

# Deendayal Disabled Rehabilitation Scheme to promote Voluntary Action for Persons with Disabilities (Revised DDRS Scheme)

## PREFACE

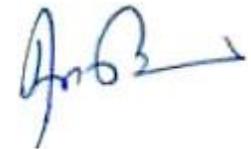
The umbrella Central Sector Scheme of this Ministry called the "Scheme to Promote Voluntary Action for Persons with Disabilities" was revised w.e.f. 01.04.2003 and was renamed as the "Deendayal Disabled Rehabilitation Scheme (DDRS)". However, while revision of the scheme took place in 2003, the cost norms of 1999 had remained unchanged. The revision of the cost norms has become imperative to compensate for the price rise. The Consumer Price Index (CPI) for Industrial workers has risen by 38% from 1999 to 2007. It has been decided to revise the cost norms for honoraria, recurring items and nonrecurring items of expenditure. The scheme has also been revised to the extent that there has been widening of the scope of the model projects.

The revised Scheme now has two parts viz. Part-A consisting of the Scheme and the Documents (prescribed proforma) required for consideration of a proposal of Grant-in-aid under the Scheme and Part-B (Model Project Profiles) which elaborates the various model projects and cost norms for honoraria, recurring and non-recurring items of expenditure thereunder .

The revised Scheme shall be effective from 01.04.2009.

New Delhi

Dated: 9.12.2009



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## **DEENDAYAL DISABLED REHABILITATION SCHEME**

### **1. INTRODUCTION**

1.1 According to Census 2001, there were about 2.2 crore persons with disabilities in India, constituting 2.1% of the total population. The estimated population of persons with disabilities in 2008 is 2.44 crore.

1.2 The mandate of the Constitution of India is to ensure equality, freedom, justice and dignity of all individuals, which implies an inclusive society for all, especially the disadvantaged. Article 41 of Part IV ["Directive Principles of State Policy"] which is particularly relevant with regard to persons with disabilities, reads as follows:

**"41. Right to work, to education and to public assistance in certain cases -**

The State shall, within the limits of its economic capacity and development, make effective provision for securing the right to work, to education and to public assistance in cases of unemployment, old age, sickness and **disablement**, and in other cases of undeserved want."

1.3 In pursuance of the above provision of the Constitution, the following initiatives have been taken by the Government for the welfare and empowerment of persons with disabilities:

- i. Enactment of the "**Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995**" (hereinafter, the PwD Act), which provides for education, employment, non-discrimination and social security for persons with disabilities.
- ii. Adoption of the **National Policy for Persons with Disabilities**, in February, 2006, to address various concerns regarding physical, educational and economic rehabilitation of persons with disabilities.
- iii. Ratification of the UN Convention on the Rights of Persons with Disabilities (UNCRPD), which has come into force on 3rd May, 2008.

1.4 Section 2(w) of the PwD Act, 1995, defines "rehabilitation" as "a process aimed at enabling persons with disabilities to reach and maintain their optimal, physical, sensory, intellectual, psychiatric or social functional levels". Some of the main components of rehabilitation are:

- i. provision of assistive aids and appliances
- ii. education
- iii. vocational training
- iv. assistance for employment
- v. training in or assistance for independent living

1.5 Rehabilitation is a specialized profession. The Rehabilitation Council of India, set up under a 1992 Act of Parliament, regulates and monitors the training of rehabilitation professionals and personnel, and promotes research in rehabilitation and special education.

1.6 Section 66 of the PwD Act, which deals with rehabilitation, reads as below:

**"66. Appropriate Governments and local authorities to undertake rehabilitation**

1. The appropriate Governments and the local authorities shall within the limits of their economic capacity and development undertake or cause to be undertaken rehabilitation of all persons with disabilities.
2. For purposes of sub-section (1), the appropriate Government and local authorities shall grant financial assistance to non-governmental organizations.
3. The appropriate Governments and local authorities while formulating rehabilitation policies shall consult the non-governmental organizations working for the cause of persons with disabilities."

1.7 The Central Government has been providing grant-in-aid to non-governmental organizations over successive Five Year Plans through various schemes for projects relating to rehabilitation of persons with disabilities.

1.8 In 1999, to enable more effective implementation of Section 66, PwD Act, the four schemes then existing for rehabilitation of persons with disabilities were amalgamated into a single scheme called the "Scheme To Promote Voluntary Action for Persons with Disabilities" as an umbrella Central Sector Scheme. The amalgamated scheme was revised with effect from 1.04.2003 with the approval of the then Minister-in-charge, and renamed as the "Deendayal Disabled Rehabilitation Scheme (DDRS)". However, cost norms were not revised in 2003.

1.9 NGOs are being given assistance under DDRS for providing a wide range of services to children/persons with disability, e.g.,

- i. programmes for pre-school and early intervention
- ii. special education,
- iii. vocational training and placement
- iv. community based rehabilitation
- v. manpower development
- vi. psycho-social rehabilitation of persons with mental illness
- vii. rehabilitation of leprosy-cured persons, etc.

1.10 Assistive aids and appliances to PwDs are provided under another Central Sector Scheme of the Ministry called "Scheme of Assistance to Disabled Persons for Purchase/Fitting of Aids/Appliances (ADIP)".

1.11 The DDRS guidelines include model projects covering various services provided by voluntary agencies which can be supported through grant-in-aid. Model projects give the following details:

- i. objective, needs to be addressed, target group in terms of type of disability and age and minimum permissible number of beneficiaries
- ii. teacher-beneficiary ratio (for pre-schools and special schools)
- iii. number of trades and an illustrative list of trades (for vocational training)
- iv. maximum amount of recurring and non-recurring assistance admissible for a specified number of beneficiaries in the form of cost norms

1.12 Grant-in-aid upto 90% of the project cost, found admissible on the basis of the prescribed cost norms in the relevant model project, can be provided to support a project under the Scheme. Tapering of grant every alternate year by 5% of the total admissible project cost has been introduced w.e.f. 2007-08 in the case of urban projects already funded for 7 years, to encourage gradual self-reliance of NGOs. The tapering is to continue till support comes down to 75% of the project cost admissible.

1.13 If grant is provided for all admissible non-recurring items in a model project in a year, on an average, about 80% of grant would be for recurring and 20% for non-recurring proposals.

However, as per norms, grant for non-recurring items can be provided only once in 2-3 years and most organizations do not seek grant for non-recurring items. Hence, in practice, the non-recurring component usually accounts for only

upto 5 % of the total grant in a year.

1.14 The Ministry has been widening the scope of model projects under the Scheme as per need. Revision is done on the advice of disability-wise Expert Technical Committees (ETCs) constituted for the purpose.

## 2. NEED FOR REVISION

2.1 Revision of DDRS has become necessary for the following reasons:

- i. In 2003, when the scheme was last revised, cost norms of 1999 had remained unchanged. Hence, revision of cost norms is necessary to compensate for price rise since 1999.
- ii. It is necessary to periodically revise existing model projects and add new ones.

2.2 The Consumer Price Index (General) for Industrial Workers (CPI) rose by 38% from 1999 to 2007. Cost norms for honoraria, other recurring items, and non-recurring items of expenditure are being revised as shown in the table below:

S. No.	Item of Expenditure	Change Proposed
1.	<b>Recurring</b>	
(i)	Honoraria for technical staff	Increase - 33% to 38%
(ii)	Honoraria for non-technical staff	Increase - upto 25%
(iii)	Other recurring items	Increase - 33% to 43%
2.	<b>Non-recurring</b>	Most items-increase- 28% to 50% 2 items- decrease-50% and 75% respectively

2.3 Rationalization and merger of manpower categories in various model projects has been carried out. As against 80 categories in the original scheme, the revised list (at Part A, Annexure XIV), contains 66 manpower categories comprising 48 technical, 4 technical (part-time), and 14 non-technical categories.

2.4 Some model projects have been revised, as indicated below:

- i. Model Project for Vocational Training Centres (Model Project IV in Part B)

(a) Updating of illustrative list of trades

The illustrative list of trades being offered in Vocational Training Centres comprised 152 trades. Considering the demand for new skills like computer applications and programming, web designing and internet management, mobile repairing, etc., 14 new trades have been added (revised list given in Annexure to Model Project IV in Part B). Further new trades will continue to be added as and when required, since the list is only illustrative.

2.5 The Ministry will continue to widen the scope of model projects, based on recommendations of Expert Technical Committees (ETCs), within the revised cost norms (given in Part A, Annexure XIV to XVI)

## 3. THE REVISED SCHEME

Pursuant to the above the Central Government has approved the revised scheme, the main elements of which are as follows:

### 3.1 OBJECTIVES

The objectives of the scheme are:

3.1.1 To create an enabling environment to ensure equal opportunities, equity, social justice and empowerment of persons with disabilities.

3.1.2 To encourage voluntary action for ensuring effective implementation of the People with Disabilities (Equal Opportunities and Protection of Rights) Act of 1995.

### **3.2 APPROACH AND STRATEGY**

The approach of this Scheme is to provide financial assistance to voluntary organizations to make available the whole range of services necessary for rehabilitation of persons with disabilities including early intervention, development of daily living skills, education, skill-development oriented towards employability, training and awareness generation. With a view to inclusion of persons with disabilities in the mainstream of society and actualizing their potential, the thrust would be on education and training programmes. In order to achieve the objectives of the scheme the key strategies will be as follows:

- i. To enhance educational opportunities at all levels and in all forms and enlarge the scope of vocational and professional opportunities, income generation and gainful occupations.
- ii. To support all such measures as may be necessary for promoting formal as well as nonformal employment and placement opportunities.
- iii. To implement outreach and comprehensive Community Based Rehabilitation programmes in urban and rural environments.
- iv. To support manpower development activities to train required personnel at different levels for all programmes/projects/activities for persons with disabilities.
- v. To support the development, publication and dissemination of information, documentation and training materials.
- vi. To set up well equipped resource centres at different levels. To promote and support the development of self-help groups, parent organizations and independent living.
- vii. To encourage coordination, cooperation and networking and multi-sectoral linkages.
- viii. To support people with disabilities in projects which are environment friendly and ecopromotive.
- ix. To support construction and maintenance of buildings, provision of furniture and fixtures and installation and maintenance of machinery and equipment.
  - x. To establish and support facilities for sport, recreation, leisure-time activities, excursions, creative and performing arts, cultural and socially inclusive activities.
  - xi. To support and facilitate the availability of appropriate housing, homes and hostel facilities.
  - xii. To support the conduct of surveys and other forms of epidemiological studies.
- xiii. To promote research in various development areas, innovative strategies, assistive devices and enabling technologies and support production of such devices ensuring quality control.
- xiv. To support effort to ensure protection of human, civil and consumer rights of persons with disabilities.
- xv. To support legal literacy, including legal counseling, legal aid and analysis and evaluation of existing laws.
- xvi. To support such other measures, which may meet the needs of the persons with disability and fulfill the obligations as prescribed in the People with Disabilities (Equal Opportunities and Protection of Rights) Act of 1995.

### **3.3 COMPONENTS ADMISSIBLE FOR ASSISTANCE UNDER THE SCHEMES**

#### **3.3.1 Broad Details of Norms**

3.3.1.1 Project profiles, norms of honorarium, types of equipment/teaching material and trades, duration of programme, parameters for funding etc. are listed in Part A and Part B of these guidelines. These are illustrative and not exhaustive in nature. However, the Ministry, reserves the right to adopt parameters below the ceiling norms where there is justification to do so. These parameters can also be considered for relaxation with the approval of Secretary (Social Justice and Empowerment) in exceptional and deserving cases in general and particularly in the case of project proposals from North East Region or regions affected by natural calamities, provided the Ministry is satisfied that there are reasonable and valid grounds for doing so. The decision of the Ministry in this regard shall be final.

3.3.1.2 The assistance for the project as a whole will be determined with reference to the model project profiles and the total annual cost worked out and illustrated in Part B. New model projects and amendments to existing model projects would be made by the Ministry from time to time as per the cost norms indicated in Part B and summarized in Part A (Annexure XIV to XVI), based on need and experience of implementation.

3.3.1.3 There could be situations where projects of an already funded organization could comprise a variety of activities - for instance a project which has one or more of the components of assessment, creation of awareness, early intervention, special school cum VTC - falling under more than one illustrated project profiles. The cost norms would be extended to such existing hybrid projects also and the organization would be expected to identify the beneficiaries, staff and cost items for each such activity separately. In order to facilitate the organizations, in such situations, which may require a time frame to fall in line with the current requirements, a time frame could be considered for compliance but this would not extend to the application of financial norms. Assistance to projects will be considered for recurring

and non-recurring cost items. The cost norms, which would be one of the guiding factors for determining assistance, are given Part A (Annexure XIV to XVI).

3.3.1.4 Though attempts to standardize the cost norms have been made, there could be instances where there would be variation in the cost of items. Some common examples where there is likelihood of variation are rent & transport costs. The rent for running a Vocational Training Center may not be the same as for Special Schools. Also the rent rates may vary from one project location to the other. The ceilings for rent admissible have therefore been fixed in accordance with the type of project and project location.

3.3.1.5 The voluntary organizations are at liberty to provide for any additional services for the welfare of the disabled, for which user charges may be collected as a supplement to the assistance meted out by this Ministry. However, user charges should not be recovered from beneficiaries of BPL families. The basis of user charge in the case of non-BPL beneficiaries should be the capacity to pay.

The user charges so collected should be accounted for and reflected in the audited statements so as to facilitate understanding of the criterion and extent of such charges collected as well as their usage thereof. The organization would be required to give a certificate duly signed by an authorized signatory to the effect that stipend/hostel maintenance claimed is in respect of dependent beneficiaries whose annual family income does not exceed Rs. 1 lakh and user charges are being recovered in respect of only those who are from families that are not below the poverty line.

3.3.1.6. The Human Resource Personnel assisting the non-governmental organizations are not the employees of Govt. of India or the Ministry. References in this Annexure to enlisting of the services of Human Resource personnel with prescribed qualifications of RCI should not be construed as giving rise to claims of honorarium at par with personnel of other institutions/bodies in the Governmental sector.

3.3.1.7 Funds may be earmarked by the Ministry as required for meeting the expenditure on monitoring, inspection of projects of the voluntary organization by designated agencies, exemptions required if any in the case of directions of High Court/Supreme Court etc.

### **3.3.2 The following model projects are supported under the scheme:-**

#### **I. Project for Pre-School and Early Intervention and Training**

The primary objective is to prepare infants and children upto 6 years of age for schooling in special schools and/or integration at the appropriate stage in regular schools. The project also provides for therapeutic services, day care and counseling of parents.

#### **II. Special Schools**

Special school projects for the mentally challenged, the hearing and speech impaired and the visually challenged are supported. The main thrust of special education is to develop communication skills and other sensory abilities, with the end objective varying from acquiring daily living skills to integration in regular institutions of learning and society in general. Residential facilities can also be covered under the grant. Continuing projects for special schools for Orthopaedically Handicapped children are being funded, but there is no model project.

#### **III. Project for Cerebral Palsied Children**

The objective is similar to projects for special schools, with more emphasis on catering to the therapy needs of the individual.

#### **IV. Vocational Training Centres**

These projects are meant for persons with disabilities in the age group of 15-35 years and are expected to provide skills to enable such persons to move towards economic independence. An illustrative list of trades and the maximum period of training has been specified in the scheme.

#### **V. Sheltered Workshops**

The objective is similar to vocational training centres and the projects are meant for creating income generation opportunities.

#### **VI. Project for Rehabilitation of Leprosy Cured Persons**

The basic aim of this project is to empower leprosy cured persons with skills to enable them to improve their socio-economic condition. The projects can include vocational training units and homes (only for severely disabled).

#### **VII. Half Way Home for Psycho-Social Rehabilitation of Treated and Controlled Mentally Ill Persons**

The objective of this project is to provide a facilitating mechanism for rehabilitation of persons whose mental illness is treated and controlled, after their discharge from mental hospitals/asylums. The project provides vocational training for such persons and counseling for them and their families to facilitate reintegration with the family/society. Medical advice/treatment relating to their illness is also provided so that periodic psychiatric

disturbances can be managed.

**VIII. Project relating to Survey, Identification, Awareness and Sensitization**

The objectives include identification of disability to facilitate early intervention through awareness creation, sensitization of parents/guardians on management needs of persons with disabilities, suggesting appropriate rehabilitation programmes and facilitation of research on trends relating to various disabilities.

**IX. Home Based Rehabilitation Programme/Home Management Programme**

The objectives of this project include guidance and provision for mobility skills, development of basic communication skills and daily living skills, training and sensitization of families of children with disabilities, in the context of the home environment.

**X. Project for Community Based Rehabilitation**

The objective of this project is to rehabilitate and train disabled individuals and integrate them into their communities. The focus is on partnership between the disabled persons, families, community and health professionals to provide needed services in a non-institutional setting, in an environment where services for disabled persons are seriously limited or absent. These projects are particularly relevant in rural areas

**XI. Project for Low Vision Centres**

These projects provide facilities for medico-rehabilitation of persons with low vision. The centres provide identification, assessment, rehabilitation and counseling services and assist individuals with low vision to reach their maximum potential through guidance and improvement of visual efficiency.

**XII. Projects for Human Resource Development**

These projects provide training for trainers in special education, develop resource centres and networking of resources in the field of rehabilitation of the disabled.

**XIII. Seminars/Workshops/Rural Camps**

Lump-sum grant is provided under this project to support seminars/ workshops/ rural camps with specified objectives, outcomes and tangible outputs.

**XIV. Environment Friendly and Eco-Promotive Projects for the Handicapped**

Environment friendly and eco-promotive projects by the disabled like gardening, horticulture, raising of nurseries and planting of trees are supported.

**XV. Grant for Computer**

Computers of appropriate configuration as per requirement can be provided under this project. Grant for computers is also an admissible component under various other projects under this scheme.

**XVI. Construction of Building**

Support for construction of class rooms, vocational training or employment centres and hostel buildings is provided under this project.

**XVII. Project for Legal Literacy, including Legal Counseling, Legal aid and Analysis and Evaluation of Existing Laws.**

Support for such projects is provided in the form of honoraria for para-legal trainers and other staff, contingencies and court expenses.

**XVIII. District Disability Rehabilitation Centres**

The objective is to support the functioning of District Disability Rehabilitation Centres set up by the Government, after these are handed over to voluntary agencies. These Centres are involved in awareness generation, rehabilitation and training at the grassroot level.

**3.3.3 The following components are admissible for assistance under the Scheme under various model projects:**

**I. Recurring expenditure**

- i. Honorarium against staff deployed for the project by the voluntary organisation
- ii. Transportation for beneficiaries
- iii. Stipend for beneficiaries/hostel maintenance
- iv. Cost of Raw Materials
- v. Contingencies to meet office expenses, electricity and water charges, etc.
- vi. Rent

**II. Non-recurring expenditure**

- i. furniture
- ii. equipment
- iii. building construction
- iv. books

Cost norms for expenditure are indicated in the scheme as cost ceilings for all recurring and nonrecurring items of expenditure.

### **3.4 ELIGIBLE ORGANISATIONS**

3.4.1 The following organizations/institutions shall be eligible for assistance under this scheme:

- i. Organisations registered under the Societies Registration Act, 1860 (XXI of 1860), or any relevant Act of the State/Union Territory; or,
- ii. A public trust registered under the law for the time being in force; or,
- iii. A charitable company licensed under section 25 of the Companies Act, 1958,

Further, the registration should have been in force for at least 2 years at the time of applying for grant under this scheme.

Note: In exceptional cases, Secretary, Ministry of Social Justice & Empowerment is empowered to waive the condition of minimum time period, for reasons to be recorded in writing, based on detailed justification.

3.4.2 An organization/institution specified in Para 3.4.1(i) to (iii) should have the following characteristics:

- i. It should have a properly constituted managing body with its powers, duties and responsibilities clearly defined and laid down in writing.
- ii. It should have resources, facilities and experience for undertaking the programme.
- iii. It should not be run for profit to any individual or a body of individuals.
- iv. It should not discriminate against any person or group of persons on the grounds of sex, religion, caste or creed.
- v. It should ordinarily have existed for a period of two years.
- vi. Its financial position should be sound.

**Note:** The conditions related to experience, period of existence and financial soundness may be relaxed by the Secretary in consultation with Financial Advisor, in rare and exceptional cases, for reasons to be recorded in writing.

### **3.5 NORMS OF FINANCIAL ASSISTANCE**

3.5.1 The quantum of support/ grant-in-aid, determined on the basis of the scope and merits of the project proposal, could be upto 90% of the budgeted amount for a project, based on prescribed cost norms. To encourage gradual self-reliance of NGOs, tapering of grant is applied in projects already funded for 7 years in urban areas by 5% every alternate year, so as to reduce the level of funding to 75%.

3.5.2 The details of norms for grant-in-aid are indicated in **Annexure XIV to XVI in Part A** 3.5.3 If an organisation has already received or is expecting to receive a grant from some other official source for a project for which application is being made under this scheme, the grant under this scheme will be sanctioned after taking that into account. The application will have to give information/ declaration to that effect.

### **3.6 APPLICATION AND SANCTION**

#### **3.6.1 For new projects**

Grants-in-aid for new projects will be sanctioned keeping in view the recommendations of the State Government/State Commissioners /National Institutions/Organisations/any other system designated by the Ministry of Social Justice & Empowerment for this purpose on the form prescribed (**PART-A, ANNEXURE-II**). However, for new projects dealing with training of professionals, applications should be submitted to the Rehabilitation Council of India (RCI) for approval and support.

#### **3.6.2 For continuing projects**

I. Application is to be submitted on prescribed form for release of grant-in-aid (as per **PART A, ANNEXURE-II**). The required documents to secure release of grant-in-aid are:

- i. Budget Estimates for the financial year for which grant-in-aid is required (show recurring and non-recurring items separately).
- ii. Audited/unaudited accounts for the previous year indicating the expenditure incurred on each sanctioned item vis-à-vis the grant sanctioned.
- iii. Receipt and Payments statement, Income & Expenditure Statement and Balance Sheet.

- iv. Annual Report of the previous year.
- v. Audited utilisation certificate with itemwise expenditure as per the sanctioned items of grant (as per **PART A, ANNEXURE-III**).
- vi. Details of staff employed (as per **PART A, ANNEXURE-IV**)
- vii. Details of beneficiaries (as per **PART A, ANNEXURE-V**)
- viii. Details of office bearers and members of managing committee (as per **PART A, ANNEXURE-VI**)
- ix. Any other information considered necessary by the organisation or as asked.

## II. Additional documents required in the case of projects for DDRCs

- i. Summary of physical and financial progress as per quarterly progress report prescribed in DDRC manual (**Table I & II at Annex-III of DDRC manual.**)
- ii. Certificate to the effect that the grants towards contingencies are not being utilized for payment of rent / maintenance / repair of the building or installation of electrical or water connection or towards purchase of furniture.
- iii. Applications for the continuing projects will be sanctioned on the recommendation of the State Government/ State Commissioners/ National Institutions/ Organisations/any other system designated by the Ministry of Social Justice & Empowerment for this purpose. The NGO will maintain separate account for each Scheme/Project. The organisation will also be open to inspection by Govt. authorities etc. and for internal audit/concurrent audit and audit by the CAG, whenever required.
- iv. NGOs will submit their applications after calculating the amount required to be released under grant-in-aid in a standardized calculation sheet (as per **PART-A, ANNEXURE-VII**) as per the norms prescribed.

## **3.7 PROGRAMME MANAGEMENT**

### **3.7.1 Nodal Department in the State Government/UT Administration**

Every State Government/UT Administration will designate one of its Departments as the Nodal Department for the programme. The Nodal Department should be so chosen that it can most efficiently carry out nodal responsibility for effective implementation of the programme all over the State/UT.

### **3.7.2 Nodal Responsibility at the District Level**

Every State Government/UT Administration will also be expected to designate one nodal officer or agency at the district level which will be assigned overall responsibility of effective implementation of the programme at the district level.

### **3.7.3 Management at the Local Level**

At the local level, the state Governments will be expected to assign responsibility for effective implementation and supervision of the programme to an appropriate body e.g. Gram Panchayat, Municipality/ Corporations as the case may be.

## **3.8 CONDITIONS FOR ASSISTANCE**

3.8.1 An aided organization/institution/establishment shall be open to inspection by an officer of the Central Government and the State Government or a nominee of their authorities or any other agency so designated by the Ministry.

3.8.2 An aided organization organizing a seminar, conference, refresher course or a workshop at Government's expense could invite foreign delegates only with the prior approval of the Govt. of India.

3.8.3 If an organization has already received or is expected to receive a grant from some other official sources for the purpose for which the application is being made under this Scheme, assessment for central grant will normally be made after taking into account grant from such other official sources.

3.8.4 An aided organization shall maintain separate accounts of the Grants received under this Scheme. They shall always be open to check by an officer deputed by the Government of India. This shall be open to a system of internal audit or concurrent audit. They shall also be open to test check by the Comptroller and Auditor General of India.

3.8.5 An aided organization shall maintain a record of all assets acquired wholly or substantially out of Government grant in the Stock Register and present these to the Auditor when required to do so. In this regard the provisions of the General Financial Rules, 2005 (Govt. of India) would be applicable.

## **3.9 INSPECTION AND MONITORING**

3.9.1 The organizations/institutions receiving grants under this Scheme shall submit periodic reports to the Ministry in prescribed proforma for regular feedback and monitoring. The State Governments/UT Administration or any other agency prescribed by the Ministry would conduct regular inspections of the agencies and send their reports to the Ministry of Social Justice and Empowerment. In addition, there shall be independent evaluation by designated monitoring and inspecting agencies.

3.9.2 The Ministry may outsource preliminary examination of proposals received under the scheme and database development so as to enhance the operational capability within the Ministry.

3.9.3 It is important that the funded NGOs also establish and maintain a computerized database. This would enhance effective communication along with timely submission of prescribed reports for evaluation purposes.

3.9.4 The remuneration and overhead expenses on independent evaluation and outsourcing by the Ministry for preliminary examination of proposals and database development shall not exceed 2% of the total allocation of the Scheme.

### **3.10 PERIODIC RETURNS**

Half-yearly periodic returns have been prescribed for projects relating to Community Based Rehabilitation and relating to Survey, Identification, Awareness and Sensitization. The formats are at **PART A, ANNEXURE-XVII and ANNEXURE XVIII.**

### **3.11 UTILIZATION CERTIFICATES(UCs)**

Every organization/institution receiving grants under this Scheme shall submit Utilization Certificates (UCs) at the end of each financial year as per the format in **PART A, ANNEXURE-III.**

## **ANNEXURE-I**

### **DOCUMENTATION**

**The following documents/information are required for submission of proposals for grant-in-aid under the Deendayal Disabled Rehabilitation Scheme:**

<b>S.No.</b>	<b>Item</b>	<b>Remarks</b>
1.	Application	In the same format as the application form in the scheme for the first instalment in continuing cases or for new cases (Annexure-II).
2.	Registration Certificate under Registration of Societies Act	Duly attested copies of valid Registration and PWD certificates are required to be submitted when grant-in-aid is to be granted for the first time. In case the Registration or PWD certificate has a fixed validity period, it should be submitted afresh when it is renewed.
3.	Registration Certificate under PWD Act 1995	
4.	Memorandum of Association/Trust Deed including Rules & Regulations/Byelaws	As prescribed in the scheme. Only required in new proposals for grant-in-aid or when there is any change.
5.	Details of the Managing/Executive Committee	Names, residential addresses, telephone numbers, email addresses of members and website address of the organisation, if website is maintained.
6.	Attested copy of Rent Agreement indicating validity period and details of accommodation available	As prescribed in the scheme. Only required in new proposals for grant-in-aid or when rent agreement is renewed or executed afresh.
7.	Location of the project	It should be indicated whether the project is based in Rural or Urban Area and if rural, certificate from concerned authority should be provided and the year of commencement of grant to the project under the Scheme should be indicated.

8.	Staff List	As per prescribed format in the scheme. The staff list should clearly indicate their date of appointment, complete qualification (if abbreviation used, details may be given), experience etc.
9.	Certificate of Special Education	Copies of certificates of all staff appointed under the project are required in case of new proposals for grant-in-aid and details of new staff appointed under the project are required in the case of continuing projects.

S.No.	Item	Remarks
10.	List of Beneficiaries	As per the prescribed format in the scheme, clearly indicating date of birth, date of admission under the project (total time spent under the project), category & percentage of disability, class/standard in case of school and trade in case of Vocational Training, family income per annum (only for hostellers).
11.	Total Budget Estimate	This should include details of estimated expenditure separately on each item and post, as per scheme/project.
12.	Certificate regarding claim of stipend/ hostel maintenance	The certificate should clearly state that stipend/hostel maintenance claimed under the budget is only in respect of those beneficiaries whose family income does not exceed Rs.1.00 lakh p.a.
13.	List of Assets (moveable & immovable)	List of assets acquired under the project from the grant-in-aid to be enclosed.
14.	Annual Report/Progress Report	Details of activities of the organisation in the previous year are to be indicated. In the case of new proposals for grant-in-aid, Annual Reports for the previous 2 years are required.
15.	Statement of Accounts (Consolidated and for the project being funded under the scheme) - Balance Sheet, Receipt & Payment Statement and Income & Expenditure Statement	Statement of Accounts comprising, inter alia, a copy each of the statement of (i) Receipt and Payment Statement, (ii) Income and Expenditure Statement (iii) Balance Sheet and (vii) item wise comparative statement should be submitted along with the UC, while applying for release of grants-in-aid in ongoing cases. Audited statement of accounts should be provided as soon as it is available. In the case of new proposals for grant-in-aid, Statement of Accounts for the previous 2 years are required.
16.	Item-wise breakup of expenditure	Item-wise/post-wise break up of expenditure in respect of the last grant received is to be furnished in the prescribed form, with grant proposals for continuing cases, to enable assessment whether expenditure has been incurred by the NGO in the last financial year within the item-wise/post-wise sanction. Audited itemwise breakup of expenditure should be provided as soon as it is available.

S.No.	Item	Remarks
17.	Utilisation Certificate	<p>a. Original ink-signed Utilization Certificate (UC) should be provided along with the audited item-wise breakup of expenditure, in the prescribed form and not fax or photocopy of the UC, will be treated as a proper and reliable document. The structure or arrangement of the words of the form of the UC may not be altered or substituted or changed in any manner.</p> <p>b. Utilization Certificate (UC) should bear the signature of the authorised signatory/ signatories as per the resolution. Signature of the auditor (CA) alone or any person(s) other than the authorised signatory/ signatories is not acceptable.</p>
18.	Resolution	<p>a. Original ink-signed resolution in the format prescribed, and not fax or photocopy of the resolution, will be treated as proper and reliable instrument of authorization.</p> <p>b. Resolution should be enclosed with the bond.</p> <p>c. Resolution should be signed by a majority of the members of the Managing/Executive Committee, authorising representative member/s of the NGO to sign the Bond on behalf</p>

		<p>of the NGO.</p> <p>d. Date of resolution should be indicated on resolution.</p> <p>e. In pursuance of the resolution, the bond, prestamped receipt etc. should bear the signature of the authorised signatory/ signatories.</p>
--	--	--

S.No.	Item	Remarks
19.	Bond	<p>a. The Indemnity Bond document, on a non-judicial stamp paper worth Rs. 20/- (Rupees twenty only), should be submitted in advance, along with the grant application, as per the new procedure, in the revised Indemnity Bond format.</p> <p>b. The Indemnity Bond should be duly signed by the authorised signatory/ signatories of the NGO and executed in favour of this Ministry.</p> <p>c. The Bond should cite the penal interest as @ 10% (and not 6% as was prevalent earlier).</p>
20.	Authorisation letter for sending grants-in-aid directly into the Bank Account	<p>a. It is preferable to transfer the funds directly into the account of the NGO, therefore, an authorization letter for sending grants-in-aid directly into the bank account of the NGO, is to be submitted along with the grant application, in the prescribed format.</p> <p>b. Essential details [such as details of Bank Branch, Bank Branch Code No., MICR Code of the Bank, mode of electronic transfer available in the bank (i.e. whether ECS or RTGS or NEFT or CBS or code No.)] as required are to be given in the authorization letter.</p>
21.	Pre-stamped Receipt (PSR)	<p>a. In cases where release of grant-in-aid is to be made through Demand Draft/TT, a Pre-stamped Receipt (PSR) is to be submitted by the NGO in advance, along with the grant application, as per the new procedure, in the revised form. No PSR is required in case of release of grant-in-aid by e-mode directly into the account of the NGO.</p> <p>b. The PSR must bear the signature of the authorised signatory/ signatories of the NGO. PSR without the signature of any of the authorised signatory/ signatories will not be accepted.</p> <p>c. The PSR must bear a revenue stamp of Re.1/-.</p>

## ANNEXURE-II

### Application Form for Grant-In-Aid to Voluntary Organisations Working in the Field of Disabilities

(for 1st instalment and new cases)

#### PART-A

1. Financial year for which grant-in-aid is applied:	_____
2. Name of the Organisation:	_____
3. (a) Nature of the Project: [See note 1 at the end of Part A]	_____
(b) Date of commencement of the Project:	____ / ____ / ____
(c) Year of Commencement of Grant-in-aid from G.O.I for the Project:	_____
(d) Whether the Project is recognised by the state government.[see note 2 at the end of Part A]:	<b>Yes / No</b>
4. (a) Date of Registration of the organization:	____ / ____ / ____
b) Registration Valid Upto [with documentary Support]:	____ / ____ / ____

5. Address of Registered Office	_____
	(STD Code) Tel. No. (STD Code) Fax No. Email
6. (a) Complete Address of location(s)/location wherever programme/project/scheme is being implemented:	_____
	(STD Code) Tel. No. (STD Code) Fax No. Email
(b) Nearest Railway Station/Bus stand:	_____
7. Whether building is OWNED / RENTED:	_____

(To be supported by appropriate documentary evidence such as rent agreement, lease deed etc)  
(Please indicate ✓ against appropriate box)

8. (a) Is the building being utilized exclusively for this program?:	<b>Yes / No</b>
9. (a) Area of building:	_____ (in sq. meters)
(b) Total number of rooms:	_____
10. Whether separate project-wise accounts for both Grants received and Expenditure incurred thereon have been maintained?:	<b>Yes / No</b>
11. Whether Practice of joint Operation of Bank Accounts is being followed?:	<b>Yes / No</b>

12. Details of bank accounts in which grant-in-aid released, during last three financial years, were deposited:

S. No	Grant-in-aid for Financial year	Sanction letter No. and Date	Recurring Amount	Non-recurring Amount	Bank A/c No. and date of deposit	Name and address of Bank	Person Operating the joint Account
1.							
2.							

**Note:** [One row may be used for each instalment. In the case of new projects details of Bank No opened maybe given]

13. Whether the statements of accounts both for the project and consolidated for the organisation submitted along with the application: (**Audited**) (**Unaudited**)

(Please indicate ✓ against appropriate box)

14. The amount of support sought from the Ministry for grant-in-aid for the project.

(Rs. in lacs)

Cost Head Group	(i) Total Budget	(ii) To be Met from Ministry's Grant	(iii) To be met by Management from their sources	(iv) To be met from other sources
(a) Recurring				
(b) Non-recurring				
(c) Total				

**Note:** The Budget Estimates should also give information under all the cost components under which assistance is sought, clearly giving justifications, wherever necessary for additional items/posts, new post/items in a separate annexure. A mere reference to the ceilings given under the cost norms would not be sufficient.

15. Whether Annual Report is enclosed: **Yes / No**

[The report should interalia contain details of performance of each component/ activity of the project in specific physical terms of persons benefited, special achievements, problems and difficulties faced etc, steps taken for resource mobilization through community]

16. Whether List of Beneficiaries added as per Form - III:	Yes / No
17. Whether List of Managing Committee added as per Form - IV:	Yes / No
18. Whether the List of Employees added as per Form - II	Yes / No

(mark  $\checkmark$  above against the appropriate box)

**Notes:** Refer to 3a and 3d above

1. Separate Annexe may be added wherever required. Broad description of the project should interalia necessarily address the following:

- a. Category of Disability, viz., Orthopaedically Handicapped, Visually Handicapped, Hearing Handicapped, Mentally Handicapped, Multiple Handicapped, Leprosy Cured etc or a combination of them which the project intends to cater to.
- b. Programmes covered by the project namely (one or combination of them)
  - i. Centre Based Special School providing formal education for one or more categories of disabled.
  - ii. Integrated School with or without residential facility, levels such as primary, secondary etc.
  - iii. Centre Based Special School providing informal education and training in the form or in combination with pre school intervention, skills of basic management encompassing inputs of personal care, self help skills, daily living skills, functional academics etc. or such other interventions.
  - iv. Home Based informal education and training consisting of components illustrated in (iii) above or rehabilitative services envisaged in (v) below
  - v. Centre Based intervention meeting the rehabilitation needs (para medical) of in-house beneficiaries or outpatients through the services of specialists such as Physiotherapists, Occupational Therapists, Audiologist, behavioral specialists, Pediatrician, Speech Therapist, Psychologist, Clinical Psychologist, Psychiatrist etc
  - vi. Pre-Vocational training and Sheltered Workshop, Vocational Training for Adult Beneficiaries, placement and employment services, projects in the nature of production units such Braille press etc.
  - vii. Projects for Man Power Development comprising Teachers Training Programmes
  - viii. Projects for Leprosy Cured bringing out the components of services to be provided
  - ix. Community Based Rehabilitation Programmes
  - x. Awareness generation, identification, survey, research etc
- c. The fact that a programme/activity/component is residential or non-residential should be clearly brought out.
- d. If the project contains one or more of the above components efforts to identify the number of beneficiaries associated with the components should be made.
- e. In the case of new projects or new proposals the date from which the project is in operation; need for the project extent and nature of problem proposed to be addressed, existing projects or facilities available in the area; experience of the organisation/members of the management committee etc. should be explained.
- f. In the case of proposals for construction of building the information provided should cover the following:
  - i. Whether the Building is new one or expansion of existing structure
  - ii. In case of expansion whether the original structure was financed with the assistance from the Ministry and details of sanction etc. vide which assistance extended.
  - iii. Blue Print (site Plan) of the proposed building or expansion iv Detailed structural estimates of the construction
  - iv. Detailed structural estimates of the construction
- f.
  - v. Total cost of Construction, Amount already spent, Sources of finance for the total cost
  - vi. Certificate to the effect that proposed cost of construction is not more than the prevailing PWD rates
  - vii. Proof of possession of land in the name of the organisation and permission from the local authorities to construct the building
  - viii. The purpose for which the building will be put to use

2. This refers to recognition by State Govt. or its agencies in respect of schools, State Health Agencies in the case of Leprosy projects, RCI in the case of Man Power Development Programmes, Registration with respective Commissioner with Disability whichever is applicable.

**PART-B**

19. Details related to beneficiaries to be given for each of the programmes/activities for which assistance has been applied for, preferably in separate annexures

**A. Abstract of Beneficiaries**

No. of Beneficiaries	Category of Disability																
	OH		MR		VH		HH		LCP		Multiple Disabled		Others (Specify)		Total		
	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	
i. At the start of the previous year:																	
ii. Additions during the previous year:																	
iii. Dropouts/ Left outs:																	
iv. Successfully completed (those who have left the institution after completion):																	
v. At the end of the previous year [(i+ii)-(iii+iv)]:																	
vi. Out of (v) above:																	
a. Residential:																	
b. Non - Residential:																	
vii. No. of beneficiaries as on the date of application for the current year:																	
viii. out of (vii) above:																	
a. Residential:																	
b. Non - Residential:																	

**Note:** The list of beneficiaries will be given as per format contained in Form - III. The total number in the list should normally be equal to totals of row (i) plus row (ii) in respect of previous years and row (vii) in respect of the current year. In the case of Vocational Training Centres /Sheltered Workshops the information as required above and associated list in Form III may be provided tradewise/ vocationwise. Previous year means the immediately preceding financial year to the year for which the grant is applied for.

**B. Classification of period of stay with the organisation (With reference to the information given in row A (v) above):****[i] Skill Development Component (For VTCs)**

No. of years stay	Category of Disability										
	OH	MR	VH	HH	LCP	Multiple Handicapped		Others (to be Specified)		Total	
Upto 1 year:											
1 - 2 years:											
2 - 3 years:											
More than 3 years:											

**[ii] Schools / training components other than [i] above.**

No. of years stay	Category of Disability
-------------------	------------------------

	OH	MR	VH	HH	LCP	Multiple Handicapped	Others (to be Specified)	Total
Upto 5 years:								
From 5 - 10years:								
More than 10 years:								

**[iii] For Teachers Training/ Man Power Development Programs:**

Name of the course, duration, batch size and no. of batches	Training on Category of Disability							
	OH	MR	VH	HH	LCP	Multiple Handicapped	Others (to be Specified)	Total
1.								
2.								
3.								

Note: B (i) to B (iii) to be given where applicable

**C. Information on Process and Procedure of selection of beneficiaries**

	Previous Year	Current year
a. Number of Applications Received:	_____	_____
b. Number selected during the relevant year:	_____	_____
c. No. of beneficiaries for whom Disability Certificate Obtained (out of (b) above):	_____	_____
d. If VTC whether an undertaking has been obtained from all beneficiaries that they have not availed of similar vocational training earlier:	_____	_____
e) Mode of Selection and broad criterion adopted:	_____	_____

**D. Community Based Rehabilitation Programme (Only if there is a component in the project)**

a) Inputs on Coverage of the Programme

i. In terms of number of village:	_____
ii. In terms of Area in Sq Kms:	_____
iii. In terms of number of Beneficiaries:	_____

b) Core area of rehabilitative services:

i. Awareness Creation:	<b>Yes / No</b>
ii. Education:	<b>Yes / No</b>
iii. Training:	<b>Yes / No</b>
iv. Rehabilitation:	<b>Yes / No</b>

(Detail of activities undertaken, phasing of components in the area of awareness creation, education, training and rehabilitation may be added as separate annexure clearly indicating the financial year, no. of beneficiaries covered in that year etc.)

c) Details of strategies and time frame for BOT(Build, Operate & Transfer) of the Programme to the community.

E. Whether the NGO is networking with other institutions to obtain the benefits of services which it cannot provide

internally? If so details, thereof

20. Annual impact assessment at the end of the previous year (During Prev. Year/Upto the End of Prev. Year)

**(A) Total No. of Beneficiaries:** \_\_\_\_\_

Out of the above:

(i) Those passed out of the Institution successfully:	_____
(ii) Promoted to next grade in the same organization:	_____
(iii) Pursuing further studies/care in other organizations:	_____
(iv) No. of dropouts:	_____

**(B) Total No. of Beneficiaries successfully trained and have left the Center during the last three years**

(For Vocational /Skill Development Projects only)

Out of the above :

(i) Those who got employed / placement:	_____
(ii) Those who are self-employed:	_____

**Details on Remuneration from Placements: (Ref. B(i) above)**

Preceding Three Years (e.g. entered)	Indicate the No. of Employed under each range of earnings from gainful employment /placements in Govt. or Private Sector			
	below Rs.1000 p.m	Rs.1000 to Rs 4000	Above Rs 4000	Total beneficiaries
97-98				
98-99				
99-00				

**Details on Remuneration from Self-Employment: (Ref B(ii)above)**

Preceding Three Years (e.g. entered)	Indicate the No. of Self-employed under each range of earnings accruing from Self-employment			
	below Rs.1000 p.m	Rs.1000 to Rs 4000 p.m	Above Rs 4000 p.m	Total beneficiaries p.m
97-98				
98-99				
99-00				

**Community Based Rehabilitation Programme:  
(Add separate Sheets if necessary)**

- i. Details of extent of involvement of community Groups:
  - a. Through financial support
  - b. Participation in the project as resource Persons
  - c. Through other means
- ii. Details of achievements in terms of making the local community take over and operate the project:

Name of the Activity	% of activity taken over by community	Details of Activities taken over by the community


### VERIFICATION

Certified that above information is in accordance with the records and accounts audited/ to be audited and is correct to the best of knowledge and belief of the office-bearers of the organization, and after its perusal and satisfaction, they have authorized the undersigned by a resolution dated \_\_\_\_\_ to verify and submit the statement of information for purposes of monitoring the scheme for which grants-in-aid was received from the Ministry of Social Justice & empowerment, Govt. of India.

2. I also hereby 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 agree to the following condition :-

- a. All moneys given as Grant in Aid and all assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist or violate the above condition at any time, such properties shall revert to the Government of India.
- b. The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government 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.
- c. If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes; the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.
- d. The institution shall exercise reasonable economy in its working and particularly in respect of expenditure on building.
- e. In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless the Government of India grants further extension.
- f. No change in the Plan of buildings, the construction will be made without the prior approval of the Government of India.
- g. Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- h. The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the project as per the guidelines
- i. The organisation agrees to make reservation for the Scheduled Castes/Schedule Tribe candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.
- j. It is hereby certified that no grant is being received for the same project from any other (Govt, Private or foreign) source.

**Yours faithfully**

Signature of the Authorised Signatory  
Name, Designation, Address, Date,  
Office Stamp

### **List of Documents to be submitted along with Application for 1st instalment or new case**

- a. Accounts in 4 parts for the project for which grant-in-aid is sought and for the organisation as a whole and for the project for which Grant in applied for.
  - i. Income & Expenditure Statement
  - ii. Receipt & Payments Statement
  - iii. Balance Sheet
  - iv. Auditors Report
- b. Activity/ Annual Report of The Organisation for the previous year.
- c. Budget Estimates for the project for current year with detailed justifications for various cost items.
- d. Details of Beneficiaries on Form-III(ANNEXURE-V)
- e. Details of Managing committee on Form-IV(ANNEXURE-VI)
- f. Details of Employees on Form-II(ANNEXURE-IV)

- g. Copy of Registration Certificate
- h. Memorandum of Association/bye-laws/articles/trust deed
- i. Utilisation Certificate in respect of grants released in the previous year in Form - I (ANNEXURE-III)
- j. Such other documents to substantiate submissions made in the application.
- k. Copy of PWD Certificate.

**NOTES**

- i. In the case of new projects accounts should be audited and the accounts submitted for the last (preceding) two year. Utilisation Certificate does not apply.
- ii. The term audited means accounts duly audited by the Chartered Accountant along with audit report and not mere compilation/preparation of reports on the basis of books produced.
- iii. The documents mentioned in Annexure-I may also be submitted.

**PART-C****21. Organisations Funds Flow**

Particulars	FOR THE ORGANISATION AS AS A WHOLE			FOR THE PROJECT		
	Year of commencement	Previous Year Actual	Current Year budgeted/actual	Year of commencement	Previous Year Actual	Current Year budgeted / actual
I. Financial year						
II. Total Income of which (each major source within the group to be specified)						
i.						
a. funded by office-bearers						
b. donations from private sector.						

Particulars	FOR THE ORGANISATION AS AS A WHOLE			FOR THE PROJECT		
	Year of commencement	Previous Year Actual	Current Year budgeted/actual	Year of commencement	Previous Year Actual	Current Year budgeted / actual
ii. funded by foreign contribution						
iii. funded by local bodies/ public sector organisation /State Govt.						
iv. grant from Central Govt. indicate from each (Ministry/Deptt /CAPART separately.)						
v. beneficiaries contribution/User Charges						

vi. Miscellaneous income						
vii. Any Other sources not mentioned above (viz sale of products etc) <b>(specify)</b>						
III. Total EXPENDITURE, of which:						
Recurring						
Non-recurring						

IV Details of Expenditure on	FOR THE ORGANISATION AS AS A WHOLE			FOR THE PROJECT		
	Year of commencement	Previous Year Actual	Current Year budgeted/actual	Year of commencement	Previous Year Actual	Current Year budgeted / actual
(i) Honorarium etc.						
(ii) Rental: a. Building b. Furniture & fixture c. Plant & Machinery d. Others (to specify)						
(iii) Direct expenses on beneficiaries (given in cash/cheque) a. Stipend b. Transport Allowance c. Others (to specify)						

IV Details of Expenditure on	FOR THE ORGANISATION AS AS A WHOLE			FOR THE PROJECT		
	Year of commencement	Previous Year Actual	Current Year budgeted/actual	Year of commencement	Previous Year Actual	Current Year budgeted / actual
(iv) Direct expenses incurred on beneficiaries (in kind) a. Food Charges b. Transport Allowance (if not directly disbursed)						

c. Medicines d. Excursions, Recreations e. Others (to specify)						
(v) Expenditure against contingencies (Printing and Stationery, telephone, conveyance, ..etc items to be specified)						
(vi) Building Maintenance, repairs						
(vii) Material costs incurred (For imparting Vocational Training etc) b) _____ c) _____ c) _____						
(viii) Others (to be specified)						
(V). Total Cost and cost per beneficiary:						

Ministry of Social Justice & Empowerment

**Application Form For 2nd Instalment**

(To be submitted in duplicate)

**Name of the Scheme/Project**

1. Organisation  
Name:  
Address Office:  
Project Location:
2. Grant-in-aid applied for

**Recurring Non-recurring**

- i. Applied in the current Year
- ii. Received as 1st Instalment
- iii. Applied for 2nd Instalment
3. Annual Report of the previous year whether enclosed
4. Audited statement of account of previous year of the organisation as whole and for the project
  - i. Receipt and Payment Statement,
  - ii. Income & Expenditure Statement
  - iii. Balance Sheet
  - iv. Audited utilisation certificate with Item wise/post wise expenditure as per the sanctioned items of grant
5. Assets acquired wholly or substantially out of Government grants.
6. Any other information considered necessary by the organisation or as asked for
7. Whether the organisation is receiving or expecting to receive any grant from some other source for the project for which application is being made?
8. I hereby 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 agree to the following conditions:

- a. All moneys given as Grant in Aid and all assets acquired wholly or substantially out of the central grant shall not be encumbered or disposed of or utilised for purposes other than those for which the grant is given. Should the organisation cease to exist at any time or violate the above condition at any time, such properties shall revert to the Government of India.
8. b. The accounts of the project shall be properly and separately maintained. They shall always be open to check by an officer deputed by the Government 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.
- c. If the State or the Central Government have reasons to believe that the grant is not being utilised for approved purposes the Government of India may stop payment of further installments and recover earlier grant in such manner as they may decide.
- d. The institution shall exercise reasonable economy in its working in general and in particular in respect of expenditure on building.
- e. In the case of grant for buildings, the construction will be completed within a period of two years from the date of receipt of the first instalment of grant unless further extension is granted by the Government of India.
- f. No change in the Plan of buildings, or of the construction or of project location will be made without the prior approval of Government of India.
- g. Progress reports on the project will be furnished at regular intervals as may be specified by the Government.
- h. The organisation will bear 10% of the estimated expenditure or the balance of the estimated expenditure on the projects as per the guidelines.
- i. The organisation agrees to make reservation for the. Scheduled Castes/Schedule Tribes/Other Backward Classes candidate/Disabled persons for appointment against the posts required for the working of the organisation in accordance with instructions issued by the Government of India from time to time.

It is hereby certified that no grant is being received for the same project from any other (Govt. private or foreign) sources.

Yours faithfully

Signature of the Authorised Signatory  
Name  
Designation  
Address  
Date  
Office Stamp

### ANNEXURE-III

GFR 19-A

[See Rule 212(1)]

#### Form of Utilization Certificate

S. No.	Letter No. & Date	Amount

Certified that out of Rs. \_\_\_\_\_ of grant-in-aid sanctioned during 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-IV**

**FORM-II**

Name of the Scheme/Project:

**DETAILS OF STAFF EMPLOYED**

- i. Name of the Organization
- ii. Name and address of the Project
- iii. Project Year of Grant

SI.No.	Name, Designation and address	Educational qualification and experience	Date of appointment and period for which employed during the year	Honorarium per month	Total Honorarium paid during the previous year	Total Honorarium proposed to be paid during the current year (the grant year)	Remarks

Note:

1. If services of personnel are used for more than one project this may suitably be brought out.
2. It may be confirmed that the provisions of scheme/cost norms relating to honorarium have been made known to the Human Resource personnel engaged by way of a note.

Sd/  
Secretary/General Secretary  
NGO NAME

## ANNEXURE-V

### FORM-III Name of the Scheme/Project

#### LIST OF BENEFICIARIES (Refer to item no 19 in Part B of the application)

- i. Name of the Organisation:
- ii. Name and address of the Project:
- iii. Year:

S.No	Name of the beneficiary	Father's/ Mother's Name	Date of Birth	Sex	Type and % severity of Disability	Address	Date of entry in instn.	No. of completed years with the institution	Remarks about Outcome/Results
1.									
2.									
3.									

Note:

- a. The list should include all the beneficiaries who were with the institution for any part of the previous financial year. The total number should tally with the total of row (i) plus row (ii) of para 19 of part B of the application.
- b. As far as possible the list should be separate for each identified activity or facilitate identification of beneficiary with an activity/component of the project.
- c. The list should preferably in alphabetical order or some other well-defined order and followed from year to year.
- d. The fact whether the beneficiary is residential /non-residential may be brought out in remarks column or in a separate column.

Sd/  
Secretary/General Secretary  
NGO NAME

## ANNEXURE-VI

### FORM-IV Name of the Scheme/Project

#### Details of Office-bearers/Managing Committee of the Organization

- i. Name of the Organization:
- ii. Name and address of the Project:
- iii. Year of Grant:

Sl.	Name	Occupation	Address	Tel. No.	Edu. Qualification	Experience	Remarks
1.							
2.							
3.							
4.							

5.							
6.							
7.							
8.							
9.							
10.							

Note: (i) The tenure upto which the above management committee will be valid is to be indicated and that it has been constituted legally after following the prescribed procedure may be confirmed. In case if any of the above members is an office bearer in any other organisation receiving assistance from the Ministry, this may be suitably indicated.

Sd/  
Secretary/General Secretary  
NGO NAME

## Annexe-VII

### STANDARDISED CALCULATION SHEET FOR NEW PROJECTS AND CONTINUING PROJECTS

Ministry of Social Justice & Empowerment

Name of the Organisation: .....

Purpose for which grant requested: .....

No. of Beneficiaries		Last Year	Current year	Recurring/ Non-recurring				
1	2	3	4	5	6	7	8	9
S.No.	Name of Post/item of cost	Honorarium Amount Last year (Total)	Grants Allowable per month	No. of Posts/ items/ Beneficiaries (Current year)	Whether rates as per norms	Whether staff qualified or not	Grant proposed/ recommended by N.G.O. State Govt. (Current year)	To be sanctioned during current year (p.a.)
1								
2								
3								
4								
5								

Total .....  
90/85/80/75 Percent .....  
1<sup>st</sup> Instalment .....  
Unspent Balance .....  
2<sup>nd</sup> & Final .....  
Instalment

**Signature of the Authorised Signatory**

**Name:**

**Designation:**

**Address:**  
**Date:**  
**Office Stamp:**

- i. Separate Sheet may be used for Recurring & Non-recurring Grants.
- ii. Separate Sheets may be used for each project.
- iii. New posts/items may be indicated in a separate block.

## Annexe-VIII

(REFER TO FORM I, ANNEXURE-III)

**Proforma for submission of audited item wise/post wise break up of expenditure made by the organization during the year in respect of for the Project of .....at.....**

S.No.	Post/item	Total admissible amount (100%) (Rs.) as shown in Ministry's sanction order	Amount Sanctioned (Rs.) [upto 75-90% ] of the admissible amount shown in column 3	Amount (Rs.) spent by organization out of amount sanctioned as shown in column 4	Amount(Rs.) spent by the organization out of its own resources	Total amount (Rs.) spent by the organization (Col. 5 + 6)	Remarks if any(excess amount/less spending - in Rs.)
1	2	3	4	5	6	7	8

Name, Signature, with Date  
of the President/Secretary  
Seal of the Organisation

Name, Signature, with Date and  
Seal of the Chartered Accountant

### Note:

1. At the time of 1st installment unaudited item wise/post wise break up of expenditure statement can be submitted.
2. At the time of second installment audited item wise/post wise break up of expenditure statement is to be submitted.

## Annexe-IX

Assets acquired wholly or substantially out of Government grants  
Register maintained by grantee institution

.....  
Block Account maintained by Sanctioning Authorities  
Name of the Sanctioning Authority

1. Serial No.

2. Name of the Grantee institution
3. No. and date of sanction
4. Amount of the sanctioned grant
5. Brief purpose of the grant
6. Whether any condition regarding the right of ownership of government in the property or other assets acquired out of the grant was incorporated in the grant-in-aid sanctioned.
7. Particulars of assets actually credited or acquired
8. Value of the Assets as on
9. Purpose for which utilized at present
10. Encumbered or not
11. Reasons if Encumbered
12. Dispose or not
13. Reason and authority, if any, for disposal
14. Amount realized on disposal
15. Remark

Place

Signature:

Date

Name of the Secretary/President:

Seal of the Organisation:

Note: In case there is no change from the previous year a photocopy of the statement of the previous year be furnished with the following statement

"No change from the year ....."

## Annexe-X

(----- Name and Address of the NGO ---)

### RESOLUTION

No.: .....

Date of the Resolution: .....

Shri/Smt..... (name of the authorised signatory), .....(designation of the authorised signatory) and/or "Shri/Smt.....(name of the alternative authorised signatory, if any), .....(designation of the alternative authorised signatory) is/are hereby authorised to make all correspondence including, signing on the utilisation certificate and the Bond on behalf of this NGO, with the Ministry of Social Justice & Empowerment, Government of India, New Delhi.

Sl.No.	Name	Designation of the Management/Executive Committee	Signature
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## Annexe-XI

(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 Registration Act, 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 earned 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 part 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 .....

1.Registration Number of Association

2. Date of Registration \_\_\_\_\_

3. Registration Authority (RA): \_\_\_\_\_

4. Telephone no./ Email, etc. of RA

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

(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 to sign such Bond.

## **ANNEXURE-XII**

### **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:

1. Name of the payee (as in the bank accounts)
2. Name of the Bank
3. Bank Branch (full address).....State.....District..... Pin.....
4. Branch Code number
5. Bank Account Number .....(In words .....)
6. Type of Bank Account.....Saving/Current
7. MI CR code of the Bank .....
8. Mode of Electronic transfer Available in the Bank - ECS/TRGS/NEFT/CBS/ Code number (if any):

Place: New Delhi

Dated:

Signature of grantee

Name of Grantee

Designation

Rubber Stamp of the Organization

Full Address of the Institute/NGO/Society (village/sub-division/district/Pin/State)

Telephone number/Fax number/Mobile number.....

E-mail (if any)

**ANNEXURE-XIII**

Ref No.

Date

To

**The Under Secretary to the Government of India**

Ministry of Social Justice & Empowerment  
(DD.II/V Section)  
Room No. 622, A Wing, Shastri Bhavan,  
New Delhi - 110001.

**Subject:** Grant in aid for the project titled.....for the year..... regarding.

We do hereby confirm that the Terms and conditions contained in the sanction letter No. dated..... on the above mentioned subject are acceptable to the Organization and agree to abide by them.

**Yours sincerely,**

Signature with Date  
Name & Designation

Name of the NGO with Rubber Stamp

**ANNEXURE-XIV****Details of Human Resource Personnel and the Amount of Honorarium along with Qualifications**

Sl.No.	Posts	Honoraria (in Rs.)	Qualification
<b>Technical Staff</b>			
1	Project Director/Coordinator	11500	Post Graduate in related field from any recognized University with 7 Years experience
2	Medical Doctor (Pediatrician/ Psychiatrist/ ENT Specialist/ Neurologist/ Orthopedic Surgeon/etc.)	8200	MD or PG Diploma in area of Specialization
3	Nurse	3800	Degree or Diploma in nursing
4	Senior Occupational Therapist	8200	Post Graduate in related field with 5 Years experience
5	Junior Occupational Therapist	5800	PG in related field with 2 years experience or Graduate in related field with 5 years experience.
6	O.T. Assistant	3800	Diploma in Occupational Therapy
7	Senior Physiotherapist	8200	Post Graduate in related field with 5 years experience
8	Junior Physiotherapist	5800	P G in related field with 2 years experience or Graduate in related field with 5 years experience
9	P.T. Assistant	3800	Diploma in Physiotherapy
10	Orthotist/Prosthetist	5800	Diploma in Orthotics/Prosthetics with 3 years Experience.
11	Assistant Orthotist/Prosthetist	3800	Dip/Certificate in Orthotics/Prosthetics

12	Senior Speech Therapist	8200	Post Graduate in related field with 2 years experience
13	Junior Speech Therapist	5800	Graduate in related field with 5 years Experience
14	Assistant Speech Therapist	3800	Diploma in Speech Therapy
15	Audiometrician	5800	DHLS with 2 years experience
16	Assistant Audiometrician	3800	DHLS
17	Earmould Technician	3300	Dip/Certificate in relevant area
18	Clinical Psychologist	8200	M. Phil in Clinical Psychology or Ph.D. in Clinical Psychology
19	Junior Psychologist	5800	PG in Clinical Psychology Plus 2 years experience
20	Braille Instructor	5800	Graduate from Recognized University and sound knowledge of Braille
21	Mobility Instructor	5800	Degree/Dip. in Orientation/Mobility
22	Housekeeper (for Half-Way Home for Mentally Ill)	3000	Class 10

Sl.No.	Posts	Honoraria (in Rs.)	Qualification
23.	Supervisor for Home Based Rehabilitation / Management Programme	6900	Graduate plus Diploma in the relevant field with 3 years experience [preferably BRS]
24	Principal/Headmaster of Secondary/ Middle School	8200	Post Graduate or Graduate plus BEd (General); BEd in Spl. Education with 4 years experience or Diploma in Spl. Education with 6 years experience or BRS Graduates with 5 years experience
25	Special Teacher	6900	Graduate plus BEd or Graduate (General); BEd in Special Education with 2 years experience or Diploma in Special Education with 3 years experience, Or BRS with one year experience.
26	Trained Graduate Teacher/Head Master of Primary School	5800	Graduate or Graduate with BEd General); B.Ed. in Special Education with no experience or Diploma in Special Education with 1 year experience Or BRS graduates
27	Assistant Teacher	3800	Graduate or Matric or 10+2 (General); Dip in Special Education with no experience for Graduates or Dip in Spl Education with 1 year experience for Matric and 10+2
28	Music Teacher	3800	Diploma in related field
29	Dance Teacher	3800	Diploma in related field
30	Craft Teacher	3800	Diploma in related field
31	Drawing Teacher	3800	Diploma in related field
32	Yoga Instructor/Teacher	3800	Diploma in related field
33	Social Worker	5800	PG in Social Work from recognized university with 2 years experience

34	Rural Rehabilitation Workers/ Volunteers	3800	Graduate with 2 years experience in rehabilitation and social work
35	Editor	5800	Degree from recognized University and Diploma in Journalism
36	Foreman	5800	Graduate from Recognized University, Diploma in related field and experience in supervision and maintenance
37	Vocational Counselor	5800	Graduate from Recognized University and Diploma in Counseling
38	Vocational instructor for any trade	3800	Matric or Equivalent and certificate course in related trade
39	Book Binder	3800	Matric or Equivalent and Diploma course in related trade
40	Composer	3800	Matric or Equivalent and Diploma course in related trade
41	Proof Reader	3800	Matric or Equivalent and Diploma course in related trade
42	Copy Holder	3800	Matric or Equivalent and Diploma course in related trade

Sl.No.	Posts	Honoraria (in Rs.)	Qualification
43	Machine Operator	3800	Matric or Equivalent and Diploma course in related trade
44	Map Maker	3800	Matric or Equivalent and Diploma course in related trade
45	Treadle man	3000	Matric or Equivalent and Diploma course in related trade
46	Packer	2700	Matric or Equivalent and Diploma course in related trade
47	Early Intervention Therapist	6900	Graduate plus Post Graduate Diploma in Early Intervention
48	Para Legal Trainer	8200	Law degree
<b>Non-Technical Staff</b>			
49	Supervisor/Office Incharge	5200	Graduate from Recognized University BRS or MRS and/or Graduate from Recognized University plus experience in super vision of rehabilitation project administration matters, accounting, budget etc.
50	Warden	5200	Degree from recognized University
51	Office Assistant cum Typist/ Data Entry Operator	3500	Graduate from Recognized University
52	Accountant	3500	B.Com from Recognized University and preferably 2 years experience
53	Store Keeper	2700	Class 10
54	Cook	2500	Experience in cooking
55	Ward Boy	2500	Matric/Higher Sec.
56	Peon/Ayah/Helper	2500	Class 8
57	Sweeper	2500	Nil
58	Chowkidar/Watchman	2500	Nil
59	Placement Officer	6200	Graduate with experience of 2 years

60	Librarian	5200	Graduate from Recognized University and degree in Library Science with 2 years experience
61	Assistant Librarian	3500	Graduate from Recognized University and diploma in Library Science
62	Driver-cum-Attendant	3700	Class 10, with valid Driving License
<b>Part-time staff</b>			
63	Doctors (various specialities)(per visit)	340	MD or PG Diploma in area of Specialization
64	Therapists/Braille/Sign Language Instructors (per visit)	340	Graduate from Recognized University with adequate knowledge of the specific work area
65	Rural Rehabilitation Volunteers (Per month)	1100	Graduate with 2 years experience in rehabilitation and social work
66	Guest Faculty (per hour)	400	As per requirement for teaching/training

**NOTES**

- The qualifications prescribed above are the desirable minimum and should be read and interpreted with reference to qualifications recognised by RCI.
- The Human Resource Personnel are the employees of Non Governmental Organisations and not of Govt. of India. The organisations are free to offer higher honorarium from their own resources and the Ministry's funding under the scheme will not exceed the above ceilings. This should be made clear at the time of engaging the resource personnel.
- The basic tenet of the Scheme is voluntary action and reference to or requirement of adherence to qualifications in this scheme is not to be construed in any way as the basis to claim equivalent remuneration paid elsewhere. This should be made clear at the time of engagement of Human Resource Personnel.
- A mere listing of the post in this part of the annexure does not automatically entitle to funding of the post under any of the project profiles for major activities given in part B of this annexure, for a set of defined parameters and the extent of assistance will be regulated keeping in view these project profiles. The funding of each post will be considered on merits and keeping in view the ideal cost per beneficiary of a particular project profile.
- A number of posts pertaining to rehabilitation services such as Physiotherapist, Speech Therapist etc. have been given but these services should preferably be hired on part time basis.

**ANNEXURE-XV****Cost Ceilings For Recurring Items Other Than Honoraria**

S.No.	Item	Unit	Parameters	Ceiling rates (in Rs.)/Norms
1.	Rent (under model projects II(A,B & C), IV and V	Per month	A Class City	20000
			B Class City	14000
			C Class City	10000
2.	Rent (under model projects III, I(A and B) and VI	Per month	A Class City	14000
			B Class City	11000
			C Class City	7000
3.	Rent (under model project VII)	Per month	A Class City	15000
			B Class City	10000
			C Class City	7500
4.	Rent (under model projects VIII)	Per month	A Class City	7000

			B Class City	5500
			C Class City	3500
5.	Building Maintenance	Per annum	i. 2% of cost of building ii. Previous year's expenditure iii. Rs.70000	Lowest of options i, ii & iii.
6.	Transport Allowance	Per month per beneficiary	A Class City	400
			B Class City	350
			C Class City	250
7.	Contingencies (under model projects IV, V, II(A,B & C), VI	Per month per beneficiary	-	1600
8.	Contingencies (under model projects III, I(A&B), and IX)	Per month per beneficiary	-	700
9.	Contingencies (under model project VIII)	Per month	-	2000
10.	Contingencies (under model project XVII)	Per month	-	1400
11.	Contingencies (under model project XII)	Per annum	-	14000
12.	Administrative Expenses including Rent (under model project XI)	Per annum	-	48000

S.No.	Item	Unit	Parameters	Ceiling rates (in Rs.)/Norms
13.	Stipend/Hostel Maintenance	Per month per beneficiary	Residents	850
			Non-Residents	200
14.	Raw material *	Per annum per trade	Project size of 15-20 beneficiaries	10000 to 70000
15.	Legal aid (court expenses including lawyer's fees)	Per case	-	9000

\* Amount of assistance admissible would depend upon type of trade taken and no. of beneficiaries.

## ANNEXURE-XVI

### Cost ceilings for Non-Recurring items

S.No.	Item	Ceiling rates (in Rs.)
1.	Seminar/Workshop/Rural camp (Model Project XIII)	250000
2.A	Computer Hardware & Accessories (in model projects, excluding separate project XV Grant for Computer) # (1 set)	50000 *
2B	Specialised Software	60000 (subject to actual cost **)
3.	Colour TV (1 TV)	10000
4.	VCR /VCD/DVD player (1 player)	5000

5.	Books (once in 2 years)	15000
6.	Teaching and Training Material and Equipment (for 50 beneficiaries)	60000
7.	Trade Specific Equipment for Vocational Training and Rehabilitation (for upto 3 trades) (for 150 beneficiaries)	200000
8.	Sports Equipment/Adapted Sports Equipment/Toys and Play Equipment (for 50 beneficiaries)	10000
9.	Medicine & Lab Charges ( Model Project VII)	25000
10.	Furniture in residential projects per beneficiary once in 3 years (including bedding/mattresses)	2000
11.	Furniture in special schools (for 15 beneficiaries once in 3 years)	14000
12.	Kitchen Equipment/Utensils in residential projects (for 100 beneficiaries once in 3 years)	20000

# In existing model project XV, the cost has not been specified as it will depend on configuration which will be as appropriate for the requirement projected by the NGOs

\* Includes state of art accessories (scanner, CD/DVD player/writer, etc.) required for persons with disabilities. Rates for these items will be fixed on an year to year basis by the expert technical committees for review of model projects.

\*\* Includes specialized software now available for disabled persons, e.g. screen reading s/w JAWS for persons with visual disability, special keyboard/access technology for persons with cerebral palsy, text conversion in audio files for hearing impaired. Rates will be fixed on year to year basis by expert technical committees for review of model projects.

## ANNEXURE-XVII

### Half-Yearly Physical Progress Report

Name of the Scheme: Deendayal Disabled Rehabilitation Scheme

Type of Model Project: Community Based Rehabilitation

Half-Year to which the Report pertains: April-Sept/Oct-March 200\_

Name/Address of Grantee NGO:

Project details:

#### **Part I: Physical & Financial Progress**

Sl. No.	Component of the Scheme for which central assistance / grant received	Unit of Physical Progress	Physical Progress										
			Physical Progress during the Financial Year										
			In prev. Half-Year of the financial year (where applicable)			During the Half-Year under report			Cumulative Progress (4+5)				
			Male	Female	Total	Male	Female	Total	Male	Female	Total		
(1)	(2)	(3)	(4)			(5)			(6)				
1.	Medical assessment / therapy	No. of beneficiaries											
2.	Vocational Training / Education	No. of beneficiaries											

3.	Sensitization	i. No. of camps									
		ii. No. of sessions									
		iii. No. of persons with disabilities counselled									
	Total										

**Note:**

1. Details of Blocks / Panchayats / Villages covered should be indicated in Part II.
2. Details of persons with disabilities integrated into the community or education system should be indicated in Part III, along with other notable achievements.

**Part-II: Details of Blocks / Panchayats / Villages covered (mentioning the district in which they belong)****Part-III: Details of Notable Events / Achievements / problems, if any during the Half-Year under report**

(Signature of Authorised Signatory)

Designation:

Name: \_\_\_\_\_

Dated:

\_\_\_\_\_

**ANNEXURE-XVIII****Half-Yearly Progress Report**

Name of the Scheme: Deendayal Disabled Rehabilitation Scheme

Type of Model Project: Survey, Identification, Awareness and Sensitisation

Half-Year to which the Report pertains: April-Sept/Oct-March 200\_

Name/Address of Grantee NGO:

Project details:

**Part I: Physical & Financial Progress**

Sl. No.	Component of the Scheme for which central assistance / grant received	Unit of Physical Progress	Physical Progress								
			Physical Progress during the Financial Year								
			In prev. Half-Year of the financial year (where applicable)			During the Half-Year under report			Cumulative Progress (4+5)		
			M	F	Total	M	F	Total	M	F	Total
(1)	(2)	(3)	(4)			(5)			(6)		

1.	Survey / identification	i. No. of surveys ii. No. of camps iii. No. of persons with disabilities identified									
2.	Sensitization / awareness generation										
	(a) Publicity campaigns Camps / interactive sessions/	i. No. of publicity campaigns ii. No. of camps iii. No. of participants in camps [Male / Female details]									
	(b) Individual interaction	No. of beneficiaries counselled									
	Total										

**Note:**

- Names of Blocks / Panchayats / Villages covered under 1 i) & ii) and 2(a) i) & ii) should be indicated in Part II
- Details of persons with disabilities integrated into the community or education system should be indicated in Part III , along with other notable achievements.

**Part-II: Details of Blocks / Panchayats / Villages covered [mentioning the districts in which they belong]****Part III: Details of Notable Events / Achievements / problems, if any during the Half-Year under report****(Signature of Authorised Signatory)**

**Name:** \_\_\_\_\_  
**Designation:** \_\_\_\_\_  
**Dated:** \_\_\_\_\_

**PART-B: MODEL PROJECT PROFILES****I. PROJECT FOR PRE-SCHOOL AND EARLY INTERVENTION AND TRAINING**

The Projects for pre-school intervention are primarily to prepare the disabled for their schooling in special schools and/or integration at the appropriate stage in regular schools. These projects will serve infants and children upto 6 years of age.

**IA. Hearing Handicapped Segment****1. Objectives:**

- To strive towards development of speech to facilitate integration in regular schools and the extent of effort in this respect would be the index for performance of the project. The transfer from this stage to

special schools should be limited to the extent possible.

- ii. To identify the need for and to provide for appropriate therapeutic services in the area of speech and hearing.
- iii. To provide for day care management of the child.
- iv. To involve parents through counselling as an integral part of the preparatory intervention and ensure their participation in the programmes to be developed for early intervention.

## 2. Project size:

The strength of beneficiaries for the pre-school intervention units should be from 15 to 50 disabled children of a particular category. The project can cover more beneficiaries if more than one disability is covered.

## 3. Infrastructure:

The infrastructural arrangement of the School should be suitable also for the hearing impaired children.

## 4. Assistance admissible:

The admissible cost items are indicated below. If the project is an appendage to the Special Schools, no additional administrative post will be admissible.

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Project Director/Coordinator (11500* 12 * 1)	1	138000
2. Special Teacher (5800*12*2) (for 15 beneficiaries)	2	139200
3. Ayahs/Attendants (2500*12*1) (for 15 beneficiaries)	1	30000
4. Doctor/Pediatrician (part time per visit basis @ 340 per visit with one mandatory visit per week) (340*1 *50)	1	17000
5. Audiologist/therapist (part-time per visit basis @ Rs.340 per visit with two mandatory visits per Week). (Rs.340*2*50)	-	34000

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Honorarium Recurring Items</b>		
1. Rent (upto 150 beneficiaries) For 50 beneficiaries in 'C' class Cities (7000*12)*(50/150) (Class 'A': Rs.14000, Class 'B': Rs.11000, Class 'C'/Others: Rs. 7000)	-	28000
2. Contingencies Rs.700 per annum per beneficiary (Maximum) (700*50)	-	35000
<b>Non Recurring</b>		
1. Equipment. (basic) Toys and Play Equipment	-	10000
2. Furniture including one cupboard for 15 beneficiaries	-	14000
3. Hearing Aid (As per justified needs)	-	-

## IB. Mentally Retarded and Cerebral Palsied Segment

### 1. Objectives:

- i. To identify the need for and to provide for appropriate therapeutic services.
- ii. To provide for early intervention by imparting skills for daily living to the disabled child teaching of ADL skills are the basic role of these institutions.
- iii. To provide for day care management of the child.
- iv. To involve parents through counseling as an integral part of the preparatory intervention and ensure participation in the programmes to be developed for preschool intervention.

### 2. Project size:

The strength of beneficiaries for the pre-school intervention units should be from 15 to 25 disabled children of a particular category.

### 3. Infrastructure:

The infrastructural arrangement of the school should be suitable for the Mentally Retarded and Cerebral Palsied.

### 4. Assistance admissible:

The admissible cost items are indicated below. If the project is an appendage to the Special Schools, no additional administrative post will be admissible.

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Project Supervisor (11500*12*1)	1	138000
2. Special. Teacher (5800*12*2) (for 15 beneficiaries)	2	139200
3. Attendant/Ayah (2500*12*2) (for 15 beneficiaries)	2	60000
4. Doctor/Pediatrician (part time per visit basis @ Rs.340 per visit with one mandatory visit per week) (340*1 *50)	-	17000
5. Therapist (part-time per visit basis @ Rs.340 per visit with two mandatory visits per Week). (Rs.340*2*50)	-	34000
<b>Non Honorarium Recurring Items</b>		
1. Rent (upto 150 beneficiaries) (7000*12)*(50/150) (Class 'A' : Rs.14000 Class 'B' : Rs.11000 Class C/Others: Rs.7000)	-	28000
2. Contingencies Rs.700 per annum per beneficiary (Maximum) (700*15)	-	10500
<b>Non Recurring</b>		
1. Equipment (basic) Toys and Play Equipment	-	10000
2. Furniture (including one cup board for 15 beneficiaries)	-	14000

### NOTE

1. The assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project and the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement. If this project is part of a special school and rent is claimed for that project no additional assistance for rent would be considered.
2. Under the head of contingency expenses such as postage, transport, telephone, stationary, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc. would be covered.
3. The beneficiaries in such type of projects require attention only for a few hours in a day/week and efforts should be made to use the services of teachers, attendants and ayahs optimally. The actual number of posts would be regulated keeping this factor in view.

## II. SPECIAL SCHOOLS FOR PERSONS WITH DISABILITIES

Special schools are meant to provide for residential as well as non-residential care with the end objective of bringing about feasible improvement in the lives of the persons with disability through acquiring skills as basic as activities of daily living to their integration into regular institutions of learning and society in general. Prescribed inputs based on the needs of each of the sub categories of the disabled that are expected to bring about behavioral changes and enhancement of their cognitive abilities (specially with reference to the mentally challenged), and specialized skills that facilitate the process of rehabilitation should, in brief, constitute the curriculum of these institutions. Physical activities that bring about improvements in relation to the outside world such as dancing, play-acting, yoga, martial arts and activities that provide for aesthetic stimulus like music, painting and other creative vocational inputs are some of the expected inputs from these institutions.

It is desirable that voluntary organizations concentrate on one type of disability and/ or beneficiaries with multiple disabilities rather than spreading out their activities in assorted categories of disability. NGOs are encouraged to make optimal use of the related services provided by other existing institutions in the vicinity with a view to achieve synergy in services rendered to the disabled in their operational locations. The ultimate objective of the special schools, ideally, should be to move towards inclusion of differently-abled students in regular schools/institutions thereby facilitating their integration with the mainstream. In this scenario the role of these institutions should be that of resource providers and facilitators.

While assistance for the Special schools is released by the Ministry for the main subcategory of the disabled, for the orthopedically handicapped the Ministry subscribes to the approach of integrating persons in this category in the regular schools, rather than encouraging exclusive schools for the OH, the principle behind this being- that there is no requirement for special education for this category. The institutions presently being supported by the Ministry will however continue to be supported subject to performance being satisfactory.

The Special Schools that are encouraged for imparting Special Education to the disabled are:

1. Special School for the Mentally Challenged
2. School for special education of the Hearing and Speech Impaired
3. Special School for the Visually Challenged

## II (A). SPECIAL SCHOOL FOR THE MENTALLY CHALLENGED

The Special Schools are meant to provide for residential as well as non-residential care with the end objective of bringing about varying degrees of improvement in the lives of the persons with disability. These may range from acquiring skills as basic as activities of daily living to their integration into regular institutions of learning and society in general. With reference to the mentally challenged category, the main objectives are:

### 1. Objectives:

- i. To undertake a proper assessment and diagnosis of each child.
- ii. To identify the psychological and therapy needs of the child.
- iii. To assess the capacity of each child and thereafter place them in groupings and grades. (The prescribed standards and instructions of NIMH regarding development of Special Schools should be kept in view).
- iv. To manage behavioral problems and to impart special skills, self-help skills, and cater to the therapy needs of mentally challenged children.
- v. To manage the educational and vocational needs.
- vi. To give special inputs for the improvement of the communication skills of the MR child.
- vii. Trained Teachers - with desirable minimum qualifications prescribed and recognized by RCI who are well attuned to the specific needs of mentally challenged children.
- viii. To apply the single window concept of providing for the plurality of therapy needs of the beneficiaries. RCI recognized BRS graduates who can provide for the above viz, speech therapy, physiotherapy, occupational therapy as well as psycho-therapy and parental counseling are encouraged to be recruited. Efforts should be made to use their services and dispense with the practice of hiring persons separately for each of the therapeutic services.

### 2. Size of Project:

- i. The chronological age of the beneficiaries of the Special School should be from 5-18 years of age. The upper age limit can be considered for relaxation. Children below the age of 5 years are expected to be covered under the project profile of Pre-School and Early Intervention and Home Management Projects.
- ii. The size of the Schools should be such that there are necessary levels of gradation prescribed by the National Institutes, with a total strength of 25 to 50 (or more) for each School, assuming that the teacher: beneficiary ratio range preferably from 1: 8 to 1 : 2 for the severely multiple disabled children. It must be appreciated, however, that children with multiple disability can be given a maximum of 1-2 hours of specialized attention in a day and so a teacher can handle 4-6 such children in a day and the ratio of 1: 4 to 1 : 6 is quite acceptable for institutions having children with multiple disability.

4. **Infrastructure:** The infrastructure arrangement of the school should also be suitable for the MR children and should be barrier and hazard free as far as possible.

### 5. Assistance Admissible:

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		

1. Principal (upto 150 beneficiaries) (8200* 12)	1	98400
2. Trained Teachers (teacher to beneficiary ratio-1:8 for MR and 1:2 for Multiple disabled) (6900* 12*1)+(5800* 12*2) +(3800* 12*2)	5	313200
3. Jr. Speech Therapist (Part Time per visit basis @ Rs.340 per visit with 2 mandatory visits per week) (for 100 beneficiaries) (2*340*50)	1	34000
4. Psychologist (Part time per visit basis @ 340 per visit with 2 mandatory visits per week) (for 100 beneficiaries) (2*340*50)	1	34000
5. Physiotherapist (part time per visit basis @ 340 per visit with 2 mandatory visits per week) (one for every 100 identified beneficiaries) (2*340*50)	1	34000
6. Occupational therapist (part time per visit basis @ 340 per visit with 2 mandatory visits per week) (one for every 100 identified beneficiaries) (2*340*50)	1	34000
7. Medical Doctor (Part time per visit basis @ 340 per visit with 1 mandatory visit per week) (one for every 100 beneficiaries) (1 *340*50)	1	17000
8. Yoga/PT/Music etc. Teacher (Part time per visit basis @ 340 per visit with 3 mandatory visits per week) (3*340*50*2)	2	102000
9. Warden (150 beneficiaries) Extra Allowance @ 1000 p.m. to one of the existing staff (1000* 12)	1	12000
10. Cook and helper (upto 150 beneficiaries) (2500+1000)*12	1(each)	42000
11. Accountant (upto 150 beneficiaries) (3500*12)	1	42000
12. Sweeper-cum-Peon (upto 150 beneficiaries) (2500*12)	1	30000
13. Attendant/Ayah (1 for every 15 beneficiaries) (2500*12*3)	3	90000
14. Conveyance @ 10% of the Honorarium	-	-

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Honorarium Recurring Items</b>		
1. Rent (per month for upto 100 beneficiaries) (10000* 12)*(50/100) (Class 'A' : Rs.20000,Class 'B' Rs.14000,Class 'C'/Others :Rs.10000)  OR Building Maintenance within the limit @ 2% of the cost of the Building or Rs.70000 per annum or actual expenditure of the previous year, whichever is lowest.	-	60000
2. Transport (250* 10*(50/2) (Class 'A' : Rs.400 p,m,p.b, Class 'B': Rs.350 p.m.p.b, Class 'C' Others: Rs.250 p.m.p.b)	-	62500
3. Stipend/Hostel Maintenance- Residential Inmates Rs.850 per month per beneficiary (850*10*(50/2) - Day Trainees - Rs 200 per month per beneficiary (200* 10*(50/2)	-	212500 50000
4. Contingencies @ Rs.1600 per annum per beneficiary (Maximum) (1600*50)	-	80000
<b>Non Recurring</b>		
1. Furniture (Low cost multi purpose and adaptable furniture should be used) Up to a maximum of Rs.2000 per beneficiary subject to assessment of actual needs (once in 3 years) (Rs.2000*50)	-	100000

2. Sports equipment/ Adapted Sports Equipment (Rs.10000 or actuals whichever is lower, once in 3 years)	-	10000
3. Physiotherapy equipment (refer to annexeure to this model project)	-	-
4. Occupational Therapy equipment (refer to annexeure to this model project)	-	-
5. Speech Therapy equipment (refer to annexeure to this model project)	-	-
6. Special Teaching aids and Toys (refer to annexeure to this model project)	-	-
7. Special designed toys for younger children (refer to annexeure to this model project)	-	-
8. Teaching Mirror (refer to annexeure to this model project)	-	-
9. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	-	50000
10. Specialised Software/special key board/access technology (subject to actual cost as per quotation from an authorized vendor)	-	60000

## NOTES

1. The building owned or hired should be clean spacious, well lighted and ventilated to facilitate comfortable stay and learning by the trainees/beneficiaries. The building and classrooms should provide barrier free access as required.
2. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project, the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement.
3. The existing norms for the teacher - pupil ratio is kept at 1: 8 for the mentally challenged and 1:2 for the multiple disabled. The extent of funding will however be contingent on various factors like availability of resources with the government, the financial capacity of the NGO, delivery of services and activity level of the NGO, the need and justification put forth by the organization, etc.
4. Considering that the distance from home to school would vary in each case, the school authorities are at liberty to decide on adjusting the release of transport allowance with reference to the difference in distance and expenses covered by their students/beneficiaries.
5. Transport allowance will be retained by the NGO if it is providing the transport facility.
6. One Post of Attendant/ayah for every 15 beneficiaries (Ratio is the ceiling and the number would depend upon the severity of disability and age group of beneficiaries).
7. Efforts should preferably be made to use the services of multidisciplinary BRS graduates rather than availing services of different therapists on part time basis.
8. The posts of yoga teacher/music teacher and such other special subjects would be considered only after it is ensured that such beneficiaries have been identified and assessed scientifically to be in need of such services for leading a better quality 'of life and not in a routine manner just because the scheme provides for such a cost item. These services would be operated on part time/on per visit basis.
9. Under the head of contingency, expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
10. Stipend/Hostel Maintenance grants will be restricted to dependent beneficiaries whose family income from all sources does not exceed Rs. 1.00 lakh per annum. The Hostel Maintenance grant for boarders is intended to defray the expenses on food and other boarding expenses. The ceilings in this respect would be Rs.850 per month per beneficiary. Rs.200 per month will be allowed for day trainees/beneficiaries to cover their limited expenses.
11. It is expected that the duties of the Warden are performed by one of the existing members of staff for an additional allowance or honorarium. The post of a warden would only be considered in situations where the other staff - particularly teachers/instructors/persons holding administrative posts - cannot take up this additional responsibility or where there are residential facilities for both males and females.

**Annexure**

## **ILLUSTRATIVE LIST OF TEACHING AND TRAINING MATERIAL AND EQUIPMENT FOR PROJECTS RELATING TO MENTAL RETARDATION**

## Indoor equipment

- Large beads (coloured all sizes 100 each), blocks (both coloured and non coloured) - wood/acrylic (not swallowable)
- Metal nails and board kit
- Peg board with different shapes
- Balls-different sizes
- Blowing toys
- Toys/other material to provide sensory stimuli
- Rattle, teethers, toy drums etc.
- String toys that are pulled (tractors, cars, planes)
- Picture and numbers books, colour clay, Marbles
- Percussion instruments, drums, bells, tape recorder, tapes with music
- Black board, felt boards, magnetic boards
- Dari/mat
- Containers-small basket or bowls or drums
- Flannel, plastic sheets and cloth, wheat flour for finger paints and a container
- Mirror (big)
- Measuring scales
- Bottles (unbreakable ones for water play)
- Books of various grade levels from nursery to V
- Gardening tools
- Montessori equipment
- Weighing scale
- Cutlery, utensils
- Prevocational equipments
- Carpentry tools-screw driver, pliers, hammer, saws, etc.
- Gardening tools - spades, watering cans, long hose pipes
- Consumables

## Outdoor equipment

- Simple set of stairs wooden rocking horse/boats slide, jungle gym, see-saw hoops, balls

### Note

The above list is illustrative only. The precise type and nature of teaching/training material for Schools and Rehabilitation Centres and equipments for Vocational Training/Sheltered workshop and periodicity of assistance would be considered on merits on a case to case basis. The extent of assistance under this head would be regulated within the ceilings of Rs.60000 for teaching and training material and Rs.200000 for Vocational Training and Rehabilitation Equipments.

## II (B) SPECIAL SCHOOL FOR THE HEARING & SPEECH IMPAIRED

In the special education for the hearing impaired, the emphasis is on development of language and communication skills and academics. The basic objective of the special education for the hearing disabled can therefore be stated to be "to assist the hearing disabled children to lead as normal a life as possible through education".

### 1. Objectives:

- i. To empower and enable the hearing impaired through access to special education to be productive citizens.
- ii. To impart knowledge that is age appropriate and pragmatic.
- iii. To facilitate communication skills in children with hearing impairment through sign language wherever found appropriate.
- iv. To help hearing impaired children to make use of their residual hearing to the maximum possible extent.
- v. To assist the hearing impaired child to acquire receptive and expressive language skills.
- vi. To help hearing impaired children improve their speech skills.
- vii. To cope with the normal literacy levels to prepare and provide opportunities for educational integration that would eventually lead to social integration.
- viii. To involve the parents and encourage them in a participative role in the educational development of the hearing impaired child.

- ix. To help the hearing impaired child to develop and emotionally fulfilling interpersonal relationship with others in society.
- x. To create awareness in the society at large with a view to provide healthy environment of growth and development for children with hearing impairment.
- xi. To facilitate the movement of their students to regular schools running integrated/inclusive programme.

## 2. Size of Project:

The size of the Schools should be such that there are necessary level of gradation with a total strength of 25 to 50 (or more) for each School, assuming that the teacher: beneficiary ratio is 1 :8. The Chronological age of the beneficiaries of the Special School should be from 5-18 years of age. Children below the age of 5 years are expected to be covered under the project profile of Pre-School and Early Intervention and Home Management Projects. However the School must attempt integration of the children with regular schools as early as possible. In respect of children who have been integrated with regular schools the special school may continue to provide remedial and supportive measures as required for which reasonable charges may be recovered from parents/guardians.

## 3. Infrastructure:

The infrastructural arrangement of the school should be suitable for the hearing impaired children.

## 5. Assistance Admissible:

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Principal (upto 150 beneficiaries) (8200*12)	1	98400
2. Trained Teachers (Teacher: Pupil ratio of 1 :8) [(6900* 12* 1)+(5800* 12*2)+(3800* 12*2)]	5	313200
3. Speech Therapist/ Audiologist (part Time per visit basis @ Rs.340 per visit with 2 mandatory visits per week) (for 100 beneficiaries) (2*340*50)	1	34000
4. ENT Specialist (part time) (per visit basis @ Rs.340 per visit per month) (for 100 beneficiaries) (340*12)	1	4080
5. Medical Doctor (Part Time) (Part Time per visit basis @ Rs.340 per visit with mandatory one visit per week) (for 100 beneficiaries) (340* 1 *50)	1	17000
6. Warden (upto 150 beneficiaries) Extra Allowance @ Rs.1000 p.m. to one of the existing staff (1000*12)	1	12000
7. Cook and helper (upto 150 beneficiaries) (2500+ 1000)*12	1 (each)	42000
8. Accountant (upto 150 beneficiaries) (3500*12)	1	42000
9. Peon cum Sweeper (upto 150 beneficiaries) (2500*12)	1	30000
10. Attendant/Ayah (for every 50 beneficiaries) (2500*12)	1	30000
11. Conveyance @10% of the Honorarium	-	-
<b>Non Honorarium Recurring Items</b>		
1. Rent (per month for upto 100 beneficiaries) (10000*12)*(50/100) Class 'A' Cities : Rs.20000, Class 'B' Cities : Rs.14000 Class 'C'/Others : Rs.10000	-	60000
2. Transport (250* 10*(50/2)) Class 'A' Cities: Rs.400 p.m.p.b Class 'B' Cities: Rs.350 p.m.p.b Class 'C' Others: Rs.250 p.m.p.b	-	62500
3. Contingencies @ Rs.1600 per annum per beneficiary (Maximum) 1600*50	-	80000

4. Stipend/Hostel Maintenance - Residential Inmates - Rs. 850 per month per beneficiary (850* 10*(50/2) - Day Trainees - Rs. 200 per month per beneficiary (200*10*(50/2))	-	212500  50000
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Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Recurring</b>		
1. Furniture (Low cost multi purpose and adaptable furniture should be used) Upto a maximum of Rs. 2000 per beneficiary subject to assessment of actual needs. (Rs.2000*50) (once in 3 years)	-	100000
2. Sports equipment/Adapted Sports Equipment (Rs. 10000 or actual whichever is lower) (once in 3 years).	-	10000
3. Individual Hearing Aids (refer to annxure to this model project)	-	-
4. Group Hearing aids having 10 Microphones with loop induction system (refer to annxure to this model project)	-	-
5. Clinical & Pure Tone Audiometer (refer to annxure to this model project)	-	-
6. Speech Trainer (refer to annxure to this model project)	-	-
7. Computerized Speech Therapy Equipment (refer to annxure to this model project)	-	-
8. Teaching Mirror (refer to Annxure to this model project)	-	-
9. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	-	50000
10. Specialised Software (like text conversion in audio files) (subject to actual cost as per quotation from an authorized vendor)	-	60000

**NOTES**

- The building owned or hired should be clean spacious, well lighted and ventilated to facilitate comfortable stay and learning by the trainees/beneficiaries.
- The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project, and the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement.
- The existing norms for the teacher-pupil ratio is kept at 1:8. The extent of funding will however be contingent on various factors like availability of resources with the government, the financial capacity of the NGO, delivery of services and activity level of the NGO, the need and justification put forth by the organization, etc.
- Considering that the distance from home to school would vary in each case, the School authorities are at liberty to decide on adjusting the release of Transport allowance with reference to the difference in distance and expenses covered by their students/beneficiaries.
- Transport allowance will be retained by the NGO if it is providing the transport facility.
- One Post of Attendant/Ayah for every 50 beneficiaries. (Ratio is the ceiling and the number would depend on age group of beneficiaries.)
- Under the head of contingency, expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc: would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
- Stipend/Hostel Maintenance grants will be restricted to dependent beneficiaries whose family income from all sources does not exceed Rs 1 lakh per annum. The Hostel Maintenance grants for boarders is intended to defray the expenses on food and other boarding expenses. The ceiling in this respect would be Rs. 850 per month per beneficiary. Rs. 200 per month will be allowed for day trainees/beneficiaries to cover their limited expenses.
- It is expected that the duties of the Warden are performed by one of the existing members of staff for an additional allowance or honorarium. The post of a warden would only be considered in situations where the other staff-particularly teachers/instructors/persons holding administrative posts - cannot take up this additional

responsibility or where there are residential facilities for both males and females. This will be applicable to all type of residential facilities.

## **Annexure**

### **ILLUSTRATIVE LIST OF TEACHING AND TRAINING MATERIAL AND EQUIPMENT FOR PROJECTS FOR THE HEARING IMPAIRED**

1. Clinical Audiometer
2. Portable Audiometer
3. Speech Trainer
4. Brainstem evoked response Audiometer
5. Impedance Audiometer
6. Group Hearing with access of 10 students
7. TEOAE Screener analyzer with accessories
8. Flexible Naso Pharyngo Baryngoscope Model ENT
9. Phonetic Stimulator
10. Oscilloscope
11. Audio Scope-handheld-Screening Pure tone Audiometer
12. Software, hardware for use as visible speech equipment (for e.g. Vaghmi, SSI- Dr.Speech etc.)
13. Micromotor for ear mould making
14. Artificial Electronic Larynx
15. Baby Reactometer
16. Middle Ear Analyzer with accessories
17. Auto Tympanometer with access
18. Hearing and test system with insertion Gain Measurement

#### **NOTE**

The above list is illustrative only. The precise type and nature of teaching/Training material for Schools and Rehabilitation Centres and equipments for Vocational Training/Sheltered workshop and periodicity of assistance would be considered on merits on a case to case to basis. The extent of assistance under this head will be regulated within the ceilings of Rs.60000 for teaching and training material and Rs.200000 for Vocational Training and Rehabilitation Equipments.

#### **II.(C) SPECIAL SCHOOLS FOR THE VISUALLY CHALLENGED**

As in the case of the special school for the hearing disabled, the main thrust of the special education for the visually disabled is on communication skills and development of other sensory abilities, the end objective being to integrate these students in regular institutions of learning and society in general.

##### **1. Objectives:**

- i. To impart special training on communication and language skills through use of Braille script.
- ii. To improve the mobility skills of the visually impaired and facility in the use of necessary aids and appliances.
- iii. To give special inputs on managing the daily living skills.
- iv. To tone the other functional senses through special instruction on multi-sensory training.
- v. To provide for special orientation education with reference to the physical, psychological and social environment.
- vi. To cope with the normal literacy levels to prepare and provide opportunities for educational integration that would eventually lead to' social integration.
- vii. To involve the parents and encourage them in a participative role in the educational process of their child.
- viii. To prepare the students for integration in regular schools as far as possible.
- ix. To provide support services for visually impaired children studying in integrated/inclusive schools.

##### **2. Size of Project:**

- a. The chronological age of the beneficiaries of the Special School should be from 5-18 years of age.
- b. The size of the School will depend on whether it is a primary or secondary level institution or both, In any case, the prescribed size per unit shall be for 50 beneficiaries, with the assumption that the teacher/pupil ratio ranges from 1:8 to 1:15.

##### **3. Infrastructure:**

The infrastructural arrangement of the school should be suitable for the visually disabled and should be barrier and hazard free as far as possible. The extent of support for each school for special education of Visually

disabled will be as follows.

#### 5. Assistance Admissible:

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Principal (upto 150 beneficiaries) (8200*12)	1	98400
2. Trained Teachers (Teacher: Pupil ratio of 1: 15 to 1 :8) [(6900* 12* 1)+(5800* 12* 1)+(3800* 12* 1)]	3	198000
3. Braille Instructor (for 50 beneficiaries) (5800*12)	1	69600
4. Mobility Instructor (for 50 beneficiaries) (5800*12)	1	69600
5. Therapist (part time per visit basis @ 340 per visit with 2 mandatory visits per week) (one for every 100 identified beneficiaries) (340 * 2 * 50)	-	34000
6. Medical Doctor Part time per visit basis @ 340 per visit with 1 mandatory visit per week) (for 100 beneficiaries) (340*1*50)	-	17000
7. Accountant (upto 150 beneficiaries) 3500 *12)	1	42000
8. Warden (upto 150 beneficiaries) Extra Allowance @ 1000 p.m. to one of the existing staff (1000*12)	1	12000
9. Cook and helper (upto 150 beneficiaries) (2500+1000)*12	1 each	42000
10. Sweeper cum Peon (upto 150 beneficiaries) 2500*12	1	30000
11. Attendant/Ayah(1 for every 50 beneficiaries) 2500*12	1	30000
12. Conveyance 10% of Honorarium	-	-
<b>Non Honorarium Recurring Items</b>		
1. Rent (per month upto 100 beneficiaries) (10000*12)*(50/100) Class 'A' Cities : Rs.20000 Class 'B' Cities : Rs.14000 Class 'C' Others : Rs.10000	-	60000
2. Transport (250* 10*(50/2)) Class 'A' Cities: Rs.400 p,m.p.b Class 'B' Cities: Rs.350 p.m.p.b Class 'C' Others: Rs.250 p.m.p.b	-	62500
3. Contingencies @ Rs.1600 per annum per beneficiary (Maximum) (1600*50)	-	80000
4. Stipend/Hostel Maintenance - Residential Inmates - Rs. 850 per month per beneficiary 850*10*(50/2) - Day Trainees - Rs. 200 per month per beneficiary (200* 10*(50/2)	-	212500 50000

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Recurring</b>		
1. Furniture (Low cost multi purpose and adaptable furniture should be used) up to a maximum of Rs. 2000 per beneficiary subject to assessment of actual needs. (Rs 2000*50) (once in 3 years)	-	100000
2. Sports equipment/Adapted Sports Equipment(once in 3 years)	-	10000
3. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	-	50000

4. Specialised Software (like screen reading/JAWS)(subject to actual cost as per quotation from an authorized vendor)	-	60000
5. Braille slates, Brailers, Thermo foam, Arithmetic Frames, Abacus, Geometry kits, Science teaching kits, Special Teaching aids & Toys (refer to annexure to this model project)	-	-

## NOTES

1. The building owned or hired should be clean spacious, well lighted and ventilated to facilitate comfortable stay and learning by the trainees/beneficiaries. The building and classroom should provide barrier free access as far as possible.
2. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project and the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement.
3. The existing norms for the teacher-pupil ratio is kept ranging from 1:15 (normal) to 1:8. The extent of funding will however be contingent on various factors like availability of resources with the government, the financial capacity of the NGO, delivery of services and activity level of the NGO, the need and justification put fourth by the organization, etc. A higher ratio than 1:15 will be considered in deserving cases and in the case of primary schools.
4. Considering that the distance from home to school would vary in each case, the School authorities are at liberty to decide on adjusting the release of Transport allowance with reference to the difference in distance and expenses covered by their students/beneficiaries.
5. Transport allowance will be retained by the NGO if it is providing the transport facility.
6. The posts of yoga teacher/music teacher and such other special subjects would be considered only after it is ensured that such beneficiaries have been identified and assessed to be in need of such services for leading a better quality of life and not in a routine manner just because the scheme provides for such a cost item. These services would be operated on part time/on per visit basis.
7. Under the head of contingency expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc. would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
8. Stipend/Hostel Maintenance grants will be restricted to dependent beneficiaries whose family income from all sources does not exceed Rs 1lakh per annum. The Hostel Maintenance grants for boarders is intended to defray the expenses on food and other boarding expenses. The ceiling in this respect would be Rs. 850 per month per beneficiary. Rs. 200 per month will be allowed for day trainees/beneficiaries to cover their limited expenses.
9. It is expected that the duties of the Warden are performed by one of the existing members of staff for an additional allowance or honorarium. The post of a warden would only be considered in situations where the other staff-particularly teachers/instructors/persons holding administrative posts - cannot take up this additional responsibility or where there are residential facilities for both males and females. This will be applicable to all type of residential facilities.
10. Provision should be made and arrangements tied up for periodical medical and eye check up of students so as to ensure that such of the beneficiaries whose vision can be restored are helped. The services of Ophthalmologist/Optometrists trained in low vision management can be availed on per visit basis and the visit can be once in 3 months or 6 months depending upon the need.

**Annexure**

### **ILLUSTRATIVE LIST OF TEACHING AND TRAINING MATERIAL AND EQUIPMENT FOR VISUALLY HANDICAPPED**

1. Braille writing slates
2. Taylor frames
3. Abacus
4. Mathematics kits
5. Science kits
6. Sensory training kits
7. Canes for mobility
8. Chess boards
9. Playing cards
10. Draught boards

11. Braille text books
12. Recorded books

### III. PROJECT FOR CEREBRAL PALSIED CHILDREN

#### 1. Objectives:

- i. To undertake a proper assessment and diagnosis of the problem of each beneficiary.
- ii. To identify the psychological and physiotherapy needs of the beneficiary.
- iii. To assess the capacity of each beneficiary and thereafter place them in groupings and grades.
- iv. To manage the behavioral problems and to impart special skills, self-help skills, and cater to the therapy needs of the beneficiary.
- v. To manage the educational and vocational needs.
- vi. To give special inputs for the improvement of the communication skills of the beneficiary.

#### 2. Size of the Project:

The project size should normally be not more than 15-20 beneficiaries.

#### 3. Amount of Assistance:

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Special Teachers (in the ratio of 1:4) (6900*12*5)	5	414000
2. Speech Therapist (part Time per visit basis @ Rs 340 per visit with 2 mandatory visits per week) (340*2*4*12)	1	32640
3. Psychologist (part time per visit basis @340 per visit with 2 mandatory visits per week) (340*2*4*12)	1	32640
4. Physiotherapist (part time per visit basis @340 per visit with 2 mandatory visit per week) (340*2*4*12)	1	32640
5. Medical Doctor (part time per visit basis @ 340 per visit with 1 mandatory visit per week) (340*4*12)	1	16320
6. Sweeper-cum-Peon (upto 150 beneficiaries) 2500*2*12	2	60000
7. Attendant/Ayah(1 for every 5 beneficiaries) (2500*4*12)	4	120000
8. Conveyance @ 10% of the Honorarium	-	-
<b>Non Honorarium Recurring Items</b>		
1. Rent (per month for 100 beneficiaries) (7000* 12)*(20/100) Class 'A' Cities: Rs.14000 Class 'B' Cities: Rs.11000 Class 'C'/Others : Rs.7000  <b>OR</b> Building Maintenance within the limit @ 2% of the cost of the Building or Rs.70000 per annum or actual expenditure of the previous year whichever is lowest.	-	16800
2. Transport (250*20* 12) Class 'A' Cities: Rs.400 p.m.p.b Class 'B' Cities: Rs.350 p.m.p.b Class 'C' Others: Rs.250 p.m.p.b	-	60000
3. Contingencies @ Rs.700 per annum per beneficiary (Maximum) (700*20)	-	14000

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Recurring</b>		

1. Furniture (Low cost multi purpose and adaptable furniture should be used) up to a maximum of Rs. 2000 per beneficiary subject to assessment of actual needs(Rs.2000*20).	-	40000
2. Sports equipment/Adapted Sports Equipment (Rs.10000 or actuals whichever is lower) (once in 3 years)	-	10000
3. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	-	50000
4. Specialised Software/special key board/access technology (subject to actual cost as per quotation from an authorized vendor)	-	60000
5. Physiotherapy/Occupational Therapy/Speech Therapy equipment, Special Teaching aids and Toys, Specially designed toys for younger children, Teaching Mirror (refer to annexure to model projects II A, II B and II C)	-	-

**Note:** The observation in respect of rent, transport, contingencies etc. stated under other project profiles will be applicable for these type of projects also.

#### IV. VOCATIONAL TRAINING CENTERS

##### 1. Project Objectives:

These projects are meant for adolescents/adults with disabilities and these are expected to achieve the objective of moving the disabled person towards economic independence. An illustrative list of trades and the maximum period of training is available in Annexure to this model project. In addition, vocational courses recognized by the National Council for Vocational Training (NCVT), Directorate General of Employment and Training, Ministry of Labour and Employment, Government of India, can be offered by Vocational Training Centres, with suitable adjustment of training periods considering the types of disabilities of the beneficiaries. While selecting the trades and beneficiaries it is imperative to ensure that trades are suitable for the beneficiary and that care is taken to assess the potential viability of marketing the skills acquired. The expected age limits of beneficiaries for these centers should range from 15 to 35 years. In deserving cases involving beneficiaries who are mentally retarded the age limits can be considered for relaxation.

It is expected that the projects of this kind will have established forward linkages in terms of tie up for future employment or self employment. Placement arrangements, financial assistance for individual entrepreneurship or through self-help groups and marketing arrangement should be in-built in these programmes.

##### 2. Size of the project:

Each Center could be set up for beneficiaries for a minimum level of 20 and a maximum level up to 50 beneficiaries per trade. A maximum of three trades could be offered by each Center. In cases where the number of beneficiaries with the Non Governmental Organisations is very large the Ministry shall reserve the discretion to allow for more than three trades per center. The sale proceeds of the products made out of the raw material sanctioned for the center must be reflected in the accounts of the project and should be set off against the expenses. The duration of the training courses for each trade should not exceed the norms as suggested in Annexure to this model project. Each beneficiary will undergo the full course of the vocational training, after which he/she will not be retained any further with the institution. The trainees shall however be at liberty to join the sheltered workshop if one is being run by the same organization.

##### 3. Assistance Admissible:

The extent of assistance will be reckoned with reference to the estimated size of the project in terms of the number of beneficiaries, types of trades proposed etc. However it should be ensured that minimal overheads are envisaged for each of the projects. For instance, instructors proficient in more than one trade should be employed for those trades which are related in nature (e.g. Knitting and Tailoring) and/or for relatively lesser specialized areas such as candle making, file making, book binding etc. Admissible project component under Vocational Training Projects, are illustrated hereunder:

Cost Item	No. of Post/item	Annual Cost in Rs.
<b>Recurring Honorarium</b>		

1. Project Coordinator cum Placement officer (11500*12) (upto 150 beneficiaries)	1	138000
2. Office Assistant-cum-Typist/Data Entry Operator (3500*12) (upto 150 beneficiaries)	1	42000
3. Sweeper cum Peon (2500*12) (upto 150 beneficiaries)	1	30000
4. Vocational Instructor - 1 for each specialised trade of 50 beneficiaries (3800*12)	3	136800
5. Vocational Counsellor (5800*12) (for every 100 beneficiaries) <b>OR</b> Part Time Vocational Counsellor (for every 100 beneficiaries) (Rs.340 per visit with mandatory 2 visits per week and this post would be encouraged in the case of large engineering projects) (340*50*2) (it is preferable to operate the post on part time basis)	1	69600  34000
6. Warden (upto 150 beneficiaries) Extra Allowance@ 1000 p.m to one of the existing staff (1000* 12)	1	12000
7. Cook and helper (for the whole unit) (upto 150 beneficiaries) 1 (each) (2500+1000)* 12	1	42000
8. Conveyance allowance @ 10'% of Honorarium	-	-
<b>Non-Honorarium Recurring items</b>		
9. Stipend/Hostel Maintenance (i) Residential Inmates (Rs. 850 per month per beneficiary) (850* 12*(50/2)) (ii) Day Trainees (Rs. 200 per month per beneficiary) (200*12*(50/2))	-	255000 60000
10. Transport (250*12*(50/2)) Class 'A' Cities Rs. 400 p.m.p.b Class 'B' Cities Rs. 350 p.m.p.b Class 'C'/Others Rs.250 p.m.p.b	-	75000
11. Raw Material Rs. 10000 pa to Rs 70000 p.a per trade for a project size of 15-20 beneficiaries in each trade and the exact amount would depend upon the trade taken up	-	40000
12. Rent (per month upto 150 beneficiaries) (10000* 12)*(50/150) Class 'A': Rs.20000 Class 'B': Rs.14000 Class 'C'/Other cities: Rs.10000 <b>OR</b> Building Maintenance within the limit of 2%. of the cost of the Building or Rs.70,000 per annum or actual expenditure of the previous year whichever is lowest.	-	40000
13. Contingencies Rs.1600 per beneficiary per annum(1600*50)	-	80000

Cost Item	No. of Post/item	Annual Cost in Rs.
<b>Non Recurring</b>		
1. Equipment (basic) (refer to annexure of model project IIA, IIB and II C) Trade Specific	-	-
2. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	-	50000
3. Specialised Software/special key board/access technology (subject to actual cost as per quotation from an authorized vendor)		60000 (for each type of persons with disabilities receiving training)

4. Furniture up to a maximum of Rs. 2000 per beneficiary subject to assessment of actual needs. (Rs.2000*50) This would cover appropriate furniture in the working area and hostel/home including specialized furniture. (once in three years)	-	100000
5. Books (once in two years)	-	15000

**NOTES**

1. If the NGO is providing for transportation, it may retain this allowance.
2. If the beneficiary arranges for his/her own transportation then the allowance must be released to him/her /guardian.
3. Considering that the distance from home to school/work area would vary in each case, the NGO is at liberty to decide on adjusting the release of transport allowance with reference to the difference in distance and expenses incurred by their trainees.
4. The prescribed duration of the training programs have been given in Annexure to this model project and the beneficiaries are expected to successfully complete the training within the prescribed period making way for new trainees. The period of stay in no case shall exceed the outermost limit of 3 years even for MR persons.
5. Stipend/Hostel Maintenance grants will be restricted to dependent beneficiaries whose family income from all sources does not exceed Rs 1 lakh per annum. The Hostel Maintenance grant for boarders is intended to defray the expenses on food and other boarding expenses. The ceilings in this respect would be Rs.850 per month per beneficiary. Hostel Maintenance would not cover honorarium in respect of Hostel staff. Rs. 200 per month will be allowed for day trainees/beneficiaries to cover their limited expenses. The assistance under this head will be restricted to the prescribed period of training and in no case beyond 3 years for the same beneficiary.
6. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project, type of trade undertaken and the number of beneficiaries and the prevailing PWD rates assessment in that area and the rent agreement.
7. The building owned or hired should be clean, spacious, well lighted and ventilated to facilitate comfortable stay and learning by the trainees/beneficiaries. The building and classrooms should provide barrier free access as far as possible.
8. It is expected that the duties of the Warden are performed by one of the existing members of staff for an additional allowance or honorarium. The post of a warden would only be considered in situations where the other staff - particularly teachers/instructors/persons holding administrative posts - cannot take up this additional responsibility or where there are residential facilities for both males and females. This will be applicable to all type of residential programs.
9. Under contingencies, expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
10. The actual requirement of funds for procurement of raw material within these limits have to be adequately justified.

**Annexure****ILLUSTRATIVE LIST OF RECOMMENDED TRADES FOR VOCATIONAL TRAINING**

S.No.	Name of Trade/Occupation	Duration
<b><u>Orthopaedically/Physically Handicapped</u></b>		
<b>i. Automobile Industry Related Trades</b>		
1.	Auto Mechanic (Three wheeler)	10 months
2.	Tyre Retreading Vulcanising & Rebuttoning	10 months
<b>ii. Electrical and Electronics Technology Related Trades</b>		
1.	Electrical Motor Winding	10 months
2.	Electronic/Electrical Appliances Repairing	6 months
3.	House Wiring and Repair	6 months
4.	Electrical/Electronics assembly	12 months

5.	Computer Application and Programming Skills	12 months
6.	Web designing and internet management	6 months
7.	Telephone Operation	3 months
8.	Mobile repairing	3 months
<b>iii. Mechanical Industry Related Trades</b>		
1.	Draughtsman (Mechanical)	24 months
2.	Drilling (Fitters)	10 months
3.	General Mechanics	12 months
4.	Mechanical Watch & Clock	24 months
5.	Sheet Metal Worker, Blacksmith and Welding	12 months
<b>iv. Other Engineering Related Trades</b>		
1.	Boiler Attendant	10 months
2.	Detergent & Cleaning Powder/Phenyl Making	2 months
3.	General Engineering (Leather Work)	12 months
4.	Glasses Beads and Bangles	12 months
5.	Manufacture of Footwear	12 months
6.	Manufacturing of paints, pigments, distemper etc.	10 months
7.	Moulding	12 months
8.	Photography and video shooting	6 months
9.	Plumbing	12 months
10.	Pottery (Ceramic)	6 months
11.	Upholstery & Plastic Work	12 months
12.	Welding	12 months
<b>v. Printing Industry Related Trades</b>		
1.	Book Binding, printing	6 months
2.	Desktop Publishing	12 months
3.	Offset Printing Machine Operator	12 months
4.	Photo Lamination	6 months
5.	Plate Making	6 months

S.No.	Name of Trade/Occupation	Duration
<b><u>Orthopaedically/Physically Handicapped</u></b>		
<b>vi. Textile Industry Related Trades</b>		
1.	Bleaching, Dyeing and Calico Printing	12 months
2.	Dyeing and Printing of Textiles	6 months
3.	Handloom, Powerloom	12 months
4.	Weaving, Hand Weaving of Newar Type Durries etc.	12 months

5.	Kalamkari and Screen Printing	10 months
6.	Khadi Weaving	12 months
7.	Laundry Works including Dry Cleaning	6 months
8.	Tailoring	6 months
<b>vii. Agriculture and Fisheries Sector Related Trades</b>		
1.	Gobar Gas Plant Making	10 months
2.	Horticulture and Ornamental Plants	6 months
3.	Jute Fibre Processing and Product Making	10 months
4.	Mushroom Cultivation and Processing	3 months
<b>viii. Veterinary Services Related Trades</b>		
1.	Dairy Farming	12 months
2.	Sheep and Goat Rearing	6 months
<b>ix. Medical Services Related Trade</b>		
1.	ECG & X-Ray Technician	6 months
<b>x. Non-Engineering Trades</b>		
1.	Aerated Water and Soft Drinks	3 months
2.	Agarbatti Making	1 month
3.	Arts and Crafts	12 months
4.	Bakery and Confectionery	6 months
5.	Pickle & Jam Making	6 months
6.	Beautician/Hair & Skin Care	6 months
7.	Bee Keeping	3 months
8.	Black Smithy	6 months
9.	Borewell and Pump set Maintenance	9 months
10.	Brush Making (Iron and Brass)	6 months
11.	Cane Willow and Bamboo Work	12 months
12.	Candle Making	1 month
13.	Caning of furniture	6 months
14.	Carpentry	12 months
15.	Carving and Engraving	12 months
16.	Ceramics Refractory items - Colouring/Print	10 months
17.	Chalk Piece Making	1 month
18.	China Clay Work	3 months
19.	Clinical Lab Technician	10 months
20.	Coal Briquette Making	1 month

S.No.	Name of Trade/Occupation	Duration
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<b><u>Orthopaedically/Physically Handicapped</u></b>		
<b>x. Non-Engineering Trades</b>		
21.	Coir Mat making	3 months
22.	Commercial Art	12 months
23.	Commercial Packaging	6 months
24.	Conch Shell-Craft	6 months
25.	Cotton Mattress and Pillow Manufacturing	6 months
26.	Catering Services	12 months
27.	Cutting and Polishing of Granite Stone	9 months
28.	Decolam Furniture Making	6 months
29.	Dot Pen Refilling Making	2 months
30.	Drawing and Painting	10 months
31.	Duplicating Machine Operation	2 months
32.	Embroidery and Needle Work	12 months
33.	Fabric Making and Embroidery	9 months
34.	Fabrication, Almirah and other House Utility	10 months
35.	Fabrication of NETs and Repair of Mech Boat Engine	10 months
36.	Flower and Garland Making (Artificial)	3 months
37.	Food Preservation - Canning and Pickling	6 months
38.	Fruit and Vegetable Preservation (Cold Storage)	12 months
39.	Furniture and Cabinet Making	12 months
40.	Gem Stone Cutting	10 months
41.	Granite and Marble Cutting Polishing etc.	6 months
42.	Grinding of food Grains - Wet and Dry/Masala Making	3 months
43.	Hand Crafts, Tricycle, Bullock-Carts Repair & Service	10 months
44.	Horn/Bone/Ivory Products Making	10 months
45.	Interior Decoration	12 months
46.	Leaflet Making (including thali Stitching) and Marble Cutting Polishing etc.	3 months
47.	Mat & Basket Making (Kora and Palm Leaves)	6 months
48.	Match Stick Making	6 months
49.	Mosaic Polishing	6 months
50.	Optical Lens Cutting	6 months
51.	Paddy & Paddy Straw Craft (Decorative)	6 months
52.	Papad Making	6 months
53.	Paper Bag and Thunga Making/Plate/Envelop etc.	6 months
54.	Photo Frame and Glass cutting	6 months

55.	Pillow and Bed Making (Cotton)	6 months
56.	Plastic Buttons, Hooks, Pins, Buckles, etc.	6 months
57.	Poster Making	12 months
58.	Pottery Bricks, Tiles and Improved Choola	6 months
59.	Pulp and Paper Material Manufacturing	6 months
60.	Secretarial Practice	12 months
61.	Sofa and Rexin Goods Making/Repair	6 months
62.	Spectacles Frame & Optical Work	10 months
63.	Stenography (English/Regional)	12 months
64.	Straw Craft Making	6 months
65.	Toy Making	10 months
66.	Tri-Cycle Assembly	4 months
67.	Typewriting (English and Regional Languages)	10 months
68.	Umbrella Assembly and Repairs	6 months
69.	Wood working	12 months

S.No.	Name of Trade/Occupation	Duration
<b><u>Visually Handicapped</u></b>		
1.	Chair Caning	12 months (incl. 3 months on the job training)
2.	Handloom weaving	18 months
3.	Light Engineering	12 months
4.	Electrical/Electronics assembly	12 months
5.	Braille Shorthand (Hindi/English)	12 months
6.	Computer Application and Programming Skills	12 months
7.	Web designing and internet management	6 months
8.	Physiotherapy	18 months
9.	Office management	12 months
10.	Salesmanship and marketing	12 months
11.	Telemarketing and call centre executive training	6 months
12.	Music (vocal and instrumental)	12 months
13.	Beautician and hair and skin care	6 months
14.	Entrepreneurship training	6 months
15.	Candle Making	1 month
16.	Agarbatti Making	1 month
17.	Detergent Powder Making	1 month
18.	Chalk making	1 month

19.	Umbrella Making	2 months
20.	Envelope Making	2 months
21.	Nylon Plastic Bags Making	3 months
22.	Telephone Operation	3 months
23.	Mobile repairing	3 months

**Note:** Sl. 15 to 23 are subsidiary trades and can be combined with major trades, with a duration of 1-2 hours daily.

### **Hearing Handicapped**

S.No	Trade	Remarks
1.	Metal Trade (Fitter, Welder, Turner)	Period of Training will be same as duration of the course conducted by VRTC, Mumbai and TCAD, Hyderabad.
2.	Carpentry	
3.	Cutting and Tailoring	
4.	Printing and Composing and book Binding	
5.	Arts & Crafts	
6.	Screen Printing	
7.	General Mechanic	
8.	Photography	
9.	Textile Printing	
10.	Automobile Engineering	
11.	Computer Courses	
12.	Electrical Courses	
13.	Commercial Practice	

### **Courses Conducted at NIHH, Mumbai**

1. Certificate course in Desk Top Publishing (6 months duration, entry qualification 9th pass)
2. Certificate Course in Accounting and Office Automation (6 months duration for SSC passed candidates)
3. Certificate Course in Information Technology (6 months duration for SSC passed candidate)

### **Mentally Retarded**

S.No	Name of the Trade	Duration
1.	Envelope making	Duration of Training will be thrice the period of training specified for those trades for other categories of disabled.
2.	Card Board Box Making	
3.	Candle Making	
4.	Chair Caning	
5.	Printing, Weaving and Dyeing	
6.	Carpentry	
7.	File Cover Making	
8.	Agarbatti Making	
9.	Umbrella Making	

10.	Light Engineering	
11.	Soap and Detergent Making	

## V. SHELTERED WORKSHOP (FOR 40-50 BENEFICIARIES)

### Project Objectives:

Like the Vocational Training Centers, these projects are expected to achieve the objective of moving the disabled towards economic independence. While selecting the beneficiaries it is important that care is taken to assess the potential viability of marketing the product/services of the workshops. It is therefore expected that projects of this kind should establish forward linkages and tie up with establishments that would absorb the goods and services from these centers and thereby sustain their activity in an economic manner. It is desirable that the beneficiaries of the sheltered workshop are those trained through the VTC centers for the disabled.

It is preferred that the center should not exceed 50 beneficiaries at any given point of time. Should the need to expand the project arise in future for another unit, on account of exceptional circumstances, the Ministry will examine and rationalize the cost of augmentation if the expansion is approved. To avoid a cascading and overlapping effect of assistance, normally for the second unit the administrative cost will not be entertained and it would be expected that the existing staff strength should cater to the project needs.

### Assistance Admissible:

Since projects of this kind are mainly meant for income generation opportunities for the target group, assistance will be provided for a limited period of three years, at the end of which it is expected that the center will be self-sustaining. Raw material shall be allowed only for the initial year of assistance. Income from sale of the product of the center out of the raw material funded by the Ministry shall be reflected in the accounts of the project, while submitting their proposal for the second and subsequent year of assistance. The center is expected to take off from the second year onwards without receiving grants for the raw materials. The basic components of the Sheltered Workshop shall comprise:

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Project Coordinator (upto 150 beneficiaries) (11500*12)	1	138000
2. Vocational Counsellor (it is preferable to operate the post on part time basis) (for every 100 beneficiaries) (340*50*2) (Rs.340 per visit with mandatory 2 visits per week)	1	34000
3. Vocational Instructor (3800* 12) (1 for each trade of 50 beneficiaries)	1	45600
4. Office Assistant-cum-Typist/Data Entry Operator (3500*12) (upto 150 beneficiaries)	1	42000
5. Sweeper cum Peon (2500* 12) (upto 150 beneficiaries)	1	30000
6. Store Keeper (upto 150 beneficiaries) (2700* 12)	1	32400
7. Conveyance Allowance of 10% of Honorarium	-	-

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Honorarium Recurring</b>		
8. Raw Material Rs. 10000 pa to Rs 70000 p.a per trade for a project size of 15-20 beneficiaries in each trade and the exact amount would depend upon the trade taken up	-	40000
9. Rent (per month upto 150 beneficiaries) and 3 trades (10000* 12) / (150/50) Class 'A': Rs.20000	-	40000

Class 'B': Rs.14000 Class 'C'/Other cities: Rs.10000  <b>OR</b>  Building Maintenance within the limit of 2%. of the cost of the Building or Rs.70,000 per annum or actual expenditure of the previous year whichever is lowest.		
10. Contingencies Rs.1600 per beneficiary per annum (1600*50)	-	80000
<b>Non Recurring</b>		
1. Equipment (basic) (refer to annexure to model project II A, II B and II C) Trade Specific	-	-
2. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	-	50000
3. Specialised Software/special key board/access technology (subject to actual cost as per quotation from an authorized vendor)	-	60000 (for each type of persons with disabilities receiving training)
4. Furniture Up to a maximum of Rs.2000 per beneficiary (subject to assessment of actual needs) for 50 beneficiaries	-	100000

**NOTES**

- Accounting of the sale proceeds of the items produced at the workshop should be ensured.
- After the 1st year Working Capital can be arranged from NHFDC.
- Under contingencies expenses such as postage, telephone, medicines, stationery, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
- The actual requirement of funds for procurement of raw material within the limits indicated, have to be adequately justified.
- The norms in respect of rent are ceilings with reference to the parameters indicated and will be regulated within the ceilings keeping in view the area occupied, type of trade undertaken and the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement.
- The building owned or hired should be clean spacious, well lighted and ventilated to facilitate comfortable working conditions for the beneficiaries. The building and classrooms should provide barrier free access as far as possible.

**VI. PROJECT FOR REHABILITATION OF LEPROSY CURED PERSONS (LCPs)****Objective:**

The project is for adults cured of leprosy and not for the leprosy afflicted persons. Of the existing components of the projects indicated in the Scheme to Promote Voluntary Action For Persons With Disabilities for this category only the VTC component is strongly encouraged. Project for Sheltered workshop can also be run for this category. The basic aim of this project is to empower the LCPs with skills that would enable them to improve their socio-economic condition, and to sustain themselves through self-employment and entrepreneurship either individually and/or collectively. Each VTC should cater to at least 25 or above LCPs. Separately Homes can be supported for the severely disabled LCPs for 50-100 persons.

**Assistance Admissible:****A. Cost Items - Common to Vocational Training Unit and Home (for a total of 150 beneficiaries)**

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Project Coordinator (upto 150 beneficiaries) (11500*12*1)	1	138000

2. Accountant (upto 150 beneficiaries) (3500*12*1)	1	42000
3. Conveyance 10% of Honorarium	-	-

**B. Cost Items - Vocational Training Unit (for 25 beneficiaries and one Trade)**

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Vocational Instructors - one for each trade of 25 beneficiaries (3800* 12)	1	45600
2. Vocational Counsellor (It is preferable to operate the post on part time basis Rs. 340 per visit with mandatory 2 visit per week) (340*2*50) (for 75 beneficiaries and 3 trades)	1	34000
3. Helper (for each trade of 25 beneficiaries) 2500*12	1	30000
4. Sweeper cum Peon (2500* 12) (upto 150 beneficiaries)	1	30000
5. Conveyance 10% of Honorarium	-	-
6. Rent (upto 150 beneficiaries) (7000*12)*(25/150) Class 'A' Cities: Rs.14000 Class 'B' Cities: Rs. 11000 Class 'C'/Others: Rs.7000	-	14000
7. Contingencies @ Rs.1600 per Annum (for 25 beneficiaries) (25* 1600)	-	40000
8. Raw Material Rs.10000 p.a to Rs.70000 p.a. for a project size of 25 beneficiaries and the exact amount would depend upon the trade taken up	-	15000
9. Stipend/Hostel Maintenance (for 15 residential and 10 non residential trainees), - Residential Inmates - Rs. 850 per month per beneficiary (850*15*12) - Day Trainees Rs.200 per month per beneficiary (200*10*12)	-	153000 24000

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Recurring items</b>		
1. Equipment (Basic) (refer to annexeure to model project IIA, IIB and IIC) depending upon the trade)	-	-
2. Furniture - Working Table/Chairs etc. (per Trade)	-	35000

**C. Home for severely Disabled Leprosy Cured Persons (for 100 beneficiaries)**

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Warden (upto 150 beneficiaries) Extra Allowance @ 1000 p.m. to one of the existing staff (1000*12)	1	12000
2. Cook and helper (upto 150 beneficiaries) (2500+1000)*12	1 each	42000
3. Nurse (upto 150 beneficiaries) (3800*12)	1	45600
4. Doctor (part Time per visit basis @ Rs.340 per visit with 1 mandatory visit per week) (upto 150 beneficiaries) (340* 1 *4* 12)	1	16320
5. Sweeper cum Peon (2500* 12) (upto 150 beneficiaries)	1	30000

6. Conveyance (10% of the Honorarium)	-	-
<b>Non Recurring Honorarium</b>		
7. Rent (upto 150 beneficiaries) (7000*12)*(100/150) Class 'A' Cities: Rs. 14000 Class 'B' Cities: Rs. 11000 Class 'C'/Others: Rs. 7000	-	56000
8. Contingencies @ Rs. 1600 Per annum per beneficiary (Maximum - for 100 beneficiaries)	-	160000
9. Stipend/Home Maintenance - Residential Inmates @ Rs 850 per month per beneficiaries 100*850*12	-	1020000

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Non Recurring</b>		
1. Utensils (for 100 beneficiaries once in 3 years)	-	20000
2. Furniture, Cots & Mattresses: Up to a maximum of Rs. 2000 per beneficiary subject to assessment of actual needs. This would cover appropriate furniture cots, mattresses for residential inmates (once in 3 years) (Rs.2000*100)	-	200000

**NOTES**

1. The Home is meant for those Leprosy Cured Persons who may not be in a position, due to severity of disability, to be rehabilitated through vocational training. In this context the beneficiaries of VTC and the Home for Leprosy Cured should not be same.
2. The building owned or hired should be clean spacious, well lighted and ventilated to facilitate comfortable stay and learning by the trainees/beneficiaries.
3. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project, type of trade undertaken and the number of beneficiaries and the prevailing 'PWD assessment rates in that area and the rent agreement.
4. Under the head of contingency expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water 'charges, routine repairs to building, equipments and their maintenance etc. would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
5. Assistance under Hostel Maintenance/stipend will be restricted for the period of training prescribed in Annexure to model project IV for various trades in respect of trainees of Vocational Training Centre.
6. It is expected that the duties of the Warden are performed by one of the existing members of staff or an inmate for an additional allowance or honorarium.
7. The actual requirement of funds for procurement of raw material within these limits have to be adequately justified.

**VII. HALF WAY HOME FOR PSYCHO-SOCIAL REHABILITATION OF TREATED AND CONTROLLED MENTALLY ILL PERSONS**

The objective of this project is to provide a facilitating mechanism for rehabilitation, of treated and controlled mentally ill persons after their discharge from Mental Hospitals and asylums. The need for such halfway homes is felt, as the community at large is still hesitant in accepting such persons into its fold. The project is aimed at providing vocational training to such treated and controlled mentally ill persons as well as counseling for them and their families to facilitate reintegration with the family/society. The project is expected to also provide medical advice/treatment relating to their illness so that periodic or occasional psychiatric disturbances can be managed. It is expected that the inmates would be able to get integrated into normal life within a reasonable period of time. The half way homes/ hostels can be for a group of 25 inmates.

S.No.	Recurring	No. of posts/Items	Total Annual Cost in Rs.
<b>A.</b>	<b>Honorarium Rupees</b>		

1.	Project Coordinator (11500*12*1)	1	138000
2.	House Keeper (3000*12*1)	1	36000
3.	Helper (2500*12*1)	1	30000
4.	Watchman (2500*12*1)	1	30000
5.	Office Assistant cum Accountant (3500*12*1)	1	42000
6.	Social Worker (5800*12*1)	1	69600
7.	Vocational Instructor (3800*12*2)	2	91200
8.	Doctor (General Physician) - part time @Rs.340 per visit with 2 mandatory visits per week) (340*2*52)	-	35360
9.	Psychiatrist - part time - @ Rs.340 per visit with 2 mandatory visit per week) (340*2*52)	-	35360
10.	Occupational Therapist - part time - @ Rs 340 per visit with 2 mandatory visits per week) (340*2*52)	-	35360
<b>B.</b>	<b>Recurring - Non Honorarium</b>		
1.	Rent (per month for upto 25 beneficiaries) (10000*12) Class 'A' Cities: Rs.15000 Class 'B': Rs.10000 Class 'C'/Others: Rs.7500	-	180000
2.	Hostel/Home Maintenance (50% paying members) [(500 * 12 *(12)]	-	72000

S.No.	Recurring	No. of posts/Items	Total Annual Cost in Rs.
<b>B.</b>	<b>Recurring - Non Honorarium</b>		
3.	Contingencies (25*1600)	-	40000
4.	Medicine and Lab charges	-	25000
5.	Raw Material @ Rs. 10000 to Rs. 70000 p.a per trade and the extent of amount would depend upon the trade taken up	-	20000
<b>C.</b>	<b>Non Recurring</b>		
1.	Equipment for vocational training (2 trades)	-	250000
2.	Furniture, Cots, Mattresses @ Rs.2000 per beneficiary subject to assessment of actual needs, to cover appropriate furniture in the working area and hostel/home. (once every 3 years)	-	50000
3.	Kitchen Equipments	-	20000

## VIII. PROJECT RELATING TO SURVEY, IDENTIFICATION, AWARENESS AND SENSITIZATION

### Objectives:

- To assist in the identification of disability and facilitate early intervention through awareness creation for the benefit of target group.
- To inculcate awareness relevant to the problem and the category of disability so identified.
- To sensitize the parents/guardians of the target beneficiaries on the management needs of the mentally and physically challenged ward/child.
- To suggest appropriate rehabilitation plans for the type of disability so identified.
- To facilitate research on trends relating to different disabilities.

**Assistance Admissible:**

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Project Coordinator (for the whole project of prospective 1000 beneficiaries) (11500*12)	1	138000
2. Accountant (for the whole Project of prospective 1000 beneficiaries) (3500*12)	1	42000
3. Doctors/Paediatrician/ENT/Neurologist/Orthopaedic Surgeon on part time basis @ Rs 2800 p.m) (2800*3*12)	3	100800
4. Sweeper cum Peon (2500* 12) (upto 150 beneficiaries)	1	30000
5. Social Worker (5800*12)	1	69600
6. Rehabilitation Volunteers (for the whole project of 1000 beneficiaries) (1100*3*12)	3	39600
<b>Non Honorarium Recurring Items</b>		
1. Rent (per month for the whole project) (3500*12) Class 'A' Cities Rs.7000 Class 'B' Cities Rs. 5500 Class 'C'/Others Rs.3500	-	42000
2. Contingencies Per month (12*2000)	-	24000

**NOTES**

1. The amount of assistance will be restricted under various heads to the duration of the project.
2. Under contingencies expenses such as postage, transport, telephone, stationery, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc would be covered.
3. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project the number of beneficiaries, the prevailing PWD assessment rates in that area and the rent agreement.
4. If this project is part of the project for Special School or Pre School and Early Intervention no separate claim for rent and administrative posts would be considered and other cost items will also be rationalized wherever necessary.

**IX. HOME BASED REHABILITATION PROGRAM/HOME MANAGEMENT PROGRAMME**

While institutionalized efforts for imparting special education to the disabled are rendered through the Special Schools and institutions, it is imperative to appreciate the need to supplement these efforts through Community and Home management programs. With a view to apply a holistic approach in addressing the needs of the physically and mentally challenged, projects which focus on community involvement and the family in the home environment have been encouraged. Of these, the Home Management projects are expected to cater to the development of the child within the larger context of his or her home environment. In this sense these programmes would serve as vital supplements to the inputs received in the special schools. The existing special schools are encouraged and expected to provide resources to run these services. The aim is to rely upon the Special School set up as resource base for these programs. The incidental expenses relating to material and logistic costs will be granted for these programs.

**Objectives:**

- i. To guide and provide for mobility skills.
- ii. To help the disabled in developing basic communication skills.
- iii. To impart activities of daily living skills in the home environment especially for the severely disabled.
- iv. To sensitize the parents/guardians of the target group through counseling and related inputs.
- v. To help families to identify the resources and subject material for managing problem behaviours, behavioral disorders and positive behavioral support.
- vi. To help the parents to acquire the right perspective to look at the problem of the child within the larger context

of his or her environment, home and in the community.

- vii. To assist in a way that the families in the home environment are able to identify factors that influence or trigger challenging behaviour and develop an understanding of how to provide the positive behavioral support that the child needs to act appropriately.
- viii. To bring home the therapeutic needs of the disabled.
- ix. To provide TLM and other relevant material for guidance at home.
- x. To conduct annual client evaluation through review exercise.

#### Project size:

The number of beneficiaries covered should range from 15 to 30 families covering as many persons with disability. The ratio of coverage per home for each itinerant teacher should be 1:15.

#### Assistance admissible:

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Recurring Honorarium</b>		
1. Supervisor (preferably BRS) (6900*12*1)	1	82800
2. Itinerant Teacher / (TGT) (1:15 (families) (5800*12*2) (One visit a week per family for 2 hours and 3 families per day)	2	139200

Cost Item	No. of Post/item	Total Annual Cost in Rs.
<b>Other Recurring Item</b>		
1. Transport Allowance for Itinerant Teacher / TGT and therapists (see note 1 below).	-	-
2. Pediatrician / ENT / Neurologist / Orthopaedic Surgeon (part Time @ Rs.700 per visit with one visit a week for 4 hours at a particular center)	-	-
3. Contingencies Rs.700 per annum per beneficiary	-	-
<b>Teaching &amp; Learning Material Items</b>		
1. Teaching / Learning Material	-	20000

#### NOTES

1. For the cost of Home visits, the transport cost will be charged to the parents of each beneficiary except in the case of BPL families. To facilitate coverage of BPL families, the itinerant teacher can obtain additional remuneration of 10% the honorarium as in the case of other projects.
2. Under the head of contingency expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc would be covered.

#### X. PROJECT FOR COMMUNITY BASED REHABILITATION

In community based programmes the disabled person, the family, the community, and health professionals collaborate to provide needed services in a non-institutional setting, in an environment where services for disabled persons are seriously limited or totally absent. In this context, these programmes are appropriate in addressing the needs of the disabled especially in the rural settings. Its essential feature is its focus on partnership and community participation. Introducing rehabilitation services at a local or community level removes many obstacles to care, which are associated with institutions. The difficulty of travel and its expenses are eliminated or reduced to a minimum. The individual is not isolated from the community; family members and community volunteers are part of the rehabilitative process. All participants can see what the disabled person has achieved. This can help integrate the person into the community, which is prepared to value the unique contribution, which the person is able to make.

#### Objectives:

- i. Community Based Rehabilitation recognizes the need to work for equality of status and opportunities for the

disabled.

- ii. To rehabilitate and train disabled individuals, as well as to find ways to integrate them into their communities.
- iii. The objective is to bring the physically and mentally challenged into the mainstream of life and help them in their effort of becoming self-sufficient and active members of society.
- iv. Integral to this approach is the participation of community members with the focus for training a new corps of health and social workers.

### Project Cost:

The cost for the various components of the CBR programme illustrated below. While these costheads are suggestive, it may be borne in mind that the size of the CBR project would depend upon the location of the project being implemented. Approaches to the implementation of CBR could vary and are largely determined by a variety of social and demographic factors.

### Assistance Admissible:

Cost Item	No. of Post/item	Item Cost in Rs.
<b>Recurring Honorarium</b>		
1. Project Coordinator / Director	1	8200 p.m.
2. Rural Rehabilitation Volunteers	Ratio:2 for each panchayat 1 male and 1 female	Rs. 800 p.m. plus Rs. 250 p.m. as TA
3. CBR Personnel or MRWs	3 Multi Rehabilitation Workers for 10 villages	Rs. 3800 p.m.

Cost Item	No. of Post/item	Item Cost in Rs.
<b>Recurring Honorarium</b>		
4. Social Worker	One Social Worker for Rs. 4800 p.m. 20 villages	-
5. Specialist (Social Educator, Orthopaedic / Speech Therapists etc.)	@ Rs.340 per visit basis	-
6. Vocational Instructor*: (See note below)	Matriculation or equivalent and Diploma / Certificate in relevant trade	Rs. 3800
7. Administrative Expenses	10% of project cost	-

### \*NOTES

1. The post of Vocational Instructor will be provided for only if the project specifically envisages a vocational training component. The expenses of training would be the same as for other programmes. Keeping in mind the fact that the implementation of the CBR programmes involves a lot of traveling, expenses on travel, may be accepted at twice the rates suggested for other programmes.
2. Whenever a motorbike or a bicycle is proposed to be provided to the CBR worker, the traveling expenses will be paid only if no POL charges are given to the worker. The personnel in CBR programme must be trained rehabilitation workers. Experience will also be taken into account. The services of specialists may be obtained through networking with regular programs providing such services.

## XI. PROJECT FOR LOW VISION CENTRES

There are an estimated 2.5 crore children and adults with Low Vision in the country. Centres are proposed to be set up for the medico-rehabilitative aspects of people with Low Vision. This would include provision of Low Vision Aids and Magnification devices as also supportive rehabilitative services. The main objectives of these centres would be:

- i. To provide identification, assessment, counseling and training with low vision aids
- ii. To assist individuals with Low Vision to reach their maximum potential through guidance and improvement of visual efficiency by prescribing appropriate optical aids.
- iii. Provision of or referral for appropriate medical treatment where necessary.

- iv. To supply Aids and Appliances specific to the needs of people with Low Vision.
- v. To provide training in the use of low vision aids for indoor and out door activates including for near and distant viewing.
- vi. To provide Psychological/Social/rehabilitative counseling, orientation and mobility training etc.

**Assistance Admissible:**

Sl. No.	Cost Item	No. of posts/items	Total annual cost (in Rs.)
<b>Recurring Honorarium</b>			
1.	Project Supervisor (trained in Optometrics and managing Low Vision) @ Rs.11500 p.m.	1	138000
2.	Ophthalmologist (1 on part time basis, 12 days per month @ Rs.340 per visit)	-	48960
3.	Low Vision Rehabilitation Assistant (Rs.3500 per month)	1	42000
4.	Office Assistant-cum-Typist / Data Entry Operator (upto 150 beneficiaries) (3500*12)	1	42000
5.	Peon / Attendant / Helper (2500*12)	-	30000
<b>Recurring other than Honorarium</b>			
1.	Admn. Expenses (per annum) (including rent)	-	48000

Sl. No.	Cost Item	No. of posts/items	Total annual cost (in Rs.)
<b>Non-recurring</b>			
1.	Trial case non illuminated	1	7000
2.	Trial Frame	1	700
3.	Ophthalmoscope Keeler Vista 20 with local transformer	1	11500
4.	Indirect Ophthalmoscope Keeler fison with local transformer keeler Vantage Original Outfit with yolk +20k lens	1	42000
5.	Streak Retinoscope mains model – India	1	4000
6.	Reverse Roller Test Type Mauul	1	3500
7.	Slit lamp Microscope Indian make	1	30000
8.	Perimeter projection, Arc type – India	1	16000
9.	Table for Perimeter	1	2500
10.	Lensometer T.M.L. – Japan	1	34000
11.	LEA contrast sensitivity and colour vision test	1	10000
12.	CBM indigenous kit	1	2000
13.	Amsler Chart	1	500
14.	B & H Low Vision Aid Set of single lens devices	1	2500
15.	Keeler LVA Starter set containing telescopes for distance	1	40000
16.	Specwell Telescope 2 x 4 x and 6x	1	12000
17.	Specwell Tribal Frame and Accessories	1	5000

18.	Assorted Hand, stand and illuminated magnifiers	1	3000
19.	Set of 4 corning Filters	1	20000
20.	CCTV Black and White Unit Telesensory (USA)	1	80000
21.	Field Expander Testing Set and loaner Unit	1	50000
22.	Assortment of LV A Telescope distance and near single lens magnifiers, hand held and spectacle mounted (for sale and as loaner units and stock) approx.	1	250000
23.	Floor and table lamps, reading stands, occluders and accessories	1	5000

## XII. PROJECTS FOR HUMAN RESOURCE DEVELOPMENT

### Objective – Human Resource Development

- Training for trainers in special education, for the rehabilitation of persons with cerebral palsy, mentally challenged and other categories of the disabled.
- To serve as a resource center for the rehabilitation of the disabled persons.
- To provide for the training and learning material and other relevant documentation, and to serve as a center for research and networking of resources in the field of rehabilitation of the disabled with special reference to the cerebral palsied and mentally challenged persons.

Each training program should cater to 20-25 participants in one batch. Though the cost for a cook has been provided it is desirable that the boarding and lodging facility be out sourced wherever feasible.

Sl. No.	Cost Item	No. of Post/item	Item Cost (Annual) in Rs.
1.	Honorarium of Two Core Faculty Members (One at level of Asst. Professor and one at the level of Lecturer (8000+6000)* 12)	-	168000
2.	Honorarium to 15 guest faculty @ Rs. 300 per hour (15 x 300 x 20 hrs)	-	90000
3.	Training Allowance (20 participants* 10 months* Rs.300 p.m.)	-	60000
4.	Educational tour including train fare by IInd class and incidental charges Rs. 40 per day per trainee	-	30000
5.	TA/DA to Examiners & guest faculty	-	10000
6.	Documentation (including translation & distributing)	-	14000
7.	Contingencies	-	14000

#### For Hostel Facility

1.	Warden 5200*12	1	62400
2.	Cook 2500*12	1	30000
3.	Attendant 2500* 12	1	30000
4.	Sweeper cum Peon (2500*12) (upto 150 beneficiaries)	1	30000

Sl. No.	Cost Item	No. of Post/item	Item Cost (Annual) in Rs.
<b>Non-Recurring</b>			
1.	Projector / display system	1	20000
2.	TV (Colour)	1	10000
3.	DVD / VCD Player	1	5000

4.	Screen	1	6000
5.	Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	1	50000
6.	Specialised Software (subject to actual cost as per quotation from an authorized vendor)	-	60000
7.	Photostat machine	1	125000

It should be ensured that the trainees fulfill the eligibility conditions prescribed for similar courses conducted by National Institutes. It would be required to give an undertaking to this effect. The institute should also be authorized / approved by RCI to carry out the Human Resource Development Programs.

### **XIII. SEMINARS/WORKSHOPS/RURAL CAMPS**

- i. Support and finance of seminar/workshop/rural camps by NGOs would be considered on merit of each proposal to the maximum of Rs. 2,50,000 once in a year.
- ii. Proposals for seminars/workshops/rural camps should clearly spell out the objectives, outcomes and tangible outputs of seminars, workshops to be conducted, details of duration, details about resource personnel etc.
- iii. The Ministry would favour proposals from NGOs that are already working in the field and have preferably been availing assistance from the Ministry.

### **XIV. ENVIRONMENT FRIENDLY AND ECO-PROMOTIVE PROJECTS FOR THE HANDICAPPED**

The objective is to fund environment friendly and eco-promotive projects by the handicapped like gardening, horticulture, raising of nurseries, planting of trees, etc. Maximum amount of Rs. 500 per beneficiary per month will be provided to a maximum of 25 beneficiaries per project.

### **XV. GRANT FOR COMPUTER/SPECIALISED SOFTWARE**

Grants for hardware (computers/laptops/etc.) and specialized software may be applied for, appropriate to their requirements, subject to actual cost as per quotation from an authorized vendor for disabled persons

Hardware may include state of art accessories (scanner, CD/DVD player/writer, etc.) required for persons with disabilities. Specialized software for disabled persons includes software such as screen reading software JAWS for persons with visual disability, special keyboard/access technology for persons with cerebral palsy, text conversion in audio files for the hearing impaired.

### **XVI. CONSTRUCTION OF BUILDING**

The maximum admissible limit is Rs. 15 lakhs. This ceiling is to be construed with reference to 90% of the admissible grant. The conditions applicable are as below:

- i. Rs.1.5 lakhs for each classroom for every 10 students (or part)
- ii. Rs.2.00 lakhs for every 10 students (or part) for vocational training or employment centers.
- iii. Hostel Building: Assistance is to be provided for construction of covered area not exceeding 40 sq. ft. per beneficiary, subject to a maximum of Rs. 25000 per person.
- iv. Proposal for additional building grant for a particular purpose can be considered after three years of completion of the original building provided there is an increase in the number of beneficiaries.
- v. The building grant will not be allowed for projects benefiting less than 50 persons.
- vi. The proposals for construction of building would be considered preferably in rural areas/semi urban areas.
- vii. The organisation should have been in receipt of assistance from the Ministry under any Scheme for disabled for a minimum period of 5 years or should have been running the projects without reliance on the grant from the Ministry for 7 years.
- viii. The estimates of cost of construction will have to be certified by PWD or any Govt. Agency like Municipal Corporation etc.

### **XVII. PROJECT FOR LEGAL LITERACY, INCLUDING LEGAL COUNSELLING, LEGAL AID AND ANALYSIS, AND EVALUATION OF EXISTING LAWS**

Under the ambit of this project it has been decided to fund project for legal literacy, including legal counseling, legal aid and analysis and evaluation of existing laws for the disabled.

S.No.	Post/Item	Honorarium Rates per month
1.	Para Legal Trainer	8200
2.	Office Assistant-cum-Typist / Data Entry Operator	3500
3.	Contingencies	1400
4.	Legal Aid / Court expenses per case	9000

## **VIII. DISTRICT DISABILITY REHABILITATION CENTRES**

### **Introduction:**

As a part of the overall strategy to provide comprehensive services to the persons with disabilities at the grass root level, the Ministry of Social Justice and Empowerment with active support from State Govt. has been facilitating creation of the infrastructure and capacity building at district level for awareness generation, rehabilitation, training/guiding of grassroots level functionaries, through setting up District Disability Rehabilitation Centres (DDRCs) in all the unserved districts of the country, managed by a District Management Committee (DMT) headed by the District Collector.

For first three years (5 years in case of DDRCs in the North Eastern States, J&K & UTs) the financial support towards the staff honorarium, equipment and travel is provided through the Scheme for Implementation of PWD Act of the Ministry of Social Justice and Empowerment, GOI. After 3/5 years DDRCs are transferred completely to a pre-identified implementing non-Governmental agencies that would thereafter manage DDRCs and continue their services. The DMTs would continue to supervise and coordinate the activities of the DDRCs. Funding to the DDRCs at this stage is to be provided under this scheme.

### **Objectives:**

To provide financial support to District Disability Rehabilitation Centres (DDRCs) which would provide rehabilitative support to persons with disabilities through:

- i. Survey & identification of persons with disabilities through camp approach;
- ii. Awareness Generation for encouraging and enhancing prevention of disabilities, early detection and intervention etc.
- iii. Early Intervention;
- iv. Assessment of need of assistive devices, provision/fitment of assistive devices, follow up/ repair of assistive devices;
- v. Therapeutic Services e.g. Physiotherapy, Occupation Therapy, Speech Therapy etc.;
- vi. Facilitation of disability certificate, bus passes and other concession/facilities for persons with disabilities;
- vii. Referral and arrangement of surgical correction through Govt. & Charitable institutes;
- viii. Arrangement of loans for self employment, through banks & other financial institutions;
- ix. Counseling of disabled, their parents & family members;
- x. Promotion of barrier free environment;
- xi. to provide supportive and complimentary services to promote education, vocational training and employment for persons with disabilities through:
  - a. Providing orientation training to teachers, community and families.
  - b. Providing training to persons with disabilities for early motivation and early stimulation for education, vocational training and employment.
  - c. 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.
  - d. Provide referral services for existing educational, training, vocational institutions.

**Cost Norms : Revised cost norms w.e.f. 1<sup>st</sup> April, 2010 per DDRC per annum under DDRS are as under:**

### **A. Recurring Honorarium**

After 7 years funding under DDRS, Grant in aid for the following items would be admissible on tapering of grant every alternate year by 5% of the total admissible project cost and to continue till support comes down to 75% of the project cost admissible but no tapering to projects in rural areas.

**For Special Areas with 20% increase in the revised rates (for honorarium) only.**

S.No.	Cost Item	No. of items	Total Annual Cost in Rs.
1.	Clinical Psychologist (8,200*12*1) <b>OR</b> Psychologist (8,200*12*1)	1	98,400
2.	Senior Physiotherapist / Occupational therapist (8,200*12*1)	1	98,400
3.	Sr. Prosthetics / Orthotics (OH) (8,200*12*1)	1	98,400
4.	Prosthetics / Orthotics (technician) (5,800*12*1)	1	69,600
5.	Sr speech therapist / Audiologist 1 PG in related field (8,200*12*1) <b>OR</b> Graduate in related filed (Speech and Hearing) (8,200*12*1)	-	98,400
6.	Earmould Technician - cum - hearing aid repairer (5,800*12*1)	1	69,600
7.	Mobility Instructor (5,800*12*1)	1	69,600
8.	Multipurpose rehabilitation worker (5,800*12*1)	1	69,600
9.	General Staff Clerk / Accountant cum Storekeeper (5,800*12*1)	1	69,600
10.	Attendant / Peon / Messenger (3,700*12*1)	1	44,400
11.	District Disability Rehabilitation Officer (one of the existing professional of DDRC or a suitable State Govt. Officer as decided by the District Management Team would be designated as DDRO who will be responsible for coordination, management and administration of DDRC on day to day basis)	1	Rs. 2000/- p.m.

#### B. Recurring Non-Honorarium

S.No.	Cost Item	No. of items	Total Annual Cost in Rs.
1.	Contingency and Travel	-	Rs. 2,10,000

#### C. Non-Recurring Items

Purchase of/repairs of the equipment the following equipment

S.No.	Cost Item	No. of items	Total Cost in Rs.
1.	As per the prescribed list hereunder		Rs. 7,00,000

Purchase/repairs of the following equipment is admissible once in five years.

I	Equipments for O.H.	
1	Bench grill M/c with all accessories complete	01
2	Bench grinder with all accessories complete	01
3	Electric oven 3'X3'X3'	01
4	ALIMCO Super carver (TE OZ 90)	01
5	ALIMCO Orthovoc (TE OZ 81)	01
6	Big saw (Bosch)	01
7	Apparatus bending bands (TE 2A 01)	01
8	Apparatus bending bands (TE 2A 02)	01
9	Apparatus bending braces (TE 2A 03)	01

10	Big bending stirrups (TE 2A 11)	01
11	Leather sewing machine (Electric drive)	01
12	Bench vice 6" and 4"	04(2+2)
13	Anvil (50 kg. & 20 kg.)	02(1+1)
14	Misc. hand tools for orthotic section	02 sets
15	Misc. hand tools for prosthetic section	02 sets
16	Misc. hand tools for leather padding and shoe	02 sets
17	Work table 6'x3'x32"	02 Nos.
18	Measurement table 7'x2-1/2x32"	01
19	Misc. tools & equipments for measurement and fabrication	-
20	Parallel bar 15' long	01
<b>II</b>	<b>Physiotherapy / Occupational Therapy Equipment</b>	<b>01</b>
1	Shortwave Diathermy (400 W)	01
2	Motorised intermittent cervical & Lumber traction unit	01
3	Weight Machine	01
4	Static Cycle	01
5	Parafin Wax Unit	01
6	Moist Heat unit (Hydroculator)	01
7	Stimulator	01
8	Interferential unit	01
9	Laser therapy	01
10	Shoulder wheel	01
11	Cold pack unit	01
12	Contrast bath	01
13	Inclined sanding unit	01
14	Horizontal sanding unit	01
15	Vertical sanding unit	01
16	Hand function kit	01
17	Different peg boards	01
18	Beach ball	01
<b>III</b>	<b>Equipments for V.H.</b>	
1	Refraction set	-
2	Cataract / glaucoma set	-
3	Misc. tools	-
<b>IV</b>	<b>Equipments for H.H.</b>	
1	Clinical audiometer	01

2	Portable audiometer	01
3	Individual speech trainer	01
4	Ear mould material and equipments	01
5	Hearing aids repair kits	One set
6	Trial hearing aids	-
7	Toys / play / conditioning materials	-
8	Therapy & educational toys	-
9	Tape recorder	01
<b>V</b>	<b>Equipments for M.R.</b>	
1	wooden board with 50 holes and 20 rust free galvanized rods	01
2	Durable foam-board No. cards and symbols cards	10
3	Specially designed beads in 6 colours (in large size and small size)	1 set
4	Educational water proof colour chart of surroundings etc.	-
5	1 flash card holder (New Design)	01
6	Educational Pictures card and work card kits (7 water proof picture cards and 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 vegetables on specially designed coloured base	1 set
9	Stamps of fruits on special base	1 set
10	Stamps of wild animals on special base	1 set
11	Stamps of domestic animals on special base	1 set
12	Stamps of transport on special base	1 set
13	Wooden number strips (1-100) and display folder	10
14	Educational wooden number cards for numbers (1-100), symbols etc.	10
15	Day birdie (A puzzle to learn the days of the week)	01
16	Grown plant (to learn parts of the plant and how they grow)	01
17	Handprints (to learn Nos. 1-5)	01
18	Footprints (to learn Nos.11-20)	01
19	Odd and even duck (to introduce odd and even nos. 1-10)	01
<b>V</b>	<b>Equipments for M.R.</b>	
20	Lacing kit (3 shapes with eyelets and laces for motor control)	01
21	Footsteps (20 shapes with eyelets and laces for motor control)	01
22	Festivals a story sequence puzzle (Christmas)	01
	Festivals. A story sequence Puzzle (Diwali)	01
	Festivals. A story sequence puzzle (Ramjan)	01

23	Seasons (round the year) Kit 1. 1 coloured chart of summer 1 holder 15 word cards kit 2. 1 coloured chart of winter 1 holder 15 word cards kit 3. 1 coloured chart of rainy season 1 holder 15 word cards seasons kit with all 3 seasons plus holder and 45 words cards	1 set
24	What we wear 25 picture cards of clothes 25 word cards of clothes 25 word cards of helping words	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 stimulation)	
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 books Vegetables Fruits Numbers Animals	-
34	Manual for preparation of stimulation material for rural infants and toddlers	-

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