

**[TO BE PUBLISHED IN THE GAZETTE OF INDIA EXTRAORDINARY, PART-II, SECTION-3, SUB-SECTION(i)]**

**Ministry of Social Justice and Empowerment  
(Department of Disability Affairs)**

**Notification**

New Delhi, dated the ..... 2013

**The National Award for the Empowerment of Persons with Disabilities Rules, 2013.**

In exercise of the powers conferred by clause (zh) of sub-section (2) of section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, the Central Government hereby makes the following rules, namely:-

**1. Short title and commencement.** - (1) These rules may be called the National Award for the Empowerment of Persons with Disabilities Rules, 2013.

(2) They shall come into force on the date of their publication in the Official Gazette.

**2. Definitions.** - (1) In these rules unless there is anything repugnant in the subject or content:-

- a) 'Act' means the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995;
- b) 'annexure' means an annexure appended to these rules;
- c) 'employee' means any person with disability working under the 'employer', 'establishment' and 'institution' as defined in clausd (j), (k) and (n) of section (2) of the Act;
- d) 'disabilities' mean the disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995(No.1 of 1996) and the National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities Act, 1999 (No.44 of 1999);
- e) National Handicapped Finance and Development Corporation (NHFDC) means a corporation set up by the Ministry of Social Justice and Empowerment under section 25 of the Companies Act, 1956;

(2) Words or expressions used in these rules but not defined shall have the same meaning respectively assigned to them in the Act.

**3. Description and categories of the awards.** - (1) The awards shall be given on 3<sup>rd</sup> day of December on the occasion of international day for the disabled persons every year every year in the following fourteen categories:-

<b>I. Best Employee/ Self Employed with Disabilities</b>			
<b>No.</b>	<b>Sub-category</b>	<b>No. of awards</b>	<b>Component of awards</b>
(i)	Blindness	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(ii)	Low Vision	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee

(iii)	Leprosy Cured	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(iv)	Hearing Impairment	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(v)	Locomotor Disability	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(vi)	Cerebral Palsy	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(vii)	Mental Retardation	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(viii)	Mental illness	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(ix)	Autism	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
(x)	Multiple Disabilities	Two[One for Male and One for Female]	Cash of Rupees Fifty Thousand, a citation, certificate and a medal to every awardee
<b>II.</b>	<b>Award for Best Employers and Placement Officer or Agency</b>		
<b>No.</b>	<b>Sub-category</b>	<b>No. of awards</b>	<b>Component of awards</b>
(i)	Best Employer	<b>Three</b> - One each to: (i) Government organization (ii) Public Sector Undertaking or Autonomous or Local Government Body (iii) Private or Non Governmental Organization	Cash of Rupees One Lakh, a citation, certificate and a medal to every awardee
(ii)	Best Placement Officer/ Agency	<b>Two</b> -One each to: (i) Autonomous Government Organization or Public Sector Undertaking (ii) Private or Non-Governmental Organization or Office	Cash of Rupees Fifty Thousand, a citation, certificate and a shield to every awardee.

<b>III. Award for Best Individual and Institution Working for the Cause of Persons with Disabilities</b>			
<b>No.</b>	<b>Sub-category</b>	<b>No. of awards</b>	<b>Component of awards</b>
(i)	Best Individual	<b>Two</b> (One each for Professional and Non Professional)	Cash of Rupees One Lakh, a citation and a certificate to every awardee.
(ii)	Best Institution	<b>Two</b> One each for:  (i) An organization providing holistic comprehensive services to the persons with disabilities in a comprehensive manner.  and  (ii) An organization promoting inclusive education to the children/persons with disabilities	Cash of Rupees Two Lakh, a citation and a certificate to every awardee.
<b>IV. Role Model Awards</b>			
<b>No.</b>	<b>Sub-category</b>	<b>No. of awards</b>	<b>Component of awards</b>
(i).	Blindness or low vision	Two[One for Male and One for Female]	Cash of Rupees One Lakh, a citation and a certificate to every awardee.
(ii)	Leprosy cured	Two[One for Male and One for Female]	Cash of Rupees One Lakh, a citation and a certificate to every awardee.
(iii)	Hearing impairment	Two[One for Male and One for Female]	Cash of Rupees One Lakh, a citation and a certificate to every awardee.
(iv)	Locomotor Disability or Cerebral Palsy	Two[One for Male and One for Female]	Cash of Rupees One Lakh, a citation and a certificate to every awardee.
(v)	Mental Retardation/ Mental Illness or Autism	Two[One for Male and One for Female]	Cash of Rupees One Lakh, a citation and a certificate to every awardee.

<b>V.</b>	<b>Awards for Best Applied Research or Innovation or Product Development Aimed at Improving the life of Persons with Disabilities</b>		
<b>No.</b>	<b>Sub-category</b>	<b>No. of awards</b>	<b>Component of awards</b>
(i)	Best Applied Research or Technological Innovation Aimed at Improving the life of Persons with Disabilities.	One	Cash of Rupees One Lakh, a citation and a certificate.
(ii)	Development of new Cost-effective product for manufacture Aimed at Improving the life of Persons with Disabilities.	Two	Cash of Rupees One Lakh, a citation and a certificate to every awardee.
<b>VI.</b>	<b>Award for the Outstanding Work in the Creation of Barrier-Free Environment for the Persons with Disabilities</b>		
<b>No.</b>	<b>Sub-category</b>	<b>No. of awards</b>	<b>Component of awards</b>
(i)	Government Department or Offices or PSUs or Autonomous Bodies	<b>One</b>	A citation and a certificate.
(ii)	Local Bodies	<b>One</b>	Cash of Rupees Two Lakh,, a citation and a certificate.
(iii)	Private Sector or NGOs	<b>One</b>	Cash of Rupees Two Lakh, a citation and a certificate.
<b>VII.</b>	<b>Award for the Best District in Providing Rehabilitation Service</b>	<b>One</b>	A Shield, a certificate and citation. No cash award
<b>VIII.</b>	<b>Best State Channelizing Agency of National Handicapped Finance and Development Corporation.</b>	<b>One</b>	A Shield, a certificate and citation.
<b>IX.</b>	<b>Award for the Outstanding Creative Adult Persons with Disabilities</b>	<b>Two</b> [one for Male and one for Female]	Cash of Rupees Fifty Thousand, a medal, a citation and a certificate to every awardee.
<b>X.</b>	<b>Award for the Best Creative Child with Disabilities</b>	<b>Two</b> [one for Boy and one for Girl ]	Cash of rupees Fifty Thousand, a medal, a citation and a certificate to every awardee.
<b>XI.</b>	<b>Best Braille Press</b>	One	Cash of Rupees One Lakh, a citation and a certificate.

<b>XII.</b>	<b>Best Accessible Website</b>		
<b>No.</b>	<b>Sub-category</b>	<b>No. of awards</b>	<b>Component of awards</b>
(i)	Govt.	<b>One</b>	A shield, a certificate & a citation
(ii)	PSU or Local Bodies	<b>One</b>	A shield, a certificate & a citation
(iii)	Pvt. Sector	<b>One</b>	A shield, a certificate & a citation
<b>XIII.</b>	<b>Best State in promoting empowerment of persons with disabilities</b>	<b>One</b>	A shield, a certificate, a citation.
<b>XIV.</b>	<b>Best sports person with disability</b>	Two[One for Male and One for Female]	Cash of Rupees One lakh, a citation, certificate and a shield to every awardee.

**4. Procedure for inviting applications for the awards and selection of Awardees. -**

(1) Applications shall be invited from eligible candidates or establishment or institutions in categories as prescribed in section 3 in prescribed application form given at Annexure-A to Annexure-P through advertisement in the leading National and Regional newspapers.

(2) Ministry of Social Justice & Empowerment, Department of Disability Affairs shall write to the Central Ministries, State Governments, Union Territory Administrations and earlier awardees inviting nominations for the awards.

**5. Agencies or Individuals who can nominate and procedure for forwarding of nominations. -** (1) The Central Government, State Governments and Union territory Administrations shall forward their recommendations to the Ministry of Social Justice and Empowerment, Department of Disability Affairs by the stipulated date.

(2) The awardees may also recommend and send application.

(3) Applications received after due date shall not be considered for Award.

**6. Screening Committees for short-listing of nominations received. -** (1) There shall be screening committees for short listing of awardees in different categories of national awards. The screening committees shall comprise of four to five members, including the Chairman, out of the following:-

- a) Serving or retired officers of the rank of Additional Secretary and above of the Central Government or Officers of the reputed Government Institutions;
- b) Eminent personalities and experts in the field of disability or expert in the relevant field of award;
- c) Representatives of Non-Governmental Organizations;
- d) Officers of the rank of Deputy Secretary and above of the Department of Disability Affairs and organizations under the Department shall act as convener of the screening committees.

(2) The National Selection Committee shall decide the nomination of the awardees for various categories on the basis of recommendation of the screening committees.

(3) The convenors of the Screening Committees shall assist the National Selection Committee in selection process.

(4) The non-official members of the Screening Committees and the National Selection Committee shall be entitled to TA and DA in accordance with the financial rules and procedures as applicable in Government of India.

(5) The awardees nominated under different categories of the national award shall be informed about date and venue of the national award function each year through Speed Post or Express Telegram or FAX or Telephone. The awards may be received personally by the selected individuals or representative of the institution.

**7. National Selection Committee.** - (1) The selection of the awardees shall be made on the basis of recommendations of the screening committees by a National Selection Committee.

(2) The National Selection Committee shall consist of the following officials:-

(i)	Union Minister of Social Justice and Empowerment	Chairperson, ex-offico
(ii)	Minister of State for Department of Disability Affairs	Vice-Chairperson, ex-offico
(iii)3	Secretary, Department of Disability Affairs, M/o SJ&E	Member, ex-offico
(iv)4	Chairperson, National Commission for Women,	Member
(v)5	Director, Lalit Kala Academy	Member
(vi)6	Representative of Confederation of Indian Industries (CII).	Member
(vii)	Head of Department, Deptt. of Rehabilitation, Safdarjung Hospital, New Delhi	Member
(viii)	Representative of CSIR not below the rank of JS	Member
(ix)9	Representative of Rehabilitation Wing of DRDO	Member
(x)1	The Chief Commissioner for Persons with Disabilities	Member
(xi)1	Chairman, Rehabilitation Council of India	Member
(xii)	Chairperson, National Trust, New Delhi	Member
(xiii)	Special Secretary/Additional Secretary, Deptt. of Disability Affairs or M/o SJ&E	Member
(xiv)	Joint Secretary, Department of Disability Affairs, M/o Social Justice and Empowerment	Convener

(3) The Department of Disability Affairs may co-opt members to the Selection Committee

(4) The non-official members of the Selection Committee shall be entitled to TA and DA in accordance with the financial rules and procedures as applicable in Government of India.

(5) The decision of the National Selection Committee shall be by a majority vote and in the extent of votes on both sides being equal, the Chairperson presiding over a particular meeting shall have a casting vote.

(6) The decision of the Selection Committee shall be final.

**8. Criteria for selection. -**

**(1) For best employees or self-employed with disabilities:-**

(a) There shall be twenty national awards for the best employers or self-employed with disabilities in the following ten specified categories:-

- (i) blindness;
- (ii) low vision;
- (iii) leprosy cured;
- (iv) hearing impairment;
- (v) locomotor disability;
- (vi) cerebral palsy;
- (vii) mental retardation;
- (viii) mental illness;
- (ix) autism; and
- (x) multiple disabilities.

(b) Employees of Government, Statutory Bodies, Corporations, local bodies, Public Sector Undertakings of Central and State Governments, private sector, etc and Self Employed persons are eligible for awards.

(c) The employees with disabilities shall be assessed on the basis of the following criteria:-

Sl.No.	Criteria	Weight
(i)	Punctuality and regularity in attendance	10%
(ii)	Cooperation with superiors and fellow-employees	10%
(iii)	Extent of mobility, self-care and independence etc.	10%
(iv)	No excessive demands for adjustment in physical Environment, equipment, machinery and process etc	10%
(v)	No extra demand for special remuneration in the context of disability.	10%
(vi)	Type of Disability	10%
(vii)	Extent of Disability	10%
(viii)	Output/Production in comparison to his/her non-disabled colleagues	10%
(ix)	Education/Qualification acquired after Becoming disabled	10%
(x)	Growth in career after becoming disabled	10%

(d) Self-employed persons with disabilities shall be assessed on the basis of the following criteria:-

Sl.No.	Criteria	Weight
(i)	The business is either showing break even or making considerable profits	15%
(ii)	The persons with disabilities play important role in the management of business	10%

(iii)	The person with disabilities pays his employees and pays installments to financial institutions regularly towards payments of loans	10%
(iv)	Annual turnover for the last five years	15%
(v)	Innovation introduced in the enterprise	10%
(vi)	Extent of independence in holding the enterprise	10%
(vii)	The number of disabled persons employed in the enterprise	10%
(viii)	Extent & Type of disability despite which enterprise was established and run successfully	10%
(ix)	Socio-economic circumstances despite which the enterprise was established and run successfully	10%

(e) Selection Committee while selecting the awardees in the category of employees or self-employed persons with disabilities shall give due representation to both rural and urban disabled persons and disabled women and shall ensure equitable regional representation.

(f) The applications shall be invited in the prescribed format attached at Annexure-A.

**(2) For best employers:-**

(a) The outstanding employers of the disabled under the three sub-categories (i) Government organization; (ii) Public Sector Undertaking or Autonomous Body or Local Government Body; and (iii) Private or Non Governmental Organization; shall be assessed on the basis of the following criteria :-

Sl.No.	Criteria	Weight
(i)	That at least 10% of the employees are disabled subject To a minimum of disabled persons in a given Establishment. (In case of large Establishment employing 100 disabled persons or more, the condition of 10% need not be rigidly adhered to	20%
(ii)	That wherever necessary minor adjustment/modifications in the machinery have been made;	5%
(iii)	That necessary environmental modifications at the worksite have been made including barrier free access;	10%
(iv)	That the employees with disabilities are offered the same conditions in service, including the rates of pay as given to other employees for similar work;	15%
(v)	That the employers have shown sympathetic understanding of the problems of the disabled	10%
(vi)	that when necessary and feasible, such additional facilities such as accommodation and transport etc, are provided	10%
(vii)	Retention rate	10%
(viii)	Employees assessment	10%
(ix)	Productivity ensured	10%

(b) The applications shall be invited in the prescribed format attached at Annexure-B.

**(3) For best placement officers or agency:**

(a) There shall be two National Awards under the category of placement officer/agency of person with disabilities, one each in the following two sub-categories: -

- (i) Autonomous Government Organization or Public Sector Undertaking; and
- (ii) Private/Non-Governmental Organization or Officer



(b) The best placement officer for placement of persons with disabilities shall be assessed on the basis of the following criteria:-

Sl.No.	Criteria	Weight
(i)	That he/she has placed at least 50% registered unemployed disabled persons in employment during the last five years and that at least 30% of them were women;	20%
(ii)	Total number of persons with disabilities placed during the last five years	10%
(iii)	His/her follow-up during the last five years coupled with placements of the people registered with him/her up to the end of the last year is outstanding;	25%
(iv)	That the attitude of the placement officer towards the registered persons with disabilities has been positive and helpful;	20%
(v)	The percentage of dropout employees should not exceed 20% in a given year;	15%
(vi)	The placement officer shall provide placement to all categories of disabled persons and maintain a balance amongst them while assisting for placement.	10%

(c) The applications shall be invited in the prescribed format attached Annexure-C.

**(4) For best individual:-**

(a) Two National Awards shall be given to individuals (one each to professional and non-professional) working for the cause of the persons with specified disabilities.

(b) Awards shall be presented to the individual who has rendered best work in a year for the cause of the disabled in a particular year. Eminence of individual shall be determined on the following basis:-

- i) The organization in which he/she works considers him/her as outstanding.
- ii) He/she has been responsible for initiating new program or services in the last 10 years resulting in benefiting the people with disabilities particularly in rural areas.
- iii) Paid officers of the Institution shall not be eligible for selection. However, paid workers/officers of the NGOs working for the cause of the disabled could be eligible.
- iv) His/her contribution should be outstanding in the areas of disabled welfare/rehabilitation/education/training etc.
- v) His/her contribution in developing rehabilitation model for Community Based Rehabilitation and replicating the same in the inaccessible rural areas.
- vi) Outstanding person championing the welfare and overall development of the disabled and sensitizing the community regarding rights and equal opportunities for the disabled.
- vii) The quality of the work performed by the individual in the cause of the disabled and its significance for the cause shall also be given due weight- age.
- viii) He/she has outstanding professional achievements to his/her credit.

(c) The applications shall be invited in the prescribed format attached Annexure-D.

**(5) For best institution:**

(a) There shall be two National Awards under this category, one award each would be provided under the following two sub-categories:-

- (i) An organization providing holistic comprehensive services to the persons with disabilities in a comprehensive manner; and
- (ii) An organization promoting inclusive education to the children/persons with disabilities

(b) The criteria for giving awards in this category shall be as under:-

Sl.No.	Criteria	Weight
(i)	Has started comprehensive service for people with various disabilities.	10%
(ii)	Has adapted new equipments.	10%
(iii)	Has provided new services.	15%
(iv)	Has undertaken new strategies for improving existing services	10%
(v)	Has followed-up the clients in rehabilitation.	5%
(vi)	Achievements in the area of education/training/rehabilitation etc. should be outstanding.	10%
(vii)	The Institution should have at least 10 years' experience in the field	10%
(viii)	The contribution of the institution in extension of outreach services in and around its working headquarters.	5%
(ix)	Motivation, involvement and participation of community for rehabilitation of the disabled particularly in rural areas	10%
(x)	While selecting the institutions due weightage would be given to voluntary action through participation of local public and efforts for rendering rehabilitation services to the persons with disabilities.	5%
(xi)	The geographical area in which the Institution is providing services	5%
(xii)	The category(ies) of disability for which the institution is providing services	5%

(c) The applications shall be invited in the prescribed format attached at Annexure-E.

**(6) For role model:-**

(a) There shall be 10 national awards in this category to be given to persons with disability who can be an example for disabled citizens by way of his or her achievements in their chosen field. Two awards each- one male and one female- are to be given to the following sub-categories of disabilities:-

- (i) Blindness or Low Vision;
- (ii) Leprosy cured;
- (iii) Hearing Impairment;
- (iv) Locomotor Disability or Cerebral Palsy; and
- (v) Mental retardation or Mental Illness or Autism

(b) However, if suitable person(s) in any one or more of these sub-categories are not found, the awards may be given to additional person(s) in other sub-categories.

(c) The applications shall be invited in the prescribed format attached at Annexure-F.

**(7) For best applied research/ innovation/product development aimed at improving the life of persons with disabilities:-**

(a) One National Award shall be given to the best applied research or technological innovation aimed at improving the life of persons with disabilities and two awards shall be given for the development of new cost-effective product for manufacture aimed at improving the life of persons with disabilities.

(b) The selection criteria for the innovative projects or technology shall be:

- (i) Development of an outstanding device, aid or adaptation which substantially improves the chances of the persons with disabilities in receiving education, obtaining or retaining employment and in being totally integrated in the socio-economic life of the community; and
- (ii) The effectiveness of the device in increasing the mobility, productivity and employment prospects of the persons with disability, maintainability of the device and its reparability.

(c) The criteria for easy and most cost-effective adaptability of technology shall be as follows:-

- i) Its effectiveness in increasing the mobility of disabled people using low cost resources.
- ii) Its effectiveness to assist in utilizing the best of their inherent potentials for increasing productivity and self-employment of disabled people using low cost resources.
- iii) Its effectiveness in facilitating communication of disabled people using low cost resource.
- ii) Its effectiveness in imparting education to disabled people using low cost resources.
- v) Its effectiveness in providing entertainment to disabled people using low cost resources.
- vi) Any other criteria, which may be adopted by a high level committee appointed by the Ministry of Social Justice & Empowerment. The decision of the committee shall be final.

(d) The applications shall be invited in the prescribed format attached at Annexure-G.

**(8) For outstanding work in creation of barrier free environment for persons with disabilities:-**

(a) One award each shall be given for the outstanding work in creation of barrier free environment to Government, Public Sector Undertaking and Private Sector Organizations. The employer has to provide barrier free access and working condition for the persons with disabilities in his working premises. The working place should have easy mobility, toilet facilities and directions in the sign language and other indicators, which facilitate easy movements and integrate the persons with disabilities in its overall working milieu.

(b) The applications shall be invited in the prescribed format attached at Annexure-H.

**(9) For best district award:-**

(a) The Award shall be given to the best district, which has done outstanding work by providing rehabilitative services to persons with disabilities through the district rehabilitation center. The award shall be given to the Collector and the nodal Officer of the implementing agency from the selected district. The criteria for selection of a best district is as under:-

Sl.No.	Criteria	Weight
(i)	Clarity in strategy and planning	30%
(ii)	Involvement of the district administration and local NGOs/ agencies;	20%
(iii)	Overall performance in terms of core services to be provided by a district centre;	20%
(iv)	Convergence of schemes and resources of different departments for the benefit of persons with disabilities including utilization of the ADIP Scheme; and	15%
(v)	Innovation in modes of provision of services especially with reference to prevention strategy namely, nutrition, health, sanitation, waste disposal, etc.	15%

(b) The applications shall be invited in the prescribed format attached at Annexure-I.

**(10) For best state channelising agency:-**

(a) The award for the Best State Channelising Agency shall be assessed on the basis of the following criteria:-

Sl.No.	Criteria	Weight
(i)	Amount of loan disbursed during previous financial year	25%
(ii)	No. of beneficiaries to whom loan released during the previous financial year.	15%
(iii)	Percentage of recovery from the beneficiaries against the dues during the previous financial year	20%
(iv)	Percentage of utilization of funds released till the last financial year.	20%
(v)	Percentage of repayment of amount due to NHFDC	20%

(b) The award shall be given on the basis of the criteria as quoted above provided the State Channelising Agency crosses the satisfactory level mark fixed for criteria (iii), (iv) & (v) by the Selection Committee.

(c) The applications shall be invited in the prescribed format attached at Annexure-J.

**(11) For outstanding creative adult persons and children with disabilities:-**

(a) Two Awards shall be given to the outstanding creative adult persons with disabilities in the field of art, literature, culture and any other outstanding creative work/contribution made by the disabled person as decided by the Selection Committee.

(b) Two Awards shall be given to the outstanding creative children with disabilities below the age of 18 years in the field of art, literature, culture and any other outstanding creative work/contribution made by the disabled person as decided by the Selection Committee.

(c) The applications shall be invited in the prescribed formats attached at Annexure-K and L respectively.

**(12) For best braille press:-**

There shall be one award for the Best Braille Press. The Braille Press shall be assessed on the basis of following criteria.

Sl.No.	Criteria	Weight
(i)	The period for which the press has been publishing Braille material	5%
(ii)	Number of publications brought out	15%
(iii)	Number of languages in which publications are being brought out	15%
(iv)	Number of school/college books published	25%
(v)	Total number of pages printed in Braille annually in the last three years	10%
(vi)	Number of tactile sketches printed like graphs geometrical figures, etc., annually in the last three years	10%
(vii)	Financial status of the Braille press including turnover, expenditure and profit/loss	20%

(a) The applications shall be invited in the prescribed format attached at Annexure-M.

**(13) For best accessible website:-**

(a) There shall be a total of 3 awards in this category. One award each shall be given to an eligible (i) Government organization (ii) Public Sector Undertaking/Autonomous/Local Govt. Body and (iii) Private /Non-governmental Organization, who shall be having their websites accessible to the persons with disabilities.

(b) The applicants shall be assessed with following criteria:

- i) It meets level AA of WCAG 2.0 guidelines
- ii) The person with visual disability can use a screen reader software
- iii) Persons who have difficulty in using a mouse can use voice recognition software which enables working on computer with verbal commands
- iv) It has facilities to change the size and spacing of the text
- v) It has facilities to change the colour scheme of the text
- vi) Can the website be accessed through mobile phone
- vii) Is website updated regularly

(c) The applications shall be invited in the prescribed format attached at Annexure-N

**(14) For best state award:-**

(a) A National Award shall be given to the best State, which has done outstanding work in empowerment of persons with disabilities. The criteria for selection of a best State shall be as under:-

Sl.No.	Criteria	Weight
(i)	Overall planning and strategy of the state in providing comprehensive rehabilitation services to the persons with disabilities and setting up good Institutional infrastructure including state commissioner for persons with disabilities (PwDs).	10%

(ii)	Percentage of persons with disabilities who have been issued disability certificates	10%
(iii)	Percentage coverage of identified persons with severe multiple disabilities under IGNDPS	10%
(iv)	Achievement of State (in percentage against their notional allocation) under the following Central Sector Schemes:- (i) DDRS – 5 % (ii) ADIP – 5% (iii) SIPDA- 5%	15%
(v)	Percentage of government elementary and secondary schools having:- (a) Ramps with railings (b) Special teachers (c) Disabled friendly toilets	10%
(vi)	PwD who have been placed in Government jobs against the stipulated 3% quota for them	10%
(vii)	Special efforts made to provided barrier free environment in public spaces	10%
(viii)	Expenditure on State Sector schemes for PwDs as % of the total State Plan Outlay	10%
(ix)	Percentage of PwDs provided vocational training during last five years	5%
(x)	Loan availed by SCA from NHFDC as % of its notional allocation.	10%

(b) The applications shall be invited in the prescribed format attached at Annexure-O.

**(15). For best sportsperson with disabilities:-**

(a) Two National Awards shall be given to the outstanding sportsperson persons with disabilities for outstanding achievement in the field of sports. The criteria for selection shall be as under:-

Sl.No.	Criteria	Weight
(i)	Number of international level sports events participated	20%
(ii)	Number of international medals won during last 3 years	30%
(iii)	Number of National level sports events participated	15%
(iv)	Number of National medals won during last 3 years	20%
(v)	Any other achievement in activities related to the sports for persons with disabilities	15%

(b) The applications shall be invited in the prescribed format attached at Annexure-P.

**9. Calender of Activities to be followed each year**

The calendar of activities to be followed each year with regard to the awards is given at **Annexure-Q**

**10. Presentation of awards:**

(i) The awards will be presented in New Delhi on 3<sup>rd</sup> of December, every year which has been declared as the "International Day of Disabled Persons".

(ii) The boarding and lodging expenses of the awardees and one escort shall be borne by the Department of Disability Affairs, Ministry of Social Justice and Empowerment.

(iii) To and from travelling expenses and accommodation for up to one day prior and after the day of awards ceremony shall be arranged and the expenditure shall be reimbursed by the Department of Disability Affairs, Ministry of Social Justice and Empowerment.

(iv) The TA/DA admissibility of the awardees and their escorts shall be equivalent to a Class-I officer of the Central Government

**PARTICULARS OF RECOMMENDED EMPLOYEE/SELF-EMPLOYED WITH DISABILITIES  
FOR NATIONAL AWARD**

1.	Name:	
	(a) in English (in BLOCK Capital letters)	
	(b) in Hindi	
2.	Address:	
	(a) Residential	
	(b) Office	
3.	Telephone numbers:	
	(a) Residential	
	(b) Office	
4.	FAX Number:	
	(a) Residential	
	(b) Office	
5.	E-mail address, if any	
6.	Sex	
7.	Date of Birth/Age	
8.	Nature/Category of disability	
9.	Percentage of disability(Certificate of competent authority to be attached)	
10.	Qualification:	
	(a) Academic	
	(b) Technical	
	Qualifications acquired after onset of disability should be clearly indicated. (Certificate and testimonial should be attached)	
11.	Trainings received, if any:	
	(a) Name of the Institution/ Organization	
	(b) Name of the Course	
	(c) Duration of the course	
12.	Details of experience gained informally	
13.	Whether employee or self-employed	
14.	If employee :	
	(a) Name of the Employer	
	(b) Designation or Post held	
	(c) Scale of pay and salary drawn	
	(d) Nature of work engaged on	
	(e) How does his/her productivity compare to that of his non-disabled counterparts in percentage of 10% more or less.	
	(f) Relations with fellow-employees	
	(g) Independence in work (encircle the grading option)	Very Good          Good          Poor
	(h) Mobility and self care remarks including a brief life sketch of about 200 words of the candidate highlighting his struggle against the disadvantage created by his disability (encircle the grading option)	Very Good          Good          Poor



	(i) Punctuality and regularity in attendance(encircle the grading option)	Very Good	Good	Poor
	(j) Whether any incentive/reward/certificate given to the employee by the employer for his work during last three years. If yes, details thereof			
	(k) General assessment of the employee for last three years(encircle the grading option)	Very Good	Good	Poor
15.	If self-employed :			
	(a) Trade/Profession with which associated			
	(b) Monthly Income(Attach copy of last Income Tax Return filed/Income Certificate)			
	(c) How far you have upgraded your skill in that trade/profession with a view to absorb yourself fully as a self-employed entrepreneur?			
	(d) Socio-economic problems/constraints being faced in the existing trade/profession to become a sustainable self-employed entrepreneur			
	(e) (i) Whether taken loan from any bank/financial institution of State/Central Government(give full details)			
	(ii) If yes, indicate the balance amount of loan to be repaid			
	(f) Have you ever been declared to be a defaulter to any nationalised bank/financial institution/cooperative bank			
16.	If any National or State level Award received during last five years, then please mention:  (a) Name of the Award (b) Conferring Agency (c) Year of conferment			

(Signature of the Applicant with date)

**NOTE**

1. In case of self-employed persons with disabilities, the particulars may be duly certified by a Gazetted Officer of the Central/State Govt./Member of Parliament/Member of State Legislature/Municipal Councilor of Municipal Corp. etc.
2. Three copies of the photographs clearly showing disability of recommended employees/self-employed with disabilities, with bio-data be enclosed.
3. Application should be supported by a Medical certificate indicating the degree of total disability.

Signature of the recommending authority with date

**PARTICULARS OF EMPLOYERS FOR NATIONAL AWARDS**

1.	Name in English(in BLOCK Capital letters) and Hindi			
2.	Postal and telegraphic address of the organization with telephone & fax number.			
3.	Web-site address, if any			
4.	E-mail address, if any			
5.	Whether Government/ Public Sector Undertaking/ Private.			
6.	Nature of work undertaken by the organization.			
7.	Total number of employees in the organization	Male	Female	Total
8.	Number of employees with disability in the organization category-wise and sex-wise.	Male	Female	Total
9.	Nature of disability of the employees (if the organization has employees with various disabilities, please indicate the number of employees with each disability)			
10.	Percentage of employees with disability as Compared with the total number of Employees			
11.	Nature of work in which Persons with disability are employed.			
12.	Whether their service conditions are the same as those for others?			
13.	Whether any modifications are made in the machinery and access is provided In the built environment.			
14.	Special effort made to train and employ persons with disability so far and plans for future.			
15.	How does the productivity of Employees with disability compare with that of non-disabled employees?			
16.	Remarks			

Signature of the applicant with date

Signature of the recommending authority with date

**PARTICULARS OF THE AGENCY/OFFICER RESPONSIBLE FOR PLACEMENT OF THE PERSONS WITH DISABILITIES FOR NATIONAL AWARDS****I. PERSONAL DATA**

<b>1.</b>	Name in English(in BLOCK Capital letters) and Hindi	
<b>2.</b>	Date of Birth	
<b>3.</b>	Educational qualification	
<b>4.</b>	Postal address	
<b>5.</b>	Telegraphic address/FAX No.	
<b>6.</b>	Telephone Number: Office : Residence:	
<b>7.</b>	Web-site/E-mail address, if any	
<b>8.</b>	Name of the employer with complete address (Give all the employers with Whom employed during the last five years, last name to be given first)	
<b>9.</b>	Total service in the capacity.	

**II. PERFORMANCE DATA: Placements and follow-up Give the information for the last five years.**

S. No.	Year	No. of Persons with Disabilities (Disability-wise)				No./%age of placement to Registration	No. of cases followed up	% of dropouts from employment with brief reasons
		Registered		Placed				
		Male	Female	Male	Female			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(i)								
(ii)								
(iii)								
(iv)								
(v)								

**III. Brief particulars of the Placement Officer:**

Signature of the applicant with date

Signature of the recommending authority with date

Broadly, "Placing" means an employer's acceptance of a persons into a remunerative job as a result of the following Employment Exchanges operations as a result of the -

- i) Booking on an order prior to submission;
- ii) Pre-submission of the persons to be referred to the employer;
- iii) Submission of the selected persons and verification that the persons have been engaged.  
(Definition as given in the National Employment Service Manual).

**PARTICULARS OF THE INDIVIDUALS FOR NATIONAL AWARDS**

1.	Name in English(in BLOCK Capital letters) and Hindi	
2.	Address with telephone numbers/FAX number(if any)	
3.	E-mail address, if any	
4.	Date of Birth/Age	
5.	Sex	
6.	Institution with which the individual is associated including the local and field performances and the number of persons with disabilities covered.	
7.	How is the performance of the individual adjudged as outstanding	
8.	Remarks including a brief life sketch of the individual.	
9.	No. of years working for the persons with disabilities.	
10.	Details of her/his contribution during last ten years supported by documentary evidence.	
11.	Whether received any awards in the past, if so specify and furnish a brief account.	
12.	Name of the Area/District/State in which outstanding work has been done for the welfare of persons with disabilities.	
13.	Details of outstanding professional achievements, if any	

Signature of the applicant with date

Signature of the recommending authority with date

**PARTICULARS OF THE INSTITUTIONS FOR NATIONAL AWARD**

1.	Name of the Institution in English (In BLOCK Capital letters) and Hindi	
2.	Postal and Telegraphic address of Institution with telephone and fax number.	
3.	Web-site/E-mail address, if any	
4.	Year of establishment	
5.	Whether recognized or aided by State/Central Govt./ Local bodies	
6.	Nature of work undertaken by the Institution	
7.	Total number of employees in the Institution (also indicate the number of employees with disabilities, disability-wise).	Male      Female      Total
8.	Details of work done by the Institution including places and the number of disabled persons covered by the Institution.	
9.	Specify the outstanding achievements/ Contribution of the Institution in the Past ten years in the area of welfare of persons with disabilities and rehabilitation/ education including technical education and vocational training to persons with disabilities.	
10.	Whether Institution have received any Award in the past. If so, specify and give brief account.	
11.	No. of persons with disabilities are on Governing Body. Give their names and addresses.	
12.	The number of disabled population served and area of work including District/State.	
13.	Give details showing various activities done by the Institution with numerical output.	

**Note:** Memorandum/Articles of Association annual reports for the last two years and like documents may be sent.

Signature of President/Secretary  
of the Institution with date

Signature of the recommending authority with date

**PARTICULARS OF ROLE MODEL FOR NATIONAL AWARD**

1.	Name in English (in BLOCK Capital letters) and in Hindi	
2.	Address along with telephone & fax number, if any.	
3.	E-mail address, if any	
4.	Nature and degree of Disability (Attach Disability Certificate)	
5.	Indicate percentage of disability and since when	
6.	Date of birth	
7.	Educational qualifications	
8.	Brief details/particulars of the achievements made which may be considered original and exemplar for persons with disabilities	
9.	Whether any National or International award received and if so, the details thereof	

Signature of the applicant with date

Signature of the recommending authority with date

**APPLICATION FOR NATIONAL AWARD FOR BEST APPLIED RESEARCH/  
INNOVATION/PRODUCT DEVELOPMENT AIMED AT IMPROVING THE LIFE OF  
PERSONS WITH DISABILITIES.**

1.	Name in English and in Hindi (in BLOCK Capital letters)	
2.	Address of the applicant (In full) with telephone and fax number.	
3.	Web-site/E-mail address, if any	
4.	Date of birth	
5.	Educational qualifications	
6.	Professional/Official Designation & Address of Organization with telephone & fax numbers.	
7.	Title of Invention/Innovation	
8.	i) When and where the development work was carried out. ii) Was the proposal undertaken as a research project in a Research Laboratory/ Institute or any other Organization.	
9.	Detailed technical description (Use separate sheets)	
10.	Present stage of development (Strike out items which do not apply)	Idea/Model/Working Model/ Prototype/Commercialised
11.	Claim of Originality a) How it is different from known Indigenous and imported Pin-Point in detail, the originality/ novelty claimed (Use separate sheet). b) Has it been patented? If so give patent no. and dates of application/ acceptance and sealing?	
12.	Advantage claimed over alternative products (Strike out whichever is not applicable). a) Reduced capital cost/operating cost/ Weight/volume. b) Improved performance/safety/output serviceability/range of applications/utility directly or as attachment. c) Aiding import substitution and self-reliance. d) Any other special merits.	
13.	Tests/Demonstrations carried out: a) Give details of the tests carried out and results obtained (Use separate sheets) b) Has the working model/prototype been demonstrated/ supplied for use? If yes, give names(s) and address of the persons/testing agencies and details of their observations/test results/ opinions obtained.	

14.	Details about commercialisation, has it been exploited commercially? a) If yes, date(s) of commercialisation, names and addresses of the parties manufacturing and annual sales. b) Name and address of the users, if any.	
15.	Has your invention/innovation been Published in technical or scientific Magazine? If so, enclose reprints/ cuttings.	
16.	Has the invention/innovation been submitted for consideration or consideration for any International/ National Awards? If so, give particulars.	
17.	State how the invention will benefit people with disabilities in their education/employment/training/rehabilitation or any other aspect of living.	
18.	Comment on its affordability by a common person with disabilities or by an institution/organization.	
19.	Whether received any award in the past. Specify and give a brief account.	

Dated:

Signature of the applicant with date

Remarks of the State Govt. Employers (Strike off whichever is not applicable).

The work of the applicant recommended for consideration for Best Applied Research/Innovation/Product Development aimed at improving the life of persons with disabilities. The work is/is not an assignment of employment.

Signature of Head of the Institution/Organization with SEAL

Signature of the recommending authority with date



**ANNEXURE-H**

**PARTICULARS OF OUTSTANDING WORK IN THE CREATION OF BARRIER-FREE ENVIRONMENT FOR PERSONS WITH DISABILITIES FOR NATIONAL AWARDS**

1.	Name of the Agency in English (in Block Capital letters) and in Hindi	
2.	Address of the agency along with telephone & fax number, if any.	
3.	Web-site/E-mail address, if any	
4.	Nature of the agency	
5.	Particulars of access facilities provided	
6.	Number of the people benefited annually category-wise.	
7.	Comment on the replicability of the facilities given.	
8.	Whether toilets have been modified, doors are modified keeping in view the needs of disabled and ramps are provided in the building.	
9.	Whether facilities for visually and hearing handicapped are provided at work site and protective devices are used for their physical safeguard. Give full details	

Signature of the applicant with date

Signature of the recommending authority with date

**PARTICULARS OF THE BEST DISTRICT OF A STATE ENGAGED IN WELFARE AND REHABILITATION OF THE DISABLED PERSONS**

1.	Name of the district	
2.	Name of the state	
3.	Since when District Rehabilitation Centre is in operation	
4.	Details of activities undertaken in the area of disability rehabilitation	
5.	Involvement of District administration NGOs/Local level bodies and public Representatives in functioning of District Center.	
6.	Special efforts made in the provision of services including for prevention of disability	
7.	Details of convergence of various development schemes for benefit of Persons with Disabilities.	
8.	Coverage under ADIP Scheme	
9.	Details of awareness generating activities	
10.	Any other	

Signature with date

Signature of the recommending authority with date

**PARTICULARS OF THE BEST STATE CHANNELISING AGENCY OF THE NATIONAL HANDICAPPED FINANCE AND DEVELOPMENT CORPORATION**

1.	Name of the State	
2.	Name of State Channelising Agency in English(in BLOCK Capital letters) and Hindi	
3.	Year of nomination as SCA of NHFDC	
4.	Date of execution of GLA	
5.	Date of Government Guarantee	
6.	Quantum of Government Guarantee	
7.	Number of Projects received in NHFDC from SCA in the previous financial year	
8.	Number of projects sanctioned by NHFDC during previous financial year	
9.	Amount released by NHFDC to SCA during previous financial year.	
10.	Amount disbursed to beneficiaries by SCA during previous financial year.	
11.	Number of Persons with Disability to whom loan disbursed by the SCA during previous financial year.	
12.	Recovery due from the SCA till the end of previous financial year.	
13.	Recovery received from SCA till the end of previous financial year.	
14.	Recovery percentage at the end of previous financial year.	
15.	Funds refunded by SCA during the previous financial year.	
16.	Utilisation certificates received from SCA during the previous financial year.	
17.	Utilisation percentage during previous financial year for the amount due for utilization.	

Signature:

Name:

Designation:

Office Address with seal:

Comments of the Recommending Authority:

**PARTICULARS OF OUTSTANDING CREATIVE ADULT PERSONS WITH DISABILITIES  
FOR NATIONAL AWARDS**

1.	Name of the person in Hindi & English (In BLOCK Capital letters)	
2.	Residential address along with telephone no. and fax number, if any.	
3.	E-mail address, if any	
4.	Web-site address, if any	
5.	Date of Birth/Age	
6.	Nature and degree of disability (attach Disability Certificate)	
7.	Occupation	
8.	Monthly income	
9.	Particulars of the creative work for which award is to be considered	

Signature of the applicant with date

Signature, name & designation of the recommending authority with date

**NOTE:**

1. Two copies of the photographs clearly showing disability of recommended person with disabilities, to be enclosed with bio-data.
2. Application should be supported by a Medical certificate indicating the degree of total disability.

**PARTICULARS OF OUTSTANDING CREATIVE CHILD WITH DISABILITIES FOR NATIONAL AWARDS**

1. Name of the child in English (in BLOCK Capital letters) and Hindi :
2. Date of Birth (Attach Certificate) :
3. Residential address along with telephone & fax number, if any. :
4. E-mail address, if any :
5. Web-site address, if any :
6. Nature and degree of disability :
7. Class in which studying :
8. Particulars of the creative work for which award is to be considered :

Signature of Applicant  
Name (In BLOCK Capital letters)  
Address  
Relationship with Candidate

Signature, name & designation of the recommending authority with date

**NOTE:**

1. Two copies of the photographs clearly showing disability of recommended child with disabilities, to be enclosed with bio-data.
2. Application should be supported by a Medical certificate indicating the degree of total disability.

**ANNEXURE-M**

**NATIONAL AWARD FOR BEST BRAILLE PRINTING PRESS**

1. Name of the Organization :
2. Name of Braille Press Manager :
3. Address :
4. Telephone number :
5. Fax number :
6. E-mail :
7. Web-site address :
8. Establishment of the Braille Press : Month :  
Year :
9. Braille Printing Capacity  
(a) No. of Printers :  
(b) Details of each Printer :

S.No.	Type of printer	Speed (Characters per second)	Functional/Non functional
1.			
2.			
3.			
4.			

10. Year-wise production by the Press (not including work out-sourced)

S.No.	Item	2009-10	2009-10	2010-11
1.	No. of titles by language (a) Hindi (b) English (c) Other languages (i) (ii) (iii) Total			
2.	No. of volumes (copies)			
3.	No. of pages			
4.	No. of School Books			
5.	No. of tactile sketches, graphs, geometrical figures etc.			

6.	No. of volumes sold			
	(a) Subsidized			
	(b) Non-subsidized			
	Total			

11. Financial status

Financial year	Expenditure	Sale proceeds	Profit/loss
2008-09			
2009-10			
2010-11			

Signature with office seal

Name

Designation

Date

Place

N.B.

- (a) Please include list of titles alongwith language and number of volumes sold.
- (b) Please enclose copies of Balance sheet and profit/loss account of the organization duly audited.

Signature, Name & Designation of the  
Recommending authority with date

**PARTICULARS OF THE RECOMMENDED BEST ACCESSIBLE WEBSITE FOR PERSONS WITH DISABILITIES FOR NATIONAL AWARDS**

1.	Name of the Organization / Agency in English (in Block Capital letters) and in Hindi	
2.	Address of the Organization / agency along with telephone & fax number, if any.	
3.	Web-site/E-mail address, if any	
4.	Nature of the agency	
5.	Brief of features of accessible facilities provided	
6.	Number of the people benefited annually category-wise.	
7.	Comments on replicability of the accessibility features of website.	
8.	Does it meet level AA of WCAG 2.0 guidelines	
9.	Can a person with visual disability use a screen reader software on this website	
10.	Can a person who has difficulty in using a mouse, use voice recognition software which enables working on computer with verbal commands	
11.	Does it has facilities to change the size and spacing of the text	
12.	Does it has facilities to change the colour scheme of the text	
13.	Can the website be accessed through mobile phone	
14.	Is website updated regularly	

Signature of the authorized person of applicant organization

Signature, name & designation of the recommending authority with date



**PARTICULARS OF THE BEST STATE IN PROMOTING EMPOWERMENT OF PERSONS WITH DISABILITIES**

1.	Name of the State	
2.	Overall planning and strategy of the state in providing comprehensive rehabilitation services to the persons with disabilities and setting up good Institutional infrastructure including state commissioner for persons with disabilities (PwDs).	
3.	Percentage of persons with disabilities who have been issued disability certificates	
4.	Percentage coverage of identified persons with severe multiple disabilities under IGNDPS	
5.	Achievement of State (in percentage against their notional allocation) under the following Central Sector Schemes:- (i) DDRS – 5 % (ii) ADIP – 5% (iii) SIPDA- 5%	
6.	Percentage of government elementary and secondary schools having:- (a) Ramps with railings (b) Special teachers (c) Disabled friendly toilets	
7.	PwD who have been placed in Government jobs against the stipulated 3% quota for them	
8.	Special efforts made to provide barrier free environment in public spaces	
9.	Expenditure on State Sector schemes for PwDs as % of the total State Plan Outlay	
10.	Percentage of PwDs provided vocational training during last five years	
11.	Loan availed by SCA from NHFDC as % of its notional allocation.	

Signature of the authorized person with date

Signature of the recommending authority with date

**PARTICULARS OF BEST SPORTSPERSON WITH DISABILITY**

1.	Name in English (in BLOCK Capital letters) and in Hindi	
2.	Address along with telephone & fax number, if any.	
3.	E-mail address, if any	
4.	Nature and degree of Disability (Attach Disability Certificate)	
5.	Indicate percentage of disability and since when	
6.	Date of birth	
7.	Educational qualifications	
8.	Number of international level sports events participated	
9.	Number of international medals won during last 3 years	
10.	Number of National level sports events participated	
11.	Number of National medals won during last 3 years	
12.	Any other achievement in activities related to the sports for persons with disabilities	

Signature of Applicant  
Name (In BLOCK Capital letters)  
Address  
Relationship with Candidate

Signature, name & designation of the recommending authority with date

**NOTE:** Application should be supported by a Medical certificate indicating the degree of total disability.

**CALENDER OF ACTIVITIES TO BE FOLLOWED EACH YEAR**

Sl. No.	Activities	Date and Month
1.	Advertisement of National Awards	15 <sup>th</sup> June
2.	Last date of receipt of applications	15 <sup>th</sup> July
3.	Constitution of Screening Committees and National Selection Committees	30 <sup>th</sup> June
4.	Meetings of the Screening Committees	31 <sup>st</sup> July
5.	Meeting of the National Selection Committee	31 <sup>st</sup> August
6.	Verification of short-listed candidates	15 <sup>th</sup> October
7.	Information/confirmation to awardees	31 <sup>st</sup> October
8.	Presentation of National Awards	3 <sup>rd</sup> December

\*\*\*\*\*