so as to ensure availability of funds for actual requirement under a particular component and / or to prioritise various activities, will be admissible. The validity of a proposal will be six months from the date of approval given by the Committee.

6 Sanction and release of funds

Application for financial assistance under the scheme is called from the organisations in the prescribed format (Annexure)

All sanctions shall be issued after approval of the competent authority and all disbursements shall be made with the concurrence of IFD.

(a) Short term projects (one-time events or projects not exceeding 6 months duration):

Disbursement will be made in two instalments as follows:

75% -on approval, acceptance, executing necessary bond etc.

25%- on receipt of final report and UC for the first instalment, audited statement of account along with item-wise expenditure.

(b) Long term Projects (projects of 6 months and more duration)

Disbursement may be made in three instalments as follows:

40% on approval, acceptance of project and furnishing bank guarantee / execution of bond etc.

40%- After Progress review, receipt of UC of first instalment.

20%- On Receipt of final report, UC for full amount, and audited statement of account along with item-wise expenditure.

7. Cost ceiling / cost norms for funding under various activities*

S. N.	Components	Cost ceiling
(i)	Helpline	Actual or prevailing market rates or as per NICSI / Govt. agencies rates, whichever is less.
(ii)	Content Development, Publications & New Media	Actual or prevailing market rates or as per DAVP rates, whichever is less.
(iii)	Events	Actual or prevailing market rates or as per the rates of govt. agencies, whichever is less.
(iv)	Volunteer Service/Out-reach programme for sensitizing, Commercial Establishments and employers	Actual or prevailing market rates or as per the rates of govt. agencies, whichever is less.
(v)	Recreation and Tourism	Actual or prevailing market rates or as per the rates of govt. agencies, whichever is less.
(vi)	Participation in Community Radio	Actual or prevailing market rates or as per DAVP rates or in conformity with guidelines issued by the M/o Information & Broadcasting.
(vii)	Press / Media tours and other media specific activities	

In case of actual or prevailing market rate, the organisation is to send the proposal with full justification.

*When an activity under the scheme is undertaken directly by the institutions under Central / State Govt., funds will be sanctioned and released as per actual requirements.

8. Evaluation of the scheme

The progress made in the scheme implementation will be reviewed every two years and modifications/revision as necessary would be taken up with the approval of competent authority.

****

Annexure-III

Application for financial assistance under Awareness Generation and Publicity Scheme

From: Date:

To

The Joint Secretary,
Department of Empowerment of Persons with Disabilities (Divyangjan),
Ministry of Social Justice and Empowerment
Pt. Deendayal Antyodaya Bhawan, CGO Complex, Lodhi Road,
New Delhi-110 003

Subject: Assistance under Awareness Generation and Publicity Scheme

I, ----------submit therewith an application in the prescribed format alongwith requisite documents for a grant of Rs. ----------under Awareness Generation and Publicity Scheme. I certify that I have read the rules and regulations of the Scheme and I undertake to abide by them on behalf of the Management. I further agreed to the following conditions:-

(i) The accounts of the grant thus given shall be properly and separately maintained. The accounts shall always be open to check by an officer deputed by the Govt. of India or the State Government. They shall also be open to a test check by the Comptroller and Auditor General of India at his discretion.

(ii) If the State or the Central Govt. have reasons to believe that the grant is not being utilized for approved purpose, the Govt. of India may stop payment of further installments and recover earlier grants in such a manner as they may decide.

(iii) The Institution shall exercise reasonable economy in the implementation of the Scheme.

(iv) The gap between GIA and budget estimate should be borne by the organization and the organization has to provide a written confirmation in this regard. However, in case, the organisation is unable to bear the gap between budget estimate for the proposal and GIA recommended by GIA Committee of the Department, a revised proposal on the basis of recommendation of GIA Committee is to be sent by the organisation.

(v) The organization is registered under PwD Act and have valid PwD certificate.

(vi) The proposal is recommended by the State Government.

(vii) The organization is registered on NITI Aayog portal and submit its unique ID number with the proposal.

(viii) Organization will furnish audited statement of account along with item-wise expenditure.

(ix) Last three years audited accounts and income tax return is enclosed with the proposal.

(x) Organization will not get financial assistance from other source for the same component. A certificate in this regard is enclosed.

(xi) Income from the event, if any, will be reflected in the audited accounts.

(xii) Separate Bank account for GIA received from this department will be opened.

(xiii) All transactions more than Rs. 20,000/- will be made through account payee cheque / ECS.

(xiv) The Institution will held the event under banner of Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment in the manner prescribed and after making wide publicity and information to District Magistrate office, State Government, local M.P. and M.L.A.

Yours faithfully,

(Signature)

(Designation)(Office Stamp)

Note: Wherever not applicable, please write: N. A.

Annexure-IV

Department of Empowerment of Persons with Disabilities (Divyangjan),

Ministry of Social Justice and Empowerment

Name of the Scheme:

1. Organization

Name :

Address (Office) :

(Project)

Phone (Office) :

(Project)

Fax(Office) :

(Project)

E-mail(Office) :

(Project)

2. List of Documents to be attached:

(i) Attested copy of Registration
(ii) Attested copy of Registration under PwDs Act.
(iii) Registration under Foreign Contribution Act (Yes / No)
(iv) Memorandum of Association and Bye-laws
(v) A copy of the Annual Report for the Previous year which should contain the balance sheet (including receipt and payment accounts), Income and Expenditure Account.
(vi) Recommendation of District Magistrate / State Government for the proposal.

(vii) Last three years audited accounts and income tax return

3. Details of the project for which the grant-in-aid is being applied.

4. Details of GIA received under other Schemes of-

State Government.....Central Government.....Other sources.....

5. I have read the scheme and fulfill the requirement and conditions of the Scheme. I undertake to abide by all the conditions of the Scheme. I also under take that:

(a) The funds will not be utilized for any other purposes.

(b) A separate account will be maintained for the funds received from the Ministry under the Scheme.

Signature.....Name.....Address.....

.....

.....Date.....(Seal).....

Note: Wherever not applicable, please write: N. A.

Annexure-V

Department of Empowerment of Persons with Disabilities (Divyangjan)

Ministry of Social Justice and Empowerment

Name of the Scheme:

1. **APPLICATION FORM FOR THE 2nd / 3rd INSTALLMENT**

Organization

Name :

Address (Office) :

(Project)

Phone (Office) :

(Project)

Fax (Office) :

(Project)

E-mail (Office) :

(Project)

2. Grant-in-aid (in Rs.)Total:

A. Applied in current year :
B. Received as 1st installment :
C. Applied for 2nd installment :

(i) The applicant organization should enclose the Utilization Certificate of the1st / 2nd Installment.

(ii) Audited statement of account along with item-wise expenditure. Income from the event, if any, to be reflected in the audited accounts.

(iii) Any other information considered necessary by the organization or as asked for.

Signature.....Name.....Address.....

.....

Date.....(Seal).....

Appendix-IV

Guidelines for the implementation of the component of "Research on disability related technology, products and issues" under SIPDA

(Effective from 2018-19)

1. Objectives:

a) To promote research of service models and programmes on the basis of life cycle needs (e.g. Public awareness, advocacy, early intervention, education, vocational training, employment, adult independent living, full participation in the society) holistic development of the individuals and their families and creating an enabling environment for the empowerment of the persons with disabilities.

b) To initiate and sustain innovative applied and action research to improve the quality of life.

c) To promote research in prevention and prevalence of disability and the application of science and technology to the development of indigenous, appropriate aids and appliances.

d) To broaden the areas of disability research to include critical disability studies covering the perspective of human rights, law, economics, sociology, anthropology, technology, etc.

e) To involve existing bodies to incorporate disability as one of their priority areas for research.

f) To evolve strong linkages between research findings and policy and planning and practice.

g) To initiate and develop monitoring and evaluation of research.

h) To ensure active and compulsory involvement of persons with disabilities in applied research and product development projects in area of disability.

2. Implementing agency

Department of Empowerment of Persons with Disabilities shall be the implementing agency for the component. The operation of the component will be overseen by a Steering Committee headed by Secretary, Department of Empowerment of Persons with Disabilities. The composition of the Steering Committee is at para 4(i) below.

3. Components of the Scheme

(i) Research and Development of assistive technology and product development devices for rehabilitation and education of PwDs.

Department of Science and Technology will assist the Department of Empowerment of Persons with Disabilities to support products / devices to be taken up for development under the scheme. Further action, like administrative approval, financial concurrence and disbursal of grants shall be taken up by the Department of Empowerment of Persons with Disabilities.

(ii) Study / survey on issues related to disability sector.

4. Operational Arrangements

(i) The operation of the Scheme will be overseen by a Steering Committee headed by Secretary (DEPwD). The composition of the Steering Committee will be:-

1.	Secretary, DEPwD	Chairman
2.	Secretary &Dir, ICMR	Member
3.	Secretary, DST	Member
4.	Director, IIT, Delhi	Member
5.	DS, CSIR	Member
6.	JS & FA, DEPwD	Member
7.	JS, DEPwD	Member
8.	CMD, ALIMCO	Member
9.	Director, DEPwD	Member Secretary

(ii) Before the beginning of each financial year (preferably before the end of January of the preceding financial year), the Scrutiny-cum-Technical Committee consisting of the following, will recommend to the Steering Committee the research product and the subjects / topics for study / survey, etc. from time to time, consistent with the thrust areas and important issues related to disabilities before National Institutes / Department of Empowerment of Persons with Disabilities:-

1.	CMD, ALIMCO	Chairman
2.	All Directors of NIs	Members

3.	Rep. of Secretary, DST	Member
4.	Rep. of Director, IIT, Delhi	Member
5.	Rep. of Secy. & Dir, ICMR	Member
6.	Rep. of PREM Divn., SJ&E	Member
7.	Director, DEPwD	Member Secretary

(iii) Every proposal received in the Department, shall be scrutinized and evaluated by the Scrutiny-cum-Technical Committee under the component of R&D and submit for recommendation of the Steering Committee.

5. Terms of payment

(a) For research and development

(i) First installment: 40% of the fees on signing of the agreement;

(ii) Second installment: 35%, subject to (a) submission of the draft project report within the time frame stipulated in the agreement and (b) a presentation on the draft project report being made before the Steering Committee at New Delhi and the draft project report being found to be generally acceptable;

(iii) Third and final installment: Balance 25% on submission of the final project report / product and its acceptance by the Government. Any delay in submission of project report without due approval by the Ministry will attract a penalty of 5% per week and the balance 25% will be forfeited on delay in submission of the project report beyond 5 week from the stipulated date. The final payment will be made within 6 week on acceptance of the project report / product and submission of bills, etc. by the agency.

(b) For study / survey

(i) First installment: 30 per cent of the fees on signing of the agreement;

(ii) Second installment: 30 per cent, subject (a) submission of the draft study / survey report within the time frame stipulated in the agreement and (b) a presentation on the draft project report being made before the Steering Committee at New Delhi and the draft project report being found to be generally acceptable.

(iii) Third and final installment: Balance 40 per cent on submission of the final study / survey report and its acceptance by the Government. Any delay in submission of study / survey report without due approval by the Ministry will attract a penalty of 5% per week and the balance 40% will be forfeited on delay in submission of the project report beyond 5 week from the stipulated date. The final payment will be made within 6 weeks on acceptance of the study / survey report and submission of bills etc. by the agency.

6. Other general terms and conditions:-

(i) The assignment should be completed within the time stipulated in the agreement. Delay in submission of the report beyond the stipulated till will attract penalty as provided for in the agreement. For factors beyond the control of the institution given the assignment, suitable extension in time may, however, be granted at the request of the institution.

(ii) The Government shall not pay any extra amount for any escalation in cost of the assignment beyond the time period stipulated in the agreement.

(iii) The total fee for the project as agreed with the Department will include service tax and other tax, if any and the liability of payment of the tax will be of the institution.

(iv) During the current of the assignment, Government may modify the Terms of Reference and other terms and conditions of the assignment, if necessary, in order to strengthen / deepen its scope / coverage. As far as possible, such modifications will not be made more than once during currency of study and with the due concurrence of the institutions concerned. In case, there is cost escalation due to substantial and major changes in the Terms of Reference, such cost shall be restricted to a maximum of 25% over and above the original cost subject to the approval of Integrated Finance Wing.

(v) 10 hard copies of the final report, 15 hard copies of the executive summary and 50 CDs containing the final report shall be submitted before releasing the final installment of payment.

(vi) The draft / final report and the contents thereof would be the intellectual property of the Government and would not be published by the Institution concerned without prior approval of the Government.

(vii) In case of consultant / team leader during the currency of research / study, the new consultant / team leader may be appointed by the institution with the prior approval of the Ministry.

(viii) The consultant will notify the Government of any material change in their status, shareholding or that of any Guarantor of the consultant, where such change would impact on performance of obligations of the consultant under the Agreement.

(ix) If the performance of the Institution during the currency of the research / study is not found to be satisfactory, the agreement can be terminated and the amount already paid to the institution will be recovered.

(x) The raw data / processed data / findings should not be disclosed by the Institution to any third party without prior approval of the Government.

7. Forms of LOI, TOR and Agreement

Copies of standard forms of LOI, TOR and Agreement are enclosed at **Annexure-I, Annexure-II and Annexure-III** respectively.

ANNEXURE –VI

Government of India
Ministry of Social Justice and Empowerment
Department of Empowerment of Persons with Disabilities (Divyangjan),

Pt. Deendayal Antyodaya Bhawan,
CGO Complex, Lodhi Road,
New Delhi-110 003

No. **Dated:**

To

(Insert: Name and Address of Institution / Consultant)

Subject: - Letter of Invitation for Assignment under SIPDA Component of Research on Disability related technology, products and issues

Sir/Madam,

We invite proposal for the Assignment titled "_____". More details of the assignment are provided in the Terms of Reference (TOR).

2. This letter of Invitation has been addressed to the following short listed institutions/consultants:

(insert: List of Sort-listed Consultants)

It is not permissible to transfer this invitation to any other institution.

3. With this Letter of invitation, the following documents are enclosed:
(i) Terms of Reference (TOR) of the Assignment.
(ii) Standard form of Certificates to be included in the proposal **(Annexure-IA), Annexure-IB and Annexure-1C).**
(iii) Standard form of Agreement
(iv) Copy of the Scheme

4. We will be happy to receive your proposal for undertaking this Assignment. The evaluation of the proposal(s) received will be done by the Scrutiny-cum-Technical Committee referred to in paragraph 4(ii) of the Scheme document and the Steering Committee referred to in paragraph 4(i) of the scheme document will decide to the selection of Institution / partner / consultant for research products or surveys/studies. The decision of the Steering Committee will be communicated to you.

5. Your proposal may be sent in sealed cover so as to reach the undersigned by_____ (date).

Thanking you and looking forward to hearing from you.

Yours faithfully,

( )
Designation

ANNEXURE-VII

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (not more than two pages) description of the background and organization of our entity and each associate, if any, for this assignment]

B – Consultant's Experience

[Using the format below provide information on each assignment for which your entity and each associate for this assignment, was contracted for carrying out consulting services similar to the ones requested under this assignment]

Assignment name	**Approx. value for the contract (in Rupees)**
Country: Location within country:	Duration of assignment (months)
Name of client:	
Address:	
Start date(month / year) Completion date (month / year) :	
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director / Coordinator, Team Leader)''
Narrative description of project:	
Description of actual services provided by your staff within the assignment	
Description of actual services provided by your staff within the assignment :	

Firm's name:_____

_____

ANNEXURE-VIII

General Description of Team:

Sl. No.	Name of Team Leader & Staff	Position	Input (staff-month)
1.			
2.			
3.			
5.			
6.			
7			
8.			

Note: CV of the Team Members to be provided to the following in the format given at Annexure-1BA

Annexure-IX

CURRICULAM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF FOR THE ASSIGNMENT

1. Proposed Position [only one candidate shall be nominated for each position]:

_____

2. Name of Entity [insert name of entity proposing the staff]: _____

_____

3. Name of staff [insert full name]: _____

4. Date of Birth: _____ Nationality_____

5. Education: [Indicate college / university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]:

_____

_____

6. Membership of Professional Associations: _____

_____

7. Publications (Indicate books, research papers and other articles published in reputed journals)

_____

_____

8. Other Training(s): [indicate significant training since degrees under 5- Education were obtained]

_____

9. Countries of Work Experience: [List countries where staff has worked in the last ten years]:

_____

10. Employment Record : [Starting with present position, list in reverse order every employment held by staff member since graduation , giving for each employment (see format here below) dates of employment, name of employing organization, position held]

From [Year]:_____ To [Year] _____

Employer _____

Positions held _____

11. Detailed tasks assigned

[List all tasks to be performed under this assignment]

12. Work undertaken that Best Illustrates Capability to Handle the tasks assigned:

[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 10] :

Name of assignment or project:_____

Year_____

Location_____

Client: _____

Main project features:_____

Positions held: _____

Activities performed : _____

13. Certification:

I, understand, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged

_____Date: _____

[Signature of staff members or authorized representative of the staff]

Full name of authorized representative _____

ANNEXURE-X

CONSULTANT'S FINANCIAL PROPOSAL

a)	Cost of the Study / Survey / Research Product (based on team and staff inputs and all Necessary activities as per ToR)	: Rs.
b)	Service Tax	: Rs.
c)	Total cost (a+b)	: Rs.

Note: No separate payment towards overheads, equipment, accommodation, procurement of primary and / or secondary date, necessary travel (if any), etc. shall be allowed.

ANNEXURE-XI

TERMS OF REFERENCE

1. Background:

2. Objectives of the Assignment:

3. Scope of the Assignment:

4. Reports and Time Schedule:

5. Data and Facilities, if any, to be provided by Government:

ANNEXURE-XII

AGREEMENT FOR CONSULTING SERVICES FOR SURVEYS, STUDIES AND RESEARCH PROJECTS

AGREEMENT

THIS AGREEMENT is entered into this [insert starting date of assignment] between the President of India acting through Secretary, Department of Empowerment of Persons with Disabilities [Government of India] having its principal place of business at [insert client's address], and [insert Consultant's name] ("the Consultant") having its principal office located at [insert Consultant's address) acting through _____.

WHEREAS, the Government wishes to have the Consultant perform the assignment hereinafter referred to, and

AND WHEREAS, the Consultant is willing to perform this assignment,

NOW, THEREFORE, THE PARTIES hereby agree as follows:-

1. Services	(i)	The Consultant shall perform the assignment specified Annex A, "Terms of Reference and Scope of Assignment," which an integral part of this agreement (the "Assignment").
	(ii)	The Consultant shall provide the personnel listed in Annex B, "Consultant's Personnel", to perform the Assignment.
	(iii)	The Consultant shall submit to the Government the reports in the form and numbers and within the time periods specified in Annex C, "Consultant's Reporting Obligations".
2. Term		The Consultant shall perform the Assignment [within _____months from the date of this Agreement], or any other period as may be subsequently agreed by the parties in writing, subject to liquidated damages for the delay attributable to the Consultant.
3. Payment	A. Ceiling	For the Assignment, the Government shall pay the Consultant the sum of [insert amount]. This amount includes all of the Consultant's costs and deliverables as well as any tax obligation that may be imposed on the Consultant.

	B. Schedule of payments:	The schedule of payments is specified below: [insert currency and amount] upon the Government's receipt of a copy of this Agreement signed by the Consultant; [insert currency and amount] upon the Government's receipt of the draft report from Consultant, acceptable to the Government' And [insert currency and amount] upon the Government's receipt of the final report from Consultant and acceptable to the Government; [insert currency and amount]: Total
	C. Payment Conditions:	(i) Payment on signature of this agreement shall be made against a bank guarantee of equivalent amount from a Scheduled Bank in favour of the Government _____ till receipt of the draft report from Consultant and acceptable to the Government. (ii) Final payment shall be made not later than 6 weeks, following submission by the Consultant of complete invoices in duplicate to the Coordinator designated in paragraph 4 or acceptable of the Report by the Government whichever is later.
4. Project Administration	A. Coordinator	The Government designates Shri / Smt. [insert name and designation] as the Government's Coordinator, for this Assignment. The Coordinator will be responsible for the coordination of the activities under this Agreement, for acceptance and approval of the reports and of other deliverables by the Government and for receiving and approving invoices for the payment.
	B. Reports	The reports listed under Para 6 and 7 of the guidelines of the Scheme shall be submitted in the course of the Assignment and will constitute the basis for the payments to be made under para 3
5. Performance Standards		The Consultant undertakes to perform the Assignment with the highest standards of professional and ethical competence and

	integrity. The Consultant shall promptly but not later than _____Days replace any employees assigned under this Contract that the Government considers unsatisfactory.
6. Confidentiality	The Consultant shall not disclose any proprietary or confidential information relating to the Services, this Agreement or the Government's business or operations without the prior written consent of the Government.
7. Ownership of Material	Any studies, reports or other material, graphics, software or otherwise prepared by the Consultant for the Government under the Agreement shall belong to and remain the property of the Government. The Consultant may retain a copy of such documents and software for the purpose of this Agreement.
8. Insurance	The Consultant will be responsible for taking out any appropriate insurance coverage at its own cost.
9. Re- Assignment	The Consultant shall not re-assign this Agreement or Sub-contract any portion of it without Government's prior written consent.
10. Dispute Resolution	Any dispute arising out of the Agreement, which cannot be amicably settled between the parties, shall be referred for arbitration [in accordance with the provision of ..... Act] to an arbitrator nominated by the Secretary, Department of Legal Affairs, Ministry of Law and Justice, Government of India. Provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time, shall be applicable. Courts in Delhi shall have jurisdiction in the matter.
11. Events of Default	(i) Delay in furnishing of any report within the period mentioned for in Annex 'C' provided that there shall not be default for the period of Force Majure and delays solely attributable to the Government. (ii) Any report being non-acceptable to the Government for lack of professional quality. (iii) Breach of any of the terms of this

	agreement.
12. Consequences of Default	(i) On the occurrence of any of the event of default on the part of Consultant, the Government may terminate this Agreement and claim refund of any money paid or invoke the bank guarantee and refuse to make any more payment. (ii) In case of default being limited to delay only not exceeding 5 weeks, the Government, may in the alternative, claim the agreed liquidated damages @ 5% of the amount of contract for every week of delay, not exceeding in any case 25% of the amount of contract. The amount of liquidated damages shall be withheld and/or recovered from the payment to be made to the Consultant.
13. Force Majure	The Parties shall be entitled to excuse performance of their respective obligations to the extent they are unable to perform the contract by an event of Force Majure. A party claiming relief on this account shall immediately on becoming aware of Force Majure event give notice to the other party disclosing the manner in and the period during which performance of its obligation is likely to be affected. For the purpose of agreement Force Majure means Acts of God, wars or similar action affecting India Civil Commotions or general strike (excluding by its own employees) lying beyond the reasonable control of the affected Party.
14. Notice	The address of the Parties for all communication is Government: Consultant: All notices with the aforesaid address sent by pre-paid registered post or speed post or sent by fax with confirmation of its delivery or email shall be deemed to have been served and received by the addressee within the time they should have been delivered/received at

the addressee's end.

Any change of address will not be valid unless acknowledged by the other party.

IN WITNESS WHEREOF, the representatives of the Parties to this Agreement being duly authorized have hereunto set their hands and have executed those present this _____day of _____

For and on behalf of President Of India (The Government)	FOR THE CONSULTANT
Signed by _____	Signed by _____
Designation _____	Designation_____
In present of _____	In presence of _____

Scheme of In-Service Training and Sensitization of key functionaries of Central & State Governments, Local Bodies & Other Service Providers

1. Introduction

1.1 This is regarding introduction of the proposed Central Sector Scheme of In-Service Training and Sensitization of key functionaries of Central & State Governments, Local Bodies & Other Service Providers. An outlay of Rs.20.00 crores was made for the said Scheme in the XIVth Five Year Plan of the Department.

1.2 According to Census 2011, there are 2.68 crores persons with disabilities in the country, this includes persons with visual, hearing, speech locomotor and mental disabilities.

2. Rights of Persons with Disabilities Act, 2016

2.1 This is the main Act concerning disability issues in the country.

2.2. Rights of Persons with Disabilities Act, 2016 came into force with effect from 17th April, 2016 and are the basic legislation that deals with the rights and empowerment of persons with disabilities.

2.3 As per Right of Persons with Disabilities Act, 2016 "person with disability" means a person with long term physical, mental, intellectual or sensory impairment which, in interaction with barriers, hinders his full and effective participation in society equally with others. It defines persons with disability as those who have a minimum disability of 40% as certified by a medical authority. It provides for education, rehabilitation, employment, non-discrimination and social security for Persons with Disabilities.

National Policy Statement

The National Policy recognizes that Persons with Disabilities are valuable human resource for the country and seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in society. One of the focus of the policy is on Human Resource Development.

Human Resource Development

According to National Policy Statement, the manpower will be developed in the following areas:

1) Training of primary level workers both in health care and in community development comprising of Aaganwadi workers, Auxiliary Nurses (Midwifes) etc.

i. Support for training and orientation of personnel of Government and NGOs providing services.

ii. Training and sensitization of community decision makers such as members of Panchayats, head of families etc.

iii. Training and orientation of family members as caregivers.

Human resources will be trained to meet the requirement of education for children with disabilities under inclusive education, special education, home-based education, pre-school education etc. The following training programmes of different specialization and levels shall be developed:

1) Training modules for teachers for inclusive education.
2) Diploma, degree and high level programmes in special education
3) Training of caregivers for home-based education and care services for persons with disabilities / senior citizens etc.

3. <u>Requirement for a Scheme for In-Service Training and Sensitization of key functionaries of Central & State Governments, Local Bodies & Other Service Providers</u>.

(i) The Working Group on Delivery Processes and Mechanism for empowerment of PwDs for XIVth Plan recognized inadequate awareness and sensitivity amongst various stakeholders as a major challenge. One of the aspects dealt in the report inter-alia was training and sensitization of key functionaries in the Government sector and other service providers for achieving the objective of empowerment of persons with disabilities and especially the above scheme. The observations are as follows:

"There is an urgent need to train and sensitize Medical Officers of PHCs / CHCs and District Govt Hospitals, rehab professionals, and other key functionaries of the Central, State, Local Bodies and other Service Providers on a regular basis on disability related matters through State / District / Block level workshops".

(ii) In-service training is needed to create awareness about the rights and entitlements of PwDs, provisions in various schemes, developmental programmes, ways and means to access their specific entitlements and that they are entitled to as equal citizens. Awareness is required for the key functionaries responsible for implementation of Schemes / Programmes in Governments. One of the goals is to increase sensitization and awareness levels and capacity building of key Govt. functionaries especially those who are involved in the

implementation of schemes and programmes and delivery of services. This is envisaged to be achieved by organizing training programmes through workshops at State / District / Block level on regular basis.

(iii) Obligations arising out of UNCRDP

India is a signatory to UNCRPD. Several obligations have been enumerated which are to be adhered to by all the countries. ***One of the stipulations*** of Article 4 of UNCRPD states that :

"State Parties undertake to ensure and promote the full realization of all human rights and fundamental freedoms for all persons with disabilities without discrimination of any kind on the basis of disability. To this end, State Parties undertake:

To promote the training of professionals and staff working with persons with disabilities in the rights recognized in this Convention so as to better provide the assistance and services guaranteed by those rights".

(iv) It is the need of the hour to impart training to key functionaries, who are responsible for policy making and those at the operative level, abreast of the latest developments so as to ensure equal rights, social and economic justice and empowerment to all. This Scheme is specially designed for the key functionaries of Central / State Govts. / Local Bodies and other Service providers connected with disability sector, keeping in mind their professional needs.

(v) Training, both at the time of induction to any organized job and thereafter at a regular interval, to update the employee is fundamental for the success of both individual and organization. The disability rehabilitation is being a new and recognized now as development issue, PwDs as human resource, focus of rehabilitation services has shifted from charity / welfare to Rights based / empowerment and NGOs as Social Entrepreneurs / NP, an in-depth training of officials engaged in disability rehabilitation itself, besides others is need of the hour.

(vi) In the past there have been schemes / project (DRC/NPRPD) launched, but the desired success from these schemes / projects was not achieved and programs did not sustain long. One of the reasons perhaps was that the functionaries were not exposed to the practicalities of the situations and required training was not imparted / continued to update the functionaries. Therefore, all stakeholders dealing with disability sector needs to be given exposure / sensitization and training at different level.

(vi) The National Institutes under the Department having mandate of HRD are more confined to professional training and leave behind the other groups (except occasional training under their short term training). Further, there is lack of co-ordination amongst them w.r.t. training. It is therefore, a new Scheme on Training of key functionaries has been envisaged in the XIVth

Five Year Plan of Deptt. of Empowerment of Persons with Disabilities, Ministry of Social Justice and Empowerment and a budget of Rs.20.00 crores has been earmarked.

4. Objectives to be achieved

(i) The objective of the Scheme is to train and sensitize key functionaries of the Central / State Govts. / Local Bodies and other Service Providers on a regular basis on disability related matters through State / District / Block level workshops. The workshops will aim to raise the awareness among employees and peer groups about capabilities of persons with disabilities and how we can work together to create an inclusive environment etc work place.

(ii) To ensure enlightened, efficient and committed key functionaries to further the cause of empowerment of PwDs.

(iii) To create awareness about disability related legislations, development programmes, schemes and programmes for the benefits of PwDs, rehabilitation and referral services amongst the various stakeholders namely, In-service officials of Central and State Govts, local bodies and other service providers.

(iv) To provide in-service training on some important skills like sign language, Braille etc.

(v) To create awareness and sensitize towards prevention, early identification, intervention, rehabilitation and mainstreaming of persons with disabilities.

(vi) To obtain feedback about the quality of delivery of the Schemes / Programmes of Govt.

(vii) The outcome of the Scheme will be Human Resource Development through skills enhancement with a view to effect efficiency, effectiveness and economy in jobs assigned to them.

(viii) The training programmes are meant to sensitize the Officers to new and important issues facing the disability sector in the changing social and economic scenario. The objective of the Scheme is to focus on the demand-driven training of key functionaries dealing with disability sector which will be conducted in close co-ordination with the Administrative training Institutes.

5. Scope of the project:

(i) The Scheme proposes to train approx 30,000 key functionaries (approx 10,000 each year for a period of three years) of the certain Central, State Govts, Local Bodies (Panchayats and Municipalities) and other service providers connected with the disability sector.

(ii) Seminars / Workshops for three days will be conducted at National / State / District / Block level.

(iii) It is proposed to impart training through administrative institutes of Central and State Govt.

(iv) Training modules / courses with detailed syllabus will be prepared by Rehabilitation Council of India in consultation with National Institutes /of the Department.

(v) The expenditure to be incurred on per trainee is approx.Rs.6500. However, this is suggestive cost. Rates / Cost of per trainee would be fixed keeping in view the prevalent rates at Centre and States, in consultation with RCI. The general guidelines for admissible activities and norms of expenditure will be formulated for the purpose of funding the training Institutes.

(vi) Rehabilitation Council of India will be the nodal agency.

(vii) The fund sanctioning authority will comprise of the following members:

(i) Secretary, DEPwD

(ii) JS (concerned), DEPwD

(iii) JS & FA

(iv) Chairman / Chairperson, Rehabilitation Council of India

(v) Member Secretary, Rehabilitation Council of India

(vi) Chairman / Chairperson, National Trust

(vii) Director (Concerned), Member Secretary

(viii) Heads of National Institutes or their nominee

(ix) 04 Experts in Training of Trainers for modules of PwDS related issues.

Training Programmes: National / State / District / Block level seminars and workshops of three day course duration for the trainees will include cost of venue, boarding / lodging, trainer fee, etc, with a yearly calendar of programmes.

6. Total Outlay

Rs.20 crores is the approved outlay for the Scheme in the XIIth Five Year Plan and Rs.1crore have been approved for the year 2018-19.

7. Target Group

(i) Key functionaries of certain Central Ministries / Departments, State Govts., Local Bodies (Panchayats and Municipalities) and other Service Providers connected with the Disability Sector.

(ii) Medical and Para-medical Practitioners

(iii) Teachers and Principals

8. Training Institutions

(a) Training Institutes of Central and State Government.

(b) Other training institutions of Banks, Co-operative Sector, CPSUs.

9. Training Modules

Training modules/courses with detailed syllabus will be prepared by Rehabilitation Council of India in consultation with National Institutes. Training modules will be provided in soft copy to all Training Institutes.

Rehabilitation Council of India will be the Nodal Agency.

10. Fund Sanctioning Authority

A Committee comprising of following members will be the fund sanctioning authority:

(i) Secretary, DEPwD

(ii) JS (concerned), DEPwD

(iii) JS & FA

(iv) Chairman / Chairperson, Rehabilitation Council of India

(v) Member Secretary, Rehabilitation Council of India

(vi) Chairman / Chairperson, National Trust

(vii) Director (Concerned), Member Secretary

(viii) Heads of National Institutes or their nominee

(ix) 04 Experts in Training of Trainers for modules of PwDS related issues.

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Appendix-VI

INCENTIVE SCHEME FOR PROVIDING EMPLOYMENT TOPERSONS WITH DISABILITIES (PwDs) IN THE PRIVATE SECTOR

1. Background

To encourage Private Sector to Employ Persons with Disabilities, a scheme of incentives to the employers in private sector for providing employment to PwD was announced by the then Finance Minister in his Budget speech of Financial Year 2007-08.

Pursuant to this announcement, the M/o Social Justice & Empowerment launched a Scheme for the Employers in the Private Sector, which envisages payment of employers contribution to the EPF and ESI by the Government for the first three years for employing PwDs with monthly wages up to Rs. 25,000/-.

After introduction of the Scheme, wide publicity was given to it through the print and other media. All Chief Ministers were requested to publicize the scheme and closely monitor its implementation.

FICCI organized a Conference of Employers at New Delhi on 17.10.2008 to disseminate information about the Scheme, which was addressed by the then Finance Minister. This was followed by State level meetings at Hyderabad, Kolkota and Jaipur.

The incentive scheme is basically voluntary in nature. Wide publicity has been given by the Ministry as well as EPFO & ESIC about the scheme. An amount of Rs. 3.00 crores had been released for publicity of the scheme to EPFO and ESIC from 2008-09 onwards.

Even though wide publicity was given to the Scheme through print and other media, the achievement so far had not been significant. The beneficiaries have been mainly in the states of Andhra Pradesh, Gujarat, Karnataka, Maharashtra, Tamil Nadu and Delhi while in other Sates there was either no coverage or very low coverage.

Despite wide publicity, and monitoring of Implementation of the scheme by a high level monitoring committee, the scheme has not picked up. Therefore, in order to avail the benefits under the scheme, it is essential that not only the scheme is made more attractive for the private sector but also to address the issues relating to employability and availability of skilled manpower.

A Task Force headed by Additional Secretary, Ministry of Labour was set up to assess the reasons for low response and to suggest measures to make it more attractive to the employers

and other allied issues. The Task Force submitted its Report in August 2012 and made certain recommendations.

2. Some of the reasons of low response to Incentive Scheme as highlighted were as follows:

a) Reimbursement of employer's share of contribution was for 3 yrs only.

b) Existing limit on wage was upto Rs. 25000/- only under the Scheme.

c) The corresponding administrative charges of 1.1% being paid by the employers.

d) Absence of any tax incentive to the employers.

e) Cumbersome method of reimbursement of employer's contribution.

f) Skill of the PwDs are not matching with the needs of the private sector.

g) Employment of PwDs in the private sector is not mandatory.

3. The issue has been under consideration in the Department of Empowerment of Persons with Disabilities (DEPwD) and based on the inputs / discussions held with different stake holders, the modifications suggested in the scheme are as follows:

4. Revised Incentive Scheme for providing employment to PwDs in the Private Sector

a) The employers need not deposit the EPF / ESI contribution in respect of their PwD employees. The employers just need to intimate the EPFO / ESIC regarding appointments made by them and furnish employee's contribution to EPFO / ESIC. The employer's contribution shall be deposited to the respective accounts of PwD employees by EPFO and ESIC. DEPwD shall make payment to EPFO / ESIC in advance.

b) The scheme will be applicable to all persons with disabilities employed in the private sector irrespective of any salary / wage ceiling.

c) The administrative charges applicable on EPF/ESI contribution ***(at the extant rates)*** shall be borne by the DEPwD.

d) The Government shall pay the employers contribution to EPFO & ESIC for 10 yrs.

e) One-third of the gratuity amount due and admissible to PwD employees which is required to be paid by the employers under the applicable provisions of the Gratuity Act, shall be borne by the DEPwD.

f) In case a private employer engages PwDs as apprentices in a particular trade and employ them on completion of the apprenticeship period, the stipend during the apprenticeship period payable to the PwD shall be borne by the DEPwD.

g) There shall be adequate budget provision in the scheme for:-

(i) Sensitising the industry associations like FICCI, ASSOCHAM, CII etc. about the provisions of the scheme.

(ii) Organising seminars / workshops with the HR heads / managers of the corporate bodies to sensitise them about the scheme and also to motivate them to employ PwDs in their organisations.

(iii) Adequate publicity of the scheme through electronic and print media, social media and publication of leaflets, brochures etc.

(iv) Organising job-fairs at various parts of the country from time to time.

h) The Department shall make a suitable proposal by inviting opinion of tax consultants and referred if for consideration of Ministry of Finance, so that suitable tax relief can be given to private employers as an incentive for providing employment to persons with disabilities.

5. Monitoring of the scheme

In order to monitor the implementation of the Scheme, a high level Committee would be constituted. The composition of the committee will be as follows:

(a) Secretary, DEPwD – Chairman.

(b) Director General Emp. &Trg., M/Labour & Employment – Member

(c) Chief Provident Fund Commissioner of EPFO – Member.

(d) Commissioner, Employees State Insurance Corporation – Member

(e) Joint Secretary & Financial Advisor in charge of DEPwD,

(f) The Committee would invite employees bodies like ASSOCHAM, CII etc. as special invites or expert groups,

(g) Joint Secretary concerned in DEPwD – Member Secretary.

(h) Representatives of 5 State Governments

The Committee would meet periodically, as per requirement, with a minimum sitting of once in a quarter and consider various issues necessary for the smooth functioning of the schemes.

6. The implementing agencies including EPFO and ESIC would send a quarterly return to the DEPwD containing details of beneficiaries and utilization of funds. The return would be placed before the High Level Committee referred to above.

7. Administrative Expenditure: A provision of 3% of total budget under the scheme would be kept as administrative expenditure of the scheme to take care of expenses likely to be incurred to implement the scheme like engagement of contractual staff, conduct of periodical meetings etc.

8. Any litigation on matters arising out of this scheme will be subject to sole jurisdiction of the courts situated in National Capital Territory of Delhi.

9. The revised scheme will be reviewed every three years

10. The revised scheme will be effective from 1st April, 2016.

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Appendix-VII

ESTABLISHMENT OF DISTRICT DISABILITY REHABILITATION CENTRES IN THE IDENTFIED DISTRICTS

1. Background

During 1985-1990, District Resource Centres (DRCs) started as an outreach activity of the National Institutes/ALIMCO under the Ministry of Social Justice and Empowerment for providing comprehensive services to the persons with disabilities at the grass root level and for facilitating creation of the infrastructure and capacity building at the district level for awareness generation, rehabilitation and training of rehabilitation professionals.

From the year 1999-2000, the District Disability Rehabilitation Centres (DDRCs) were established with active support from the State Governments. While the National Institutes/ALIMCO/DRCs facilitated establishment through technical inputs and funds for 3 years, the State Governments provided a barrier free building and supervised and facilitated convergence of its activities with the State schemes through District Management Team headed by Collector. At that time it was planned to hand over these centres to the district administration after a period of 3 years, but as States were not inclined to take over on account of meeting the funding from their own resources, the funding of the Scheme was shifted under Scheme for Implementation of Provisions of Persons with Disabilities Act (SIPDA)/Deendayal Disabled Rehabilitation Scheme (DDRS). From 2018-19, the funding of the Scheme will be under Scheme for Implementation of Rights of Persons with Disabilities Act (SIPDA).

The District Disability Rehabilitation Centres are now set up and funded under the Plan Scheme "Scheme for Implementation of Rights of Persons with Disabilities Act, 2016 (SIPDA)" - an umbrella scheme under which grants-in-aid are provided to State Governments and various other bodies, set up by the Central and State Governments, including Autonomous Bodies and Universities, to support activities.

2. Objectives of setting up of DDRC

Setting up of District Disability Rehabilitation Centres (DDRCs) which would provide rehabilitative support to persons with disabilities through

- Survey & identification of persons with disabilities through camp approach; facilitation of disability certificate, bus passes and other concession/facilities for persons with disabilities; assisting in the issue of Unique Disability Identity Card (UDID) to divyangjan in the District;
- Awareness Generation for encouraging and enhancing prevention of disabilities, early detection and intervention as well as maintaining data of organizations working for the empowerment of persons with disabilities in the district etc..
- Early Intervention and facilitating Insurance Schemes launched by the National Trust/Department for Divyangjan;

- ❖ Assessment of need of assistive devices, provision/fitment of assistive devices, follow up/repair of assistive devices, assisting the ADIP/ALMICO camps for distribution of aids and assistive devices in the district;
- ❖ Therapeutic Services e.g. Physiotherapy, Occupational Therapy, Speech Therapy etc.;
- ❖ Referral and arrangement of surgical correction through Govt. & Charitable institutes;
- ❖ Arrangement of loans for self employment, through banks & other financial institutions;
- ❖ Counseling of persons with disabilities, their parents & family members;
- ❖ Promotion of barrier free environment and to play an active role in the Accessible India campaign of the department;
- ❖ To provide supportive and complimentary services to promote education, assisting students with disabilities for availing Scholarship Schemes of the Department, vocational training/ Skill Training of eligible Divangjan and employment for persons with disabilities through:-
    - Providing orientation training to teachers, community and families,
    - Providing training to persons with disabilities for early motivation and early stimulation for education, vocational training and employment.
    - Identifying suitable vocations for persons with disabilities, keeping in view local resources and designing and providing vocational training and identifying suitable jobs, so as to make them economically independent.
- ❖ Provide referral services for existing educational training, vocational institutions and to act as Outreach centre for the services provided by the National Institutes.

3. Disabilities under the Rights of Persons with Disabilities Act, 2016:

List of disabilities notified under the aforesaid Act are at ***Annexure I.*** Guidelines to determine the %age of disability are available on the portal of this Department.

4. (i) Identified Districts approved for setting up of DDRCs

310 identified districts have been approved for setting up of DDRCs under the scheme of the Department across the country. List of districts identified and DDRCs set up is at ***Annexure II(a)***. In addition to these districts, States may approve DDRCs for remaining districts on the same pattern or otherwise but such DDRCs have to be funded under their own budget by the States. The left wing extremism affected districts notified by the Ministry of Home Affairs is at ***Annexure II(B).***

Each DDRC may also look after and provide rehabilitation services to persons with disabilities of the adjoining/neighbouring district if that district is not having a DDRC.

(ii) Procedure for formation of DDRC:

(a). Formation of the District Management Team(DMT):

Each DDRC is to be run under the supervision of a District Management Team headed by the District Collector and also to include district officials from Social Welfare, Health, Panchayati Raj, Women & Child Welfare Departments, nodal officer from implementing agency and representative from reputed NGOs/ public representatives for better coordination and monitoring. The State Government may notify the constitution of the DMT under the Chairmanship of District Collector. This team will also be the custodian of the assets of the DDRC.

Important functions of the DMT are as follows:

- Selection of registered implementing agencies
- Selection/Deployment of Manpower and finalizing their engagement conditions
- Monitoring, coordination of activities of DDRC,
- Convergence with other activities in the district relating to rehabilitation of Divyangjan.
- Security of assets of DDRC and material received under ADIP scheme of the Department, if any.
- The District Management Team may meet once in a month but not less than 4 times in a year.

(b). Coordination – Nodal officer (DDRO)

To facilitate better coordination, a nodal officer i.e., District Disability Rehabilitation Officer (DDRO) be identified among the district officials included in the DMT to monitor and coordinate the activities of DDRC.

DDRO will be responsible for coordination, management and administration of DDRCs on a day to day basis and will be paid honorarium @ Rs. 2000 p.m.

(iii) Identification of suitable Implementing Agency by DMT for running DDRC:

The implementing agency should preferably be

i) a Red Cross Society

or

ii) any such autonomous /semi-autonomous bodies of State Govt.

or

iii) a reputed NGO with a good track record who should be capable of managing the DDRC right from its inception.

The functional District Red Cross Societies/registered agencies of State Health Department should be given priority over other NGOs. The DMT through local publicity could

call for proposals from the interested registered organizations and then identify the most appropriate among them.

In addition to the existing mechanism, States may consider to set up a State level body/Society under the extant law to have branches in each district to run the DDRC (as implementing agency) effectively.

(iv) Accommodation for DDRC:

The District authorities should identify and allocate suitable rent-free accommodation for setting up of DDRC. The building should preferably be barrier-free and easily approachable by the disabled in addition to having electricity and water facility.

Minimum space required is 400 sqm approx.

In case of non-availability of rent free accommodation, suitable premises may be hired on rent as per the prescribed limits. The maintenance charges for the premises (rented or otherwise) will be met from the amount prescribed under the contingencies head of the grant.

(v). Staff for DDRC:

a) Implementing agency of DDRC to engage staff on contract

Each DDRC may have a maximum of **12 staff members** having specified qualifications, who are paid fixed honorarium as per prescribed norms. The rehabilitation professionals should preferably be registered with Rehabilitation Council of India (RCI). The Scheme does not envisage creation of permanent posts, and staff has to be appointed on honorarium/contractual basis by the Implementing Agency/DMT as far as possible through the local resources in order of priority:-

- Existing professionals of Govt./District hospitals on honorary basis
- Existing professionals of Govt./District hospitals on payment of token honorarium
- Professionals and others on purely contractual basis.

b) The District Management Team (DMT) is authorized to adopt any of the above options as per the requirement as well as to recommend amount of token honorarium as per norms of the State Government.

c) The State Government may suitably supplement the honorarium and other requirements of the DDRCs for undertaking their various activities in an effective manner. State Govt. needs to issue necessary instructions and guidelines to the DMT regarding advance action, so that personnel are appointed as soon as the DDRC is sanctioned

(vi). Admissible manpower, amount of Honorarium and admissible grant

(a) Each DDRC may have the following manpower with fixed honorarium and predetermined qualifications to be engaged on contract basis. The rehabilitation professionals should preferably be registered with Rehabilitation Council of India (RCI). The service conditions of the staff of the DDRC will be the responsibility of the Implementing Agency and not of the central Government.

S. No	Posts & qualifications	Honorarium after using multiplication factor of 2.50 (Rs)	20% higher amount of honorarium for DDRCs in the specified areas/States as per note below.
1	Clinical Psychologist (M.Phil in clinical Psychology/MA in Psychology preferably with 2 years experience in the field of disability rehabilitation)	20500	24600
2	Sr Physiotherapist/Occupational Therapist (Post Graduate in related field with 5 years experience	20500	24600
3	Orthopedically Handicapped Sr. Prosthetist/Orthotist - Degree in Prosthetic and Orthotic preferably from National Institute with 5 yrs experience or a diploma in Prosthetic & Orthotic with 6 years experience.	20500	24600
4	Prosthetist/Orthotist technician ITI trained with 2/3 years experience	14500	17400
5	Sr Speech Therapist/Audiologist (Post graduate in related field/B.Sc (Speech & Hearing)	20500	24600
6	Hearing Assistant/Junior Speech Therapist - Diploma in Speech & Hearing with knowledge of hearing aids repair/ear mould making	14500	17400
7.	Mobility Instructor - Matriculation + Certificate/ Diploma in Mobility	14500	17400
8.	Multipurpose Rehabilitation Worker (10+2 with diploma in CBR/MRW course or one year diploma course in early childhood special education with two years of experience)	14500	17400
9.	Accountant cum clerk cum storekeeper (B.Com/SAS with 2 years experience)	14500	17400
10	Attendant cum Peon cum Messenger (VIII class Pass)	9500	11400
11	Field & Publicity Assistant. (Graduate)	14500	17400
12	Vocational Counselor cum Computer Assistant (Graduate)	14500	17400

Note:-

i) Honoraria to the Rehabilitation professionals of DDRCs located in North-Eastern States, Andaman & Nicobar Islands, Lakshadweep, Puducherry, Daman & Diu, Jammu & Kashmir and Himachal Pradesh, Uttrakhand, Left Wing Extremism affected areas as well as the districts of any State adjoining the international borders of the country shall be entitled to 20% more than the honoraria prescribed in respect of the DDRCs of the rest of the country.

ii) The DDRCs are proposed to be set up in identified districts where it may be difficult to find staff with matching qualification initially. Hence, in case qualified rehabilitation professionals are not available for a while, until such professionals become available, DMT may recruit persons having lower qualification. However, non technical persons should not be appointed against technical manpower.

iii) DDRO/Nodal officer (One of the district officials included in the DMT to monitor & coordinate the activities of the DDRC) will be given Rs. 2000/- p.m. as honorarium.

(b) Admissible grant in aid

The break-up of recurring and non-recurring expenditure in respect of One DDRC under the SIRPDA is as follows:

(Rupees in lakhs)

Items	General States per annum	For special States/areas -20% additional
Total Honorarium	23.40	28.08
Office Expenses/contingencies	05.25	05.25
Equipments (for 1st year only)	20.00	20.00
Total for 1st year	**48.65**	**53.33**
Total for 2nd year	28.65	33.33
Total for 3rd year	28.65	33.33

5(i) Funding under arrangement under the scheme

DDRCs would be funded under the "Scheme for the implementation of Rights of Persons with Disabilities Act, 2016 (SIRPDA). Online proposals may continue to be submitted in the DDRS Scheme on the portal till a separate portal is made for the purpose.

(ii) Submission of Proposal for grant in aid

Proposal for grant-in-aid may be sent by District Magistrate/Collector with the recommendation during the first quarter of every year (*as at Annexure III*). Release of grant will be made on the basis of estimates submitted by the DDRC for the year with the recommendation of DM/Collector. Remaining admissible grant may be released on receipt of State Govt. Recommendation & audited accounts & utilization certificate in respect of previous instalement/grant.

(iii) Norms relating to financial management

All transactions/payments under all Central Sector Schemes will be covered under Public Financial Management System (PFMS). All the NGOs/VOs seeking Grant-in-Aid have to

mandatorily use Expenditure, Advance and Transfer (EAT) module of PFMS for disbursing funds received from Government of India.

(a) In the cases where Central Financial Assistance (CFA) has been sanctioned, the grant will be released in one instalment upon the Grantee Institutions/ Organisation providing complete evidence of achieving the specified objectives and expenditure incurred supported by Audited Statement of Expenditure.

(b) The Implementing Agencies of DDRCs seeking Grant-in-Aid under the scheme must register themselves in the NITI Aayog portal (NGO-Darpan) portal and obtain Unique ID of NGO-Darpan before applying for Grant under the scheme.

(c) In addition to the existing guidelines/procedures, any other guideline, instruction which may be issued subsequently including clarification or simplification, addition or deletion shall be incorporated in the scheme by the department with the approval of Secretary of the Department.

(iv) Financial Arrangements to be followed by DDRC

(a) Maintenance of Project Accounts by DDRC

Funding of Honorarium to staff members of the DDRC and the requisite equipment for the DDRC is provided under the SIRPDA scheme only while materials for fabrication and aids and appliances funds are provided under ADIP scheme, therefore separate accounts be maintained and submitted with the respective proposals.

(b) Opening of Bank account in the name of DDRC

A bank account in the name of DDRC to be opened and to be **operated jointly** by *an Officer nominated by District Magistrate/Collector from the DMT and other official authorized by* the implementing agency for the *receipt of* grants and meeting expenditure. The decision in this regard could be taken by DMT, based on the implementing agency identified for DDRCs.

(c) Maintenance of accounts

Proper account for the expenditure on supporting activities will be maintained by each implementing agency *under the overall guidance & supervision of DDRO.* In addition to the procedures already being followed for suitable account keeping, it must be ensured that: Each implementing agency will maintain a separate account for each of their DDRC. Nodal officers in each of the districts will submit half-yearly accounts on programme activities to the Department.

(d) Proposal for grant in aid for staff honorarium etc. under SIRPDA scheme to be submitted with DM recommendation during the first quarter of the financial year. Grant in aid upto 75% of the estimated expenditure for the year may be released as 1st instalment. Remaining admissible grant may be released on receipt of State Govt. Recommendation & audited accounts & utilization certificate in respect of previous instalement/grant.

(e) Proposal for grant in aid be submitted with prescribed documents 'on line' i.e. 'e-Anudaan' portal of the Department.

6. (i) Role of State Government

(a) State Governments are expected to play a more pro-active role in the effective working of DDRCs. In order to ensure greater involvement of State/District Administration, the State Government may suitably supplement the honorarium and other requirements of the DDRCs for undertaking their various activities in an effective manner.

(b) State Governments may authorize District Collectors in their capacity as Chairperson of DMT, to make minor modifications for effective functioning of DDRCs, considering the ground realities within the broad stipulation of the DDRC Scheme.

(c) State Government may also authorize the District Collectors to make interim advances out of the local funds placed at their disposal to tide over the difficulties caused in the field due to procedural delays in release of central funds.

(d) In addition to the existing mechanism, States may also consider to set up a State level body/Society under the extant law to have branches in each district to run the DDRC (as implementing agency) effectively.

6(ii) Role of ALIMCO and National Institutes of the Department - Equipments/Training of manpower

a) **<u>Equipments required for functional DDRC</u>**

The equipment for fabrication and fitment of assistive devices related to all kind of disabilities is to be purchased as provided under the equipment head of the scheme. These equipments will range from Electric oven, workshop anvil, physiotherapy equipments, clinical audiometer, speech trainer, workshop tools and some teaching material for the MR children, office equipment including equipment needed for the UDID project. The total equipment grant will be upto Rs.20.00 lakhs per DDRC in the first year only and further revision if any may be considered after 5 years. Details of equipments are listed at **Annexure IV.**

These equipments may be procured from the Artificial Limbs Manufacturing Corporation of India (ALIMCO), Lucknow Road, Kanpur – a central public sector enterprise under the Department. In case if ALIMCO is not in a position to procure/provide, the procurement of equipment may be done by the

Implementing Agency under the supervision of the DMT as per procedure prescribed under provisions of General Financial Rules.

b) **Raw Materials for fabrication of aids & assistive devices as well as prescribed appliances – for persons with disabilities**

The assistive devices and the material for fabrication of aids and appliances shall be supplied under the ADIP scheme of the Department.

The DDRC should annually submit the proposals to the State Govt./UTs in the prescribed proforma along with utilization certificate, audited statement of expenditure, list of beneficiaries, details of aids and *appliances procured, or distributed among persons with disabilities* and calendar of activities through District Collector for availing grants under this scheme.

(iii). Role of National Institutes /Composite Regional Centres (as per states allocated to them)

(i) Training to Manpower of DDRCs, State Social Welfare department officials dealing with disability in Coordination with State Govt/District authorities/DDRC

(ii) National Institutes to draw annual training calendar with course module and submit the same to the Department for approval.

(iii) The staff of the Implementing Agency of DDRCs will be provided orientation and training though National Institutes (NIs) for capacity building so as to enable them to initiate activities as per the approved action plan.

(iv) National Institutes shall undertake the following training programmes in coordination with State /District / DDRC authorities:

- One day workshop of District collectors & State govt. officials –

  Sensitization to disabilities issues, *Main Provisions of PWD Act,* DDRC scheme and effective delivery through them, sharing of *best practices.*

- 3 day training for Nodal officers of Implementing agency & Social welfare officers –

  DDRC Scheme, processing of proposals under ADIP, DDRS etc, maintenance of accounts and other records, facilities, concessions & Schemes for *Persons with Disabilities* & and important referral addresses

- Up to 15 days *in-service* training for technical and professional manpower in DDRCs – focus especially on early intervention and follow up, New techniques of treatment & rehabilitation

- Special courses for *in-service* training – Courses which include bridge courses for under-qualified manpower of DDRCs- for 6 months to 1 year sandwich programmes

    - Workshop on Communication skills and preparation of educative material

- Repairs & maintenance of aids & appliances for Technical staff, multipurpose workers

- Exposure visits to Composite Regional Centres (CRC)/ National Institutes and DDRC doing excellent work.

The training programmes would range from one to three day sensitization workshops to one week to 15 days refresher training to 1 year sandwich courses for improving the skills of under qualified manpower in DDRCs, while the participants could vary from Senior Govt. officials like Secretary/Directors/District Collectors to District welfare officers/nodal officer to professionals and other manpower deployed in DDRCs.

The cost for training of manpower of DDRC would broadly be based as follow.

Travel, boarding lodging expenditure in respect of DDRC manpower deputed for training will be met from the contingency head of the grant in aid released to DDRC under SIPDA scheme while the training cost will be met by the concerned National Institutes.

Within the broad framework of the DDRC Scheme, DDRCs run by NGOs as implementing agency shall be free in the matter of manpower selection as per the provision of the scheme under the overall supervision of the District Management Team. In addition, minor modification in the conditions prescribed under the Scheme is also permissible in consultation with the Department to increase State ownership, effective functioning and streamlining the processing of grants-in-aid to DDRCs under State/District authorities.)

7. **Action plan of DDRCs**

(i) Action plan of DDRCs should broadly be as follows

- Survey of the *PwDs* and their needs in the districts-10-15 villages per month

- Assessment camps at HQ/at Civil hospital once every week;

- Assessment cum distribution camps at block at periodical intervals

- Awareness generation activities like visits to school/awareness camp in villages for various target groups/training programme of grass root level functionaries at periodical intervals

- Follow up camps in villages/blocks at periodical intervals

7(i) Survey of persons with disabilities

For initial planning, the details of district data on disabilities, if available, could be transferred to DDRCs viz data could be available with anganwadi workers/other grassroots level workers *like ASHA* about the disabled persons in each village. The implementing agency should use its discretion in selecting the best possible arrangement for collection of data.

(ii) Assessment/Fitment/Follow-up and repair of assistive devices

Assessment/Fitment

Actual fitment of assistive devices would be one of the major activities of District Centre. A blend of camp approach and institutional approach should be used in fitment of assistive devices. The expenditure on materials/assistive devices should be met out of ADIP Scheme. The implementing agency would be responsible for *making* adequate arrangements and following proper procedure in account keeping, as per the ADIP Scheme. Following points may be noted for its implementation:

- The implementing agency *must* ensure precise assessment on the requirement of assistive devices:
- While the implementing agency provides the technical inputs, the organizational and logistics
- All persons with disabilities should be assessed on the number and type of assistive devices required.
- Assessment may be done both on continuous basis through District Disability Rehabilitation Centre and at discreet points of time through the camp approach.
- This should be done in collaboration with Anganwadi Workers (AWWs), Health Workers, *Parateachers NREGA,* Panchayati Raj Institutions, Local NGOs and other grass-root level functionaries.
- The implementing agency must ensure through rigorous *follow-up* of persons provided *with* assistive devices *their proper & early repair.*

- The district centre should provide for repair services, adjustment and *follow-up* of assistive devices. A nominal charge for repair of assistive devices should be charged, which can be different for different devices and types of repair.
- Persons with disabilities, who are provided assistive devices, should be categorically informed of the follow up/repair/training services available at the district centres.
- PwDs may also be provided training for effective & correct use of assistive devices and therapeutic services. They may also be given instructions in local language in the form of a pamphlet having sketches/pictures for use and upkeep of the device(s).

(iii). Promotion of Prevention

Prevention has been promoted through various National Health Programmes like programmes of Prevention of Blindness, Leprosy etc. as well as various *Routine* Immunization programmes like Pulse Polio *etc.* The orientation of these programmes needs to focus not only on prevention of mortality, but also on disability. The District Centres, therefore, need to modify the information dissemination on prevention to emphasize the linkage between Health Programmes & Schemes and prevention of disability.

Lack of appropriate nutrition is also known to be a major factor causing disability. Studies indicate that iodine deficiency impairs brain development significantly. Various

micronutrient deficiencies account for a large percentage of low birth weight in babies in India. The inadequate gestational weight gain in associated with poor mental and mortal development of surviving infants. Malnutrition during infancy and early childhood is believed to have adverse affects on both physical growth and intellectual performance in later life. Vitamin A deficiency is a major cause of blindness among children.

Another important aspect of prevention of disability that needs to be disseminated through the District Centre is environmental sanitation and hygienic living conditions. For example, polluted water can cause growth of poliovirus leading to poliomyelitis resulting in flaccid paralysis. Similarly, unclean water causes Rota virus infection which results in diarrhea. Diarrhea is known to cause growth retardation. Flaccid paralysis can also be caused by insanitary conditions, which propagate the growth of poliomyelitis. Insanitary conditions are known to cause trachoma in eyes which can lead to blindness. Even leprosy can be caused by unsanitary conditions. Unhealthy and unhygienic food has been found to be cause of poliomyelitis. *Thus, DDRCs need to synergize the inputs of Total Sanitation Campaign, Nirmal Gram & other such Central & State Programmes and Schemes on Sanitation with Prevention of Disability particularly School Sanitation Programmes.*

The District Centres need to collect and collate the information relating to different aspects of prevention of disabilities and disseminate information in the most suitable form and mode, depending on local conditions.

The District Centres should, therefore, promote prevention by doing following:

- Converge the activities of AWWs, Health Workers, NGOs in promoting prevention;
- Distribute and publicize the information available with the implementing agencies on prevention and early intervention in local language. The material available with *DRCs*/National Institutes may be compiled/prepared within two months of launching of the Scheme.
- The implementing agency may undertake orientation of the grassroots level workers including ICDS workers, Health Workers, CBRWs with a focus on identification, prevention and early detection.
- The District Disability Rehabilitation Centre set up and functioning in the areas having high incidence of Japanese Encephalitis (JE)/Acute Encephalitis (AES) must have Multiple Disability Component from the National Institute for Empowerment of Persons with Multiple Disabilities, M/o Social Justice & Empowerment, East Road, Mullukadu, Kancheepuram, Tamil Nadu.

(iv) Early Intervention

Early identification of disabilities and early intervention is very important for avoiding secondary disabilities and ensuring successful integration of children with disabilities *with other children at all levels*. Hence each DDRC must set up an early intervention unit. Parents of children with disabilities must be encouraged to visit these. In addition,

low cost intervention using locally available material should be suggested to them for continuing the intervention at place of their residence.

(v) Barrier Free Environment

- Provision of barrier free environment is the second important compliment of assistive devices for providing accessibility to persons with disabilities;
- All new buildings, especially public sector and public utility e.g. schools and hostels, Panchayat and other Govt. buildings, hospitals, markets, bus stands, parks, public toilets are to be made barrier free, as per the standard bye-laws circulated by Ministry of Urban Affairs and Employment.
- The basic responsibility should be of the local governments.
- Public buildings like Collectorate, District hospital, local bus stand, colleges and schools should be converted into barrier free, to begin with.
- The financial support for Conversion of the buildings into barrier free may be met out of local government funds and/or MPLADS.
- *District Centres must be able to provide technical support to implementing agencies.*

(vi). Promoting Education/Vocational Training/Placement

Education, training and employment are important components of rehabilitation.

- The implementing agency should organize orientation-training programme for teachers/communities/families.
- They may also provide information on suitable vocations, possible job placements and other facilities like soft credit through NHFDC, vocational training through VRCs etc.
- At least one orientation programme of 3 days to a week should be held once in 6 months.

23. Performance reports

- Monitoring & Evaluation of the implementation of the programme would be done in terms of the activities enlisted above and the targets laid down for them.
- Annual Performance Report (as per proforma at Annexure IV) with action plan for the next financial year be sent to the Department of Empowerment of Persons with Disabilities (Divyangjan), Min. of SJ&E,
- Ministry may get functioning of these District Centres evaluated by external agency on sample basis every year.

Annexure I

Disabilities under the Rights of Persons with Disabilities Act, 2016:

1. **Physical disability.—**

A. Locomotor disability (a person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both), including—

(a) "**leprosy cured person**" means a person who has been cured of leprosy but is suffering from—

(i) loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;

(ii) manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;

(iii) extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

(b) **"cerebral palsy"** means a Group of non-progressive neurological condition affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth;

(c) **"dwarfism"** means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimeters) or less;

(d) **"muscular dystrophy"** means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterised by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue;

(e) "**acid attack victims**" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.

B. Visual impairment—

(a) "blindness" means a condition where a person has any of the following conditions, after best correction—

(i) total absence of sight; or

(ii) visual acuity less than 3/60 or less than 10/200 (Snellen) in the better eye with best possible correction; or
(iii) limitation of the field of vision subtending an angle of less than 10 degree.

(b) "low-vision" means a condition where a person has any of the following conditions, namely:—

(i) visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or upto 10/200 (Snellen) in the better eye with best possible corrections; or
(ii) limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment—

(a) **"deaf"** means persons having 70 DB hearing loss in speech frequencies in both ears;
(b) **"hard of hearing"** means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears;

D. "speech and language disability" means a permanent disability arising out of conditions such as laryngectomy or aphasia affecting one or more components of speech and language due to organic or neurological causes.

2. Intellectual disability, a condition characterised by significant limitation both in intellectual functioning (reasoning, learning, problem solving) and in adaptive behavior which covers a range of every day, social and practical skills, including—

(a) **"specific learning disabilities"** means a heterogeneous group of conditions wherein there is a deficit in processing language, spoken or written, that may manifest itself as a difficulty to comprehend, speak, read, write, spell, or to do mathematical calculations and includes such conditions as perceptual disabilities, dyslexia, dysgraphia, dyscalculia, dyspraxia and developmental aphasia;

(b) **"autism spectrum disorder"** means a neuro-developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviours.

3. Mental behaviour,—

"mental illness" means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially
characterised by sub-normality of intelligence.

4. Disability caused due to—

(a) chronic neurological conditions, such as—

(i) "**multiple sclerosis**" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;

(ii) "**parkinson's disease**" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

(c) Blood disorder—

(i) "**haemophilia**" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor would may result in fatal bleeding;

(ii) "**thalassemia**" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.

(iii) "**sickle cell disease**" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

5. Multiple Disabilities (more than one of the above specified disabilities) including deaf blindness which means a condition in which a person may have combination of hearing and visual impairments causing severe communication, developmental, and educational problems.

6. Any other category as may be notified by the Central Government.

Annexure II(a)

Districts identified for setting up of District Disability Rehabilitation Centres

Sr. No	Name of State /UT	No. of District identified and DDRCs set up		
		No. of Districts Approved	**Set up (Funds given at least once to the Centres since start of the Scheme in *1999* onwards.**	**Districts affected by LWE, adjoining international borders, NE, Himalayan States etc. (to get 20% enhanced honorarium for staff)**
1	*2*	*3*	*4*	*5*
1	Andhra Pradesh	12	11 (East Godavari, Kurnool, Chittor, Nellore, Vizianagram, Prakasam, Cudappah, Guntur, Vishakapatnam, Anantpur, & Srikakulam)	East Godavari, Guntur, Kurnool, Prakasam Vizianagram, Vishakapatnam, Anantpur, & Srikakulam)
2	Arunachal Pradesh	05	3 (Itanagar (Naharlagun), Tawang & East Kamang)	5 (Itanagar (Naharlagun), Tawang East Kamang, West Siang, and Papumpare
3	Assam	17	13 (Tezpur (Sonitpur), Dibrugarh, Silchar, Karimganj, Dhubri, Nagaon, Jorhat, Barpeta, Dhemaji, Sivasagar, Golaghat, Lakhimpur, Cachar)	17 (Tezpur (Sonitpur), Dibrugarh, Silchar, Karimganj, Dhubri, Nagaon, Jorhat, Barpeta, Dhemaji, Sivasagar, Golaghat, Lakhimpur, Cachar) Darrange, Udalgiri Bongaigoan,Tinsukia
4	Bihar	27	23 (Purnia, Supaul, Sitamarhi, West Champaran, Darbhanga, Bhojpur, Banka, Muzzafarpur, Chapra, Kishan Ganj, Nawada, Jehanabad, Samastipur, Begusarai, Nalanda, East Champaran, Kaimur, Madhubani, Bhojpur, Aurangabad, Vaishali Araria, Katihar)	(20)West Champaran, East Champaran, Sitamarhi, Supaul, Madhubani Araria, Kishan Ganj, Aurangabad Bhojpur, Gaya Jehanabad, Kaimur, Nalanda Nawada, Rohtas, Sitamarhi, Muzzafarpur Vaishali Banka, Begusarai,
5	Chhattisgarh	07	7 (Raipur, Raigarh, Durg, Rajnandgaon, Jashpur, Bastar, Dhamtari)	Rajnandgaon, Jashpur, Bastar, Dhamtari)
6	Goa	1	1 (Panaji)	
7	Gujarat	12	12 (Surat, Jamnagar, Ahemdabad, Vadodra, Rajkot, Bhavnagar, Surendranagar, Nadiad, Junagarh,	Banaskantha

			Dahod, Banaskantha & Sabarkantha)	
8	Haryana	5	5 (Rohtak, Kurukshetra, Sonepat, Hissar, Yamunagar & Fatehabad)	
9	Himachal Pradesh	4	5 (Shimla, Dharmshala & Kullu (in place of Chamba), Kinnaur, Bilaspur	5 (Shimla, Dharmshala & Kullu (in place of Chamba), Kinnaur, Bilaspur
10	Jammu and Kashmir	7	8 (Jammu, Udhampur, Leh, Anantnag, Doda, Barmulla, Poonch, *Kupwara*	8 (Jammu, Udhampur, Leh, Anantnag, Doda, Barmulla, Poonch, *Kupwara*
11	Jharkhand	6	6 (Palamu, Ranchi, Hazaribagh, Dumka, Dhanbad & Jamshedpur)	Palamu, Dhanbad Hazaribagh, , Dumka, Ranchi,
12	Karnataka	8	8 (Bellary, Belgaum, Mangalore, Tumkur, Gulbarga, Mandaya, Bidar, Kolar)	
13	Kerala	11	3 (Kozhikode, Thrissur & Thiruvanthapuram	
14	Madhya Pradesh	23	24 (Jabalpur, Balaghat, Rewa, Sagar, Indore, Jhabua, Gwalior, Rajgarh, Ujjain, Satna, Khargaon, Khandwa, Agar, Alote-Ratlam, Jawad, Dewas, Mandsaur, Damoh, Shivpuri, Chhindawara, Guna, Vidisha, Sehore, *Shajapur*	Balaghat
15	Maharashtra	17	12 (Buldana, Wardha, Latur, Aurangabad, Mahim/Dadar, Gondia, Amravati, Pune, Nagpur, Jalgaon, Hingoli, Solapur.	Gondia,
16	Manipur	4	4 (Imphal, Thoubal, Churachandpur, Imphal West	4 (Imphal, Thoubal, Churachandpur, Imphal West
17	Meghalaya	5	5 (Shillong, East Garo Hills, Jantia Hills West Khasi Hills & West Garo Hills	5 (Shillong, East Garo Hills, Jantia Hills West Khasi Hills & West Garo Hills
18	Mizoram	3	3 (Aizawal, Lunglei+Lunglit, Kolasib+Mamit	3 (Aizawal, Lunglei+Lunglit, Kolasib+Mamit
19	Nagaland	3	1 (Dimapur)	(Dimapur)
20	Odisha	12	8 (Kalahandi, Nabrangpur, Ganjam, Phulbani, Sambalpur, Keonjhar, Mayurbhanj, Koraput	(7) Kalahandi, Nabrangpur Ganjam, Sambalpur, Keonjhar, Mayurbhanj, Koraput
21	Punjab	9	8 (Patiala, Sangrur, Ferozepur, Bhatinda, Hoshiarpur, Moga, Nawanshahr & Amritsar)	Amritsar, Ferozepur,

22	Rajasthan	17	12(Ajmer, Jodhpur, Tonk, Bikaner, Jaiselmer, Jalore, Pali, Udaipur, Alwar, Bharatpur, Bhilwara & Chittorgarh)	(2) Jaiselmer, Bikaner,
23	Sikkim	3	1 (Gangtok)	1 (Gangtok)
24	Tamil Nadu	7	7 (Vellore, Thoothukudi, Madurai, Salem, Virudhunagar, Kanyakumari & Peramblur	
25	Telangana	7	5 (Nalgonda, Mahbubnagar, Medak, Karimnagar, Warangal	(5) (Nalgonda, Mahbubnagar Medak, Karimnagar, Warangal
26	Uttar Pradesh	46	40 (Jaunpur, Hardoi, Deoria, Saharanpur, Rampur, Moradabad, Azamgarh, Aligarh, Bulandshahr, Ghazipur, Siddharthanagar, Kheri, Budaun, Basti, Unnao, Balrampur, Kushinagar, Sant Kabir Nagar, Shravasti, Sitapur, Gorakhpur, Mau, Gonda, Varanasi, Agra, Meerut, Allahabad, Balia, Jhansi, Ambedkarnagar, Pilibhit, Rai Bareily, Maharajganj, Muzzafarnagar, Mathura, Bareily, Kanpur Dehat, Bahraich, Farrukabad & Barabanki)	( ) Pilibhit, Bahraich Shravasti Balrampur Maharajganj, Siddharthanagar,
27	Uttarakhand	5	6 (Tehri Garhwal, Almorah, Haridwar, Bageshwar Naintal & Udamsinghnagar)	6 (Tehri Garhwal, Almorah, Haridwar, Bageshwar, Naintal & Udamsinghnagar
28	Tripura	4	4 (North Tripura, South Tripura, Dhalai, Agartala (West Tripura)	4 (North Tripura, South Tripura, Dhalai, Agartala
29	West Bengal	16	12 (Bardhaman, Purulia, Bankura, Howarah, Malda, Nadia, Jalpaiguri, Murshidabad, Cooch Behar, Birbhum, Dakshin Dinajpur, Hooghly)	Purulia, Bankura Birbhum, Nadia, Murshidabad, Malda, Dakshin Dinajpur, Cooch Behar Jalpaiguri, 24 Pargana North, West Midnapore, Darjeeling,
30	Andaman and Nicobar	2	1 (Port Blair)	1 (Port Blair)
32	Dadra & Nagar haveli	1	1 (Silvassa)	1 (Silvassa)
33	Daman & Diu	1	1 (Diu)	1 (Diu)
34	Puducherry	2	2 (Pondicherry & Karaikal)	2 (Pondicherry & Karaikal)
	Total	**310**	**262**	

Annexure II (b)

At present 106 districts in 10 States have been identified by the Government of India as Left Wing Extremism (LWE) affected districts in the country, as per list below:

List of 106 districts covered under the SRE Scheme

Andhra Pradesh	**Chhattisgarh**	**Maharashtra**
1. Anantapur	39. Bastar	77. Chandrapur
2. East Godavari	40. Bijapur	78. Gadchiroli
3. Guntur	41. Dantewada	79. Gondia
4. Kurnool	42. Jashpur	80. Aheri
5. Prakasam	43. Kanker	**Odisha**
6. Srikakulam	44. Korea (Baikunthpur)	81. Gajapati
7. Visakhapatnam	45. Narayanpur	82. Ganjam
8. Vizianagaram	46. Rajnandgaon	83. Keonjhar
Telengana	47. Sarguja	84. Koraput
9. Adilabad	48. Dhamtari	85. Malkangiri
10. Karimnagar	49. Mahasamund	86. Mayurbhanj
11. Khammam	50. Gariyaband	87. Navrangpur
12. Medak	51. Balod	88. Rayagada
13. Mehboobnagar	52. Sukma	89. Sambhalpur
14. Nalgonda	53. Kondagaon	90. Sundargarh
15. Warangal	54. Balrampur	91. Nayagarh
16. Nizamabad	**Jharkhand**	92.Kandhamal
Bihar	55. Bokaro	93.Deogarh
17. Arwal	56. Chatra	94.Jajpur
18. Aurangabad	57. Dhanbad	95.Dhenkanal
19. Bhojpur	58. East Singhbhum	96. Kalahandi
20. East Champaran	59. Garhwa	97. Nuapada
21. Gaya	60. Giridih	98. Bargarh
22. Jamui	61. Gumla	99. Bolangir
23. Jehanabad	62. Hazaribagh	**Uttar Pradesh**
24. Kaimur	63. Koderma	100. Chandauli
25. Munger	64. Latehar	101. Mirzapur
26. Nalanda	65. Lohardagga	102. Sonebhadra
27. Nawada	66. Palamu	**West Bengal**
28. Patna	67. Ranchi	103. Bankura
29. Rohtas	68. Simdega	104. West Midnapore
30. Sitamarhi	69. Saraikela-Kharaswan	105. Purulia
31. West Champaran	70. West Singhbhum	106. Birbhumi
32. Muzaffarpur	71. Khunti	
33. Sheohar	72. Ramgarh	
34. Vaishali	73. Dumka	
35. Banka	74. Deoghar	
36. Lakhisarai	75. Pakur	
37. Begusarai	**Madhya Pradesh**	
38. Khagaria	76. Balaghat	

Annexure III(a)

Application form **for grant-in-aid proposal for the first year for setting up of District Disability Rehabilitation Centre** in the identified and approved district in the State

1. Unique ID Number allotted on the Darpan Portal of the Niti Aayog (If not already registered then register at ***http://ngodarpan.gov.in)*** ……..

2. Name of the State and District where DDRC is to be set up/functioning : …….

3. (a) Whether District Management Team formed : Yes/No

   (b) If yes, please attach orders constituting DMT : Attached

4. (a) Whether suitable Implementing Agency Identified: Yes/No

   (b) Details of the Implementing agency :

   (a) Name of the Agency
   (b) Address
   (c) Telephone/Fax No.
   (d) E-mail ID
   (e) PAN/TIN/TAN No. (any one) of IA

5. Whether the agency is registered : Yes/No

   (a) If yes, the Name of the Act under which registered:
   (b) Registration No. and date of registration
   (c) Whether the agency has a valid PWD Certificate: (*Attested Copy be enclosed*)

6. Memorandum of Association & Bye Laws of the Agency (*Please attach copy):*

7. Details of accommodation for the DDRC:

   (a) Proposed location of the DDRC building:
   (b) Whether building is owned by State Government or rented:
   (c) Built up Area:
   (d) No. of rooms:
   (e) Will the accommodation be used exclusively for this programme:
   (f) Whether the building is barrier free:
   (g) Whether easily approachable for the persons with disabilities:

(h) Whether adequate water and electricity facilities are available:

8. (a) Whether steps for manpower deployment initiated:

   (b) If so, details:

9. Whether Saving Bank Account in the name of DDRC/ Implementing Agency to be operated jointly opened: Yes/No

10. Bank authorization letter in prescribed format (attached below) giving details

    (i) of bank branch,

    (ii) IFSC code,

    (iii) MICR Code

    (iv) Other details of Payee' particular like address, e-mail address, etc.

11. To submit Indemnity Bond (as per format **at Annexure V**):

Authorised signatory of the
Implementing Agency of the DDRC

Recommendation of the DM
(_____)
DM of the District/
Social Welfare Department of the State

Authorization Letter for sending Grants-in-aid/Funds directly into the Bank Accounts of the Organization

I/We ..... (name of the entity/Society/Organization) would like to receive the grants-in-aid disbursed by the Union

Ministry of Social Justice & Empowerment directly into the bank account of the society/institution/ organization etc.

through electronic mode of transfer. The particular are as under:

Payee Particulars							Bank details						
Name of the Payee in bank account	Address	District	PIN Code	State	Mobile No. (as stated in NGO-Darpan portal)	Email Address (as stated in NGO-Darpan portal)	Name of the Bank	Bank Branch (Full address and Telephone No.)	Bank account No.	Account Type	Mode of Electronic Transfer available	IFSC Code	MICR Code
Account has been verified by me					Name of the organisation:..... Registration No. and date:...../Authority and place of Registration:.....								

(Manager) (Bank Branch maintaining the account) (Seal)	Registration No. and date under RPwD Act:..... Unique ID of NGO-Darpan:..... TIN/TAN/PAN No. (PAN number mandatory):..... I certify that information provided above is consistent with the information provided by the organisation on the NGO-Darpan portal as well Authorized signatory of the organisation:.....(name).....(signature)

Annexure III(b)

Application form **for grant-in-aid proposal for the 2nd year onwards grant for District Disability Rehabilitation Centre** already set up/functioning

1. Unique ID Number allotted on the Darpan Portal of the Niti Aayog (If not already registered then register at ***http://ngodarpan.gov.in)*** ……..

2. Name of the State and District where DDRC is functioning : …….

3. (a) District Management Team formed : Yes/No

   (b) Last meeting of the DMT held on :

4. Details of the Implementing agency :

   (a) Name of the Agency
   (b) Address
   (c) Telephone/Fax No.
   (d) E-mail ID
   (e) PAN/TIN/TAN No. (any one) of IA

5. Details of last grant received by the DDRC

Sr. No.	Grant in aid for financial year	Sanction letter and date	Amount	Utilisation Certificate (proforma at **Annexure VI (a)**/ audited accounts by CA submitted

6. To submit Indemnity Bond (as per format **at Annexure V**):

6 **Details of funds available, utilized, and grants in aid sought**

Sub Head	Opening balance for the financial year	Grants received during the financial year	Total grants for the financial year	Expenditure till the beginning of the half year	Expenditure during half year	Total expenditure during the financial year	Requirement of grants for the balance period

Equipments							
Honorarium							
Travel							
Contingencies							

7. To enclose copy of the performance report in respect of the previous year (copy as at ***Annexure VI (b)***).

8. Staff appointed under DDRC :

Sl. No.	Name	Qualification	Nature of appointment Contractual/ Honorarium /Honorary	Date of appointment	Designation	Aadhaar Card No. of the official	Amount of Honorarium

9. Details Funds generated/received from other sources if any.

Source of fund	Till the Quarter of the current financial year	During the Quarter	Total during the financial year
Through Registration			
Donation			
Service Charges			
Others (Pl. specify)			

Authorised signatory of the
Implementing Agency of the DDRC

Recommendation of the DM
(_____)
DM of the District/
Social Welfare Department of the State

Annexure IV

Equipment for different categories of disabilities for a DDRC

1. Department of Physiotherapy

S. No.	Name of the Equipment	Quantity
1.	Shortwave Diathermy-Continuous – Both	1
2.	Motorized intermittent cervical & Lumber traction unit	1
3.	Weight machine	1
4.	Static Cycle-Upper & Lower both	1
5.	1. Paraffin Wax Unit – Baine Marie Concept (30Kg-Capacity) with 30kg Paraffin Wax	1
6.	Moist heat unit (Hydroculator)-With 8 Imported Packs	1
7.	Electrical Stimulator – LCD/Duel Channel	1
8.	Interferential Therapy Unit - LCD	1
9.	Laser Therapy – 200mw /2 Probes	1
10	Shoulder Wheel – Magnetic /LCD	1
11	Cold Pack Unit – 12 Variable Cold Gel Packs	1
12	Contrast Bath	1
13	Ultrasound Unit – 1 & 3 MHz/LCD	1
14	Overhead Pulley	1
15	Ankle Exerciser	1
16	Pronator Supinator Unit	1

2. D/o Occupational Therapy Equipments

S. No.	Name of the Equipment	Quantity
1.	Shoulder wheel	1
2.	Inclined sanding unit	1
3.	Horizontal Sanding Unit	1
4.	Vertical Sanding Unit	1
5.	Therapy ball / Physio ball (with pump) (45 cm diameter)	1
6.	Therapy ball / Physio ball (75 cm diameter)	
7.	Wedge	1
8.	CP chair	1
9.	Corner chair	1
10.	Bolster (Diameter 40cm x 120cm long)	1
11.	Multi-activity workstation	1

12.	ADL board (Buttoning-Unbuttoning board)	1
13.	ADL board (latch, lock and key board)	1
14.	Rowing machine	1
15.	Quadriceps exercise table	1
16.	Gym kit box	1
17.	Mushroom peg board	1
18.	Weighted peg board	1
19.	Grip exerciser	1
20.	Supinator-pronator board	1
21.	Pyramids	1
22.	Pronator-supinator device (wall mounted)	1
23.	Weighted cuffs	2 pairs
24.	Rope and pulley	1
25.	Ankle exercise (unilateral)	1
26.	Medicine ball	1
27.	Postural training mirror (with frame)	1
28.	Foot rocker board	1
29.	Wrist roller	1

3. D/o Prosthetics & Orthotics

S. No.	List of Equipments for O.H.	Quantity
1.	Drill Machine	1
2.	Bench Grinder with all accessories complete	1
3.	Electric oven	1
4.	Super carver kit	1
5.	Jig Saw (Bosh)	1
6.	Apparatus Sewing Machine (Electric Driver)	1
7.	Leather Sewing Machine (Electric Driver)	1
8.	Bench Vice 6" and 4"	4
9.	Anvil (50 Kg & 20 Kg)	2
10.	Misc. Hand tools for orthotic section	2
11.	Misc. Hand tools for Prosthetic section	2
12.	Misc. Hand tools for leather padding and shoe	2
13.	Work tables 6 x 3 x 32"	2
14.	Measurement table 7 x 2-1/2x32"	1
15.	Fabrication	1
	Total	

4. Equipments for Cerebral Palsy/Chronic Neurological Conditions

S. No	Name of the equipment	Quantity
1	Treatment of the equipment	1
2	Prone Wedge	2
3	Bolster	1
4	Standing Frame	1
5	Prone Crawier	1
6	Reciprocal Walker	1
7	Parallel bar (Small Size)	1
8	Elbow Crutches (Large)	4
9	Elbow Crutches (Small)	4
10	Bean Bag	1
11	ADL Training Board Dummy Electric	1
12	ADL Training Board Diff. Doors	1
13	Dressing Frames (Set)	3
14	Door Latch Frame Set	1
15	ADL Training: Board – Mech. Activities	1
16	Cloth Clips	1
17	Dummies for Dressing Skills, Combing activities	1 Set
18	Garment with different size buttons	3
19	Toys to train shoe lacing	2
20	Rocker bottom knife	2
21	Swivel spoon, adapted handles with utensils (Detachable)	2
22	Pen holder	2
23	Reachers	2
24	Plate Guard	2
25	Adaptive & Assistive Devices kit	2
26	Peg Boards	1
27	Pop Beads	1
28	Clay Dough	1 box
29	Little Bigger Blocks	1
30	Coin Box (Hundi)	2
31	Soft Ball	5
32	Hand Exerciser	1
33	Coordination Electronic Board	1
34	Magnetic Peg Board	1
35	Little Bigger Blocks (For Improving Mass Grasp For Stroke Patient)	1
36	Continuous Passive Movement (U/E) (CPM)	1
37	Checker Board-Arm & Shoulder	1
38	Finger Extension Remedial Board	1
39	Sand And Water Table	1
40	Balls (Basket & Volley Ball)	4
41	Theraband	1 set
42	Wooden board with 50 holes and 20 rust free galvanized rods	01
43	Durable foam-board No. cards and symbols cards	01

44	Specially designed beads in 6 colours (in large size and small size)	1 set
45	Educational water proof color chart of surroundings. Etc	-
46	1 Flash card holder (New Design) 91	01
47	Education Pictures card and work card kits (7 water proof pictures cards & foam board matching world card in each kit) like for transport, playtime, round me	1 set.
48	Clock face stamps on teakwood base small, medium, large oval	1 set.
49	Stamps on vegetables on specially designed colored base	1 set
50	Stamps of fruits on special base	1 set.
51	Stamps on wild animals on special	1 set.
52	Stamps on domestic animals on special base	1 set.
53	Stamps on transport on special base	1 set.
54	Wooden number strip (1-100) and display folder	10
55	Education wooden numbercards fornumbers (1-100), symbols etc	10
56	Day birdie (A puzzzleto learn the days of the week)	01
57	Grown plant (to learn parts of the plant and how they grow)	01
58	Handprints (to learn Nos. 1-5)	01
59	Footprints (to learn Nos. 11-20)	01
60	Odd and even duck (to introduce odd and even nos. 1-10)	01
61	Lacing kit (3 shapes with eyelets and laces for motor control)	01
62	Footsteps (20 shapes with eyelets and laces for motor control)	01
63	Festivals a story sequence puzzle (Christmas) Festivals A story sequence puzzle (Diwali), Festival A Story sequence/Puzzle	01 01
64	Seasons (round the year) Kit 1.1 colored chart of summer, 1 holders, 15 work cards, kit 2.1 colored chart of winter	
65	What we wear - 25 Picture cards of clothes, 25 word cards of clothers, 25 word cards of helping words.	1 set.
66	Daily living adaptation kit (Samples of 22 items of daily living adapted to suit the requirements of the mentally challenged	1

5. D/o Autism Spectrum Disorder/Intellectual Disabilities

S. No	Equipment's	Quantity
1	Wooden Board with 59 holes and 20 rust free galvanized rods	01
2	Durable foam-board No. Cards and Symbols Cards	01
3	Specially designed beads in 6 colour (In large size and and small size)	1 set
4	Educational water proof color chart of surroundings. Etc	-
5	1 Flash card holder (new design)	01
6	Educational picture card and work card kits (7 water proof picture card & foam board matching world card in each kit) like for transport, playtime, round me	1 set
7	Clock face stamps on teakwood base-small, medium, large, oval	1 set

8	Stamps on vegetable on specially designed colored base	1 set
9	Stamps on fruits on special base	1 set
10	Stamps on wild animals on special base	1 set
11	Stamps on domestic animals on special base	1 set
12	Stamps on transport on special base	1 set
13	Wooden number strips (1-100) and display folder	10
14	Educational wooden numbercards fornumbers (1-100), symbols etc.	10
15	Day birdie (A puzzzeleto learn the days of the week)	01
16	Grown plant (to learn parts of the plant and how they grow)	01
17	Handprints (to laarn Nos. 1-5)	01
18	Footprins (to learn Nos. 11-20	01
19	Odd and even duck (to introduce odd and nos. 1-10)	01
20	Lacing Kit (3 shapes with eyelets and laces for moor control)	01
21	Footsteps (20 with shapes with eyelets and laces for motor control	01
22	Festivals a story sequence puzzie (Christmas)	01
23	Seasons (round the year) kit 1.1 colored chart of summer, 1 holder, 15 word card, kit 2.1 colored chart of winter, 1 holder, 15 word card, kit 3.1 colored card of rainy season, 1 holder, 15 word card, seasons kit wih all 3 season plus holder and 45 word card	1 set
24	What we wear	1 set
25	Daily living adaptation kit (Samples of 22 items of daily living adapted to suit the requirements of the mentally challenged	1
26	Toys (used for visual, auditory and tactile	10
27	Therapy ball	1
28	Bolsters	1
29	Balance Board	1
30	Comer seat	1
31	Modified chairs (Positive and negative)	1
32	Flip charts, Vehicles, Numbers, Vegetables, Animals	-
33	Word book vegetables, fruits, Numbers, Animals	-
34	Manual for preparation of stimulation material rural for infants and toddlers	-
35	Dancing Lights	5 set
36	Radium Stickers	5
37	UV Lights	5 set
38	Wall Mounted Colour Light	5
39	Flexible serial Tube Lights	2 set
40	Stickers	5
41	Ball Pool (With Small Plastic Balls)	1
42	Tunnel	1
43	Vibrator (Body Massager)	5
44	Rope Ladder	1
45	Balance Beam	1
46	Trampoline	1
47	Graded Tables with graded stools	1
48	Geometric Shapes Crawling Forms	1
49	Teaching Learning Material (TLM)-KIT-1	1

50	Teaching Learning Material (TLM)-KIT-2	1
51	Teaching Learning Material (TLM)-KIT-3	1
52	Teaching Learning Material (TLM)-KIT-4	1
53	Computer Assisted Instruction (CAI) Package-7 CD's-Each CD Rs. 50/-	1 set
54	Grade level Assessment Device (GLAD)	1
55	Vocation Assessment Device (GLAD)	1
56	Functional Assessment checklist for Programing (FACP)	1
57	Behavioural Assessment Scale For Indian Children with Mental Retardation (BASIC-MR) (i) English (ii) Hindi	1
58	Malin's Intelligence Scale For Indian Children (MISIC)	1
59	Developmental Screening Test (BKT)	1
60	Vineland Social Maturity Scale (VSMS)	1
61	Binet-kamat Test (BKT)	1
62	Indian Scale For Assessment of Autism (ISSA)	Available on National Trust Website
63	Childhood Autism Rating Scale (CARS)	1

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Annexure V

(To be furnished on a Rs.20/- Non-Judicial Stamp Paper)

BOND

KNOW ALL MEN BY THESE PRESENTS THAT we the ..... (**name of the Organization as in Registration Certificates**) as association registered under the Societies RegistrationAct,1860 having been registered by the office of ..... (**Name and full address of Registering Authority**), vide Registration Number ..... dated ..... office at ..... in the State of ..... (herein after called the obligor/obligors) are held and firmly bound to the President of India (hereinafter called the Government) in the sum of Rs. .....(in words Rs ..... only) with interest therein @ 10% per annum well and truly to be paid to the President on demand and without demur, for which payment we bind ourselves and our successors and assigns by these presents.

2. SIGNED this ..... day of ..... in the year two thousand and .....

3. WHEREAS the obligors has sent a request proposal to Government through the Union Ministry of Social Justice & Empowerment for grants of Rs..... (**write the amount of grants-in-aid applied for/estimated budget**) vide his letter number ..... dated..... (**write the no. and date of the forwarding letter of the NGO**), the obligors has agreed to execute this bond in advance, in favour of Union Ministry of Social Justice & Empowerment for entire amount of Rs..... as requested in the proposal sent to the Government. The obligor is willing to accept the proposed amount or any other amount approved/sanctioned by the Government. The obligor is willingly executing this bond of proposed amount with the stipulation that obligor will be bound upto this amount or by the actual amount approved/sanctioned by the Government, whichever is less. The obligor is also willing to accept all terms and conditions mentioned in the "Letter of Sanction" to be issued by the Government.

4. Now the condition of the above written obligation is such that if the obligors duly fulfil and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earn thereon.

5. The Society/Trust agrees and undertakes to surrender/pay to Government the monetary value of all such pecuniary or other benefits which it may receive or derive/have received or derived through/upon unauthorized use (such as letting out premises for adequate or less than adequate consideration or use of the premises for any purpose other than that for which the grant was intended) of the property/building or other assets created/acquired/constructed largely from out of Government grant. The decision of the Secretary to the Government of India in the Ministry of Social Justice & Empowerment or the administrative Head of the Department concerned shall be final and binding on the Society/Trust, in respect of all matter relating to the monetary value mentioned above to be surrendered/paid to the Government.

6. The member of the executive committee of the grantee will

a. abide by the conditions of the grants-in-aid by the target dates, specified in the letter of sanction; and
b. not divert the grants or entrust execution of the scheme or work concerned to other institution (s) or organization (s); and
c. abide by any other conditions specified in the agreement governing the grants-in-aid

In the events of grantee failing to comply with the conditions or committing breach of the conditions of the bonds, the signatories to the bonds shall be jointly and severally liable to refund to the President of India, the whole or a paramount of the grant with interest @ 10% per annum thereon.

7. AND THESE PRESENTS ALSO WITNESS THAT

i. The decision of the Secretary to the Government of India in the Ministry of Social Justice & Empowerment on the question whether there has been breach or violation of any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and
ii. The Government shall bear the stamp duty payable on these bonds. The cost can be adjusted from the grants

In witness whereof these presents have been executed as under on behalf of the obligors and day herein above written in pursuance of the Resolution No *..... dated *..... passed by the Governing Body of the obligors, a copy whereof is annexed hereto as Annexure B.

(_____)

Signed for and on behalf of **.....

Signature of the grantee ***

(Name of the Obligor Association, as registered)
Full Mailing Address .....
Telephone Number/Mobile No .....
E-mail address (if available) .....
Fax Number .....

(in the presence of) Witness name, address and signature

1.Registration Number of Association _____
2. Date of Registration _____
3. Registration Authority (RA):_____
4. Telephone no./ Email, etc. of RA _____

(i)

(ii)

(Sign)

Accepted for an on behalf of the President of India

Designation

Date

Name & Address

* No. & date of the Resolution of the Management/Executive Committee vide which Organization has authorised the designated person to sign its bond.

** Name of the NGO.

*** Name and Signature of the Office Bearer authorised by a Resolution of the NGO/Implementing Agency of DDRC to sign such Bond

Annexure VI (a)

GFR 19-A

[See Rule 212(1)]

Form of Utilization Certificate

Sr. No.	Letter No. & Date	Amount
	Total	

Certified that out of Rs. _____ of grant-in-aid sanctioned during the year _____ for the year _____ in favour of _____ under this Ministry/Department Letter No. given in the margin and Rs. _____ on account of unspent balance of the previous year, a sum of Rs._____ has been utilized for the purpose of _____ for which it was sanctioned and that the balance of Rs. _____ remaining unutilized at the end of the year has been surrendered to Government (vide No. _____ dated _____)/will be adjusted towards the grant-in-aid payable during the next year _____.

2. Certified that I have satisfied myself that the conditions on which the grant-in-aid was sanctioned have been duly fulfilled/are being fulfilled and that I have exercised the following checks to see that the money was actually utilized for the purpose for which it was sanctioned.

Kinds of checks exercised.

1. Registers and records maintained for recording receipt of grant
2. Bank Statements/Cash Book/Ledgers
3. All Vouchers/Bills maintained
4. Others to be specified.

Signature _____
Designation _____
Date _____

Chartered Accountant

Annexure VI(b).

Annual (PERFORMANCE REPORT : PHYSICAL

Name of the implementing Agency :-
Name of DDRC and Address :
Month of inception:
Total No. of Persons benefited: Upto the : .....
During the Current year quarter : .....

1. Therapeutic services delivered (excluding surgeries performed)

Category	Up to Last Financial year	During current financial year as on....	Grand Total
Orthopedically handicapped			
Mentally handicapped			
Visually Handicapped			
Hearing Handicapped			
Multiple disabilities			
Total			

2. ADIP related activities:

Provision/Fitment of Assistive devices (in units of devices)	Up to Last Financial year	During current financial year	Grand Total
(a) Wheel Chairs			
(b) Tricycles			
(c) Aids to the hearing handicapped			
(d) Aids to Visually Handicapped			
(e) Any other aids and appliances.			
(f) Surgeries performed.			
(g) Fitment of limbs			
Total			
Any other follow up services (in units of services)			

3. Training related activities – No. of persons trained.

Category	Up to Last Financial year	Total (during current financial year)	Grand Total
Anganwadi worker			
ANM			
Teachers			
Nurses			
Any other			
Total			

4. Awareness generation (indicate the number of visits/programmes)

Category	Up to Last Financial year	During current financial yr)	Grand Total
Preparation and free distribution of written material in local language			
Radio talk			
T.V. coverage through local network			
Publication of articles in print media			
Visits to school and addressing teachers/ principal and students.			
Meeting with parents of disabled children			
Meeting with parent of non disabled children			
Self help Groups			
Others			

5. Employment/facilities concession:

Category	Up to Last Financial year	During current financial year)	Grand Total
Self employed			
Employed in Govt./Pvt. Sector.			
Provided disability certificate/ concession			
Admission in regular school			

6. **Broad activities:**

Category	Up to Last Financial year	Total (during current financial year)	Grand Total
No. of village surveyed			
Assessment camps (through camp approach)			
Follow up camps (through camp approach)			
No. of meetings of the DMT			
Any other – please specify			

The highlights of the revised DDRC Scheme are as under:-

- Grant-in-aid to DDRCs under SIPDA Scheme only, not to be shifted under DDRS.
- Cost norms of honorarium increased with a multiplication factor of 2.5 applied to the existing amount –basis –rise in Consumer Price Index.
- Contingencies amount increased from Rs.2.10 lakhs to Rs.5.25 lakhs and to cove local travel/Boarding & lodging for attending training programmes repair and maintenance of the assistive devices, campus at district/block level.
- Rent free accommodation of 7-8 rooms with total built up area of approximately 400 Sqm in the Civil Hospital in the absence of which, to allow hiring of suitable premises on rent as the limits laid down by the DM/District Collector/PwD.
- Equipments grant enhanced from Rs. 7 lakh to a maximum to Rs. 20 lakh, with a view to provide state of art equipments once in every 5 years.
- The number of staff has been increased from 10 to 12. The objectives enlarged to cover the newly launched programmes/schemes like insurance scheme (Swawalamban), accessible India Campaign, distributing the Unique Disability Identity Cards in the District, Scholarship Scheme etc.
- Incentive of additional 20% on honorarium to the staff to DDRCs in special areas/difficult/disturbed areas-
  - i) 8 States of North Eastern regions, States in Himalayan (Uttrakhand, Himachal Pradesh, Jammu and Kashmir).
  - ii) Left Wing Affected districts in the states –at present 106 districts in 10 States notified by Ministry of Home Affairs.
  - iii) Districts adjoining the international borders.
- First instalment of grant of 75% be released during 1st quarter of the financial year on receipt of proposal duly recommended by the DM/District Collector. Balance on receipt of State Govt. recommendation & audited accounts of the previous year & Utilisation Certificate.
- The requirement of inspection report will not be mandatory as DMT is chaired by DM, for consideration of 1st instalment of grant.

- The proposal of DDRC for grant-in-aid will be submitted 'online'.
- Role of the National Institutes to train the manpower of the DDRC has also been mandated.
- Covering all the districts of the country will require huge amount of funds which may not be feasible at this stage to go ahead for setting up the DDRC in each and every districts of the country.

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