

**SCHEME TO PROMOTE VOLUNTARY ACTION FOR PERSONS WITH
DISABILITIES**

**No. 36(9)/97-DD.II (Pt.II)
Government of India
Ministry of Social Justice & Empowerment
DD-II Section**

*Shastri Bhavan, New Delhi-110 001
Dated the 3rd Feb. 2003*

To

1. Secretary, Social Welfare/ Welfare of Disabled of States/ UTs (as the case may be)
2. National Institutes/National Trust/ CCD/ NHFDC/ DRC etc.
3. President/Secretary etc. of NGOs

Subject : Modification of Annexures to the scheme to Promote Voluntary Action for Persons with Disabilities.

Sir/Madam,

1. The Scheme to Promote Voluntary Action for Persons with Disabilities has been under implementation since 1999-00. In the course of implementation, certain anomalies, contradictions and difficulties have come to our notice that necessitated a need for rationalization of cost norms contained in Annexure-I of the Scheme. Further, despite growth in the number of organizations assisted and the increased budgetary allocations over a period of time there is an ever growing demand for increased assistance from existing grantee organizations to improve the quality of services. More organizations are seeking to access financial assistance from the Ministry under the Scheme. However, despite increased availability of resources it has not been possible to keep pace with the increased demands. It is also the intention of the Government to play the role of facilitator in promoting voluntary action through the scheme and not to make the voluntary organizations fully or substantially dependent on governmental assistance.
2. Keeping the above in view it has been decided to rationalize the cost norms and revise Annexure I to the Scheme to Promote Voluntary Action for Persons with Disabilities. The modifications to the Annexure are summarized below :-

The existing **Annexure I** is replaced by revised **Annexe I**. The revised Annexure I has five parts 'A' to 'E'. These are :

- A. Introduction to the revised cost norms
 - B. Project profile and objectives
 - C. Details of categories of HRD Personnel, suggested qualifications and honorarium admissible.
 - D. Illustrative list of training and teaching material and equipment.
 - E. Recommended trades and vocations and their duration.
3. It has also been decided to compile and consolidate the revised application forms., circulars, instructions issued from time to time relating to the scheme. The following Annexures and Appendices that formed part of the scheme circulated earlier have been

deleted :-

- Annexure II, Annexure III, Annexure IV
 - Appendix I, Appendix II
4. All the above have been replaced now by a new **Annexe II**, which contains the application format and four **forms, I-IV**. These are as follows :-
- **Form I** List of beneficiaries
 - **Form II** Details of Office bearers and members of Managing Committee.
 - **Form III** Details of staff employed.
 - **Form IV** Format of utilization certificate.
5. The existing Annexe V to VII also stand deleted. Items contained in these annexures have been suitably incorporated in **Annexe II**. The new **Annexe III**, is the standard calculation sheet.
6. The new Annexe IV replaces existing appendix III. The new **Annexe IV** is the list of assets acquired wholly/substantially out of Government grants as per GFR-9.

There are two new **Annexure V** and **VI**.

Annexe V :-

Compiles the instructions issued by this Ministry from time to time. These include the following circulars :-

21(25)/98-DD-II dated 4.11.2000
21/10/2000-DD-II dated 12.6.2000
22/1/3/2001-DD-II dated 17.6.2002

Annexe VI - is the proforma for bond, pre-receipt etc.

8. We hope that these modifications will simplify the process of application of grants for the voluntary organizations availing of assistance under the Scheme to Promote Voluntary Action for Persons with Disabilities. These are to be read in conjunction with the body of the Scheme to Promote Voluntary Action for Persons with Disabilities. These revised norms (**Annexe 1**) will come into effect from Ist April, 2003 in so far as the provision relating to strength of human resource personnel, their honorarium and stipend for beneficiaries are concerned. However the assistance for new projects will be regulated as per the revised norms during the current financial year.
9. This issues with the approval of the competent authority.

Yours fiathfully,
Sd/-

(Radhakrishnan)

Deputy Secretary to the Govt. of India

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No.21(25)/98-DD-II
Ministry of Social Justice & Empowerment
Government of India

(New Delhi)

To (the NGOs) Dt. the.....1999
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Sub: Introduction of revised scheme entitled "Scheme to Promote Voluntary Action Persons with Disabilities" - reg.

Sir/Madam,

1. As you are aware that DD Division of this Ministry has been administering 4 NGO Schemes since 1992-93. In order to broaden the objective of the Schemes and to make it in consonance with the provisions of PWD Act, 1995, all these schemes have been merged into one umbrella scheme as titled above, with effect from 20.01.99. A copy of the scheme, alongwith-revised norms and annexures, is enclosed herewith.
2. In case you are interested in availing further grants under the revised scheme, while submitting your claim for 1999-2000 & onwards, please keep the following in mind :
 - a. Your application is complete in all respects as per the application form and checklist provided (as per annexure) for both new and continuing projects (1st instalment & 2nd instalment). The application should be submitted in duplicate and signed by the Authorised Signatory.
 - b. The grant will be sanctioned only after the recommendation of the Competent Authority (as notified from time to time) has been received. In order to simplify the procedure, State-wise NGO panels are being notified shortly for this purpose, which will function through a Nodal Agency.
 - i. Application for new projects would be submitted to the Nodal Agency (of NGOs panels) which would forward their recommendations/comments (alongwith inspection report) to the Ministry alongwith the application for the new project.

- ii. For continuing projects, the application for 1st instalment should be sent to the Nodal Agency (of NGOs panel) who will check the necessary details/documents and send them to the Ministry with their recommendations. The application should be sent to the Nodal Agency latest by 30th June and the Nodal Agency, in turn, will ensure that the same is sent to the Ministry within 15 days.
- iii. For continuing projects, the applications alongwith requisite documents for 2nd instalment should be sent to the Nodal Agency (of NGOs panels) who will do a physical appraisal of the project and send their recommendations alongwith inspection report to the Ministry. The application should be sent to the Nodal Agency latest by 30th September and the Nodal Agency will ensure that the same is sent to the Ministry within 30 days.
- d. The necessary checklist and standard calculation sheets are also being enclosed:
- e. To ensure speedy disposal of the applications the NGOs are required to fill in the Standard Calculation Sheet which is provided at **Annexe-V**

A. For New NGOs: The Application form and the Checklist are at Annexure-II & VI respectively. The term 'new' means NGOs who are functioning for at least 2 years from the date of Registration/etc of the organisation, but are applying for the first time for a project. However, it will be open to the Central Govt. to entertain the application of any organisation in relaxation of the condition. In such cases detailed justification may please be given.

B. For Old (continuing) NGOs: (who have already availed grants from the Ministry) Application Forms and Checklist, for both 1st and 2nd instalments, are at **Annexes - III, IV, VII & VIII.**

- 3. The Organisation is also required to fulfill the following conditions:
 - i. The organisation in receipt of financial assistance shall be open to inspection by an officer of the Ministry of Social Justice & Empowerment or the State Government or any other persons authorised by them.
 - ii. In the case of grants for buildings, the organisation must complete the building within a period of two years from the date of receipt of the first instalment of grant-in-aid unless extension is granted by the Central Government.
 - iii. The accounts of the project shall be maintained properly and separately and submitted as and when required. These shall always be open to a test check by the Controller and Auditor General of India at his direction.
 - iv. The organisation shall maintain record of all assets acquired wholly or substantially out of Government grant. A copy of such record will be forwarded to the Ministry of Social Justice & Empowerment every year by 10th April showing position as on 31st March. Such assets shall not be disposed of, encumbered or utilised for purposes other than those for which grants were given without prior sanction of the Government of India. Should the organisation cease to exist at any time, such properties will revert to the Government of India.
 - v. In case of building grant no portion of the grant will be paid until the Controlling Authority of the Organisation has executed and registered a Bond in prescribed form securing to the Government of India a prior lien on the building for the recovery of the amount paid as grant in the event of the building ceasing to be applied for the purpose for which the grant was given.
 - vi. When the State Government/Govt. of India have reasons to believe that the sanctioned money is not being utilised for approved purposes, the payment of grant may be stopped

- and the earlier grant not so utilised recovered.
- vii. The organisation must exercise reasonable economy in the work of the approved project especially in respect of buildings.
 - viii. The organisation must be open to all citizens of India without distinction of religion, race castes, languages or any of them.
 - ix. Organisation will engage maximum number of disabled persons and will also implement reservation for Scheduled Castes/Scheduled Tribes/OBCs/disabled persons on the lines of instruction applicable in Govt. of India. Information regarding implementation of this condition will be incorporated in yearly report to be furnished by the organisation.
 - x. No capitation or other similar fees shall be charged from any students.
 - xi. The grantee organisation shall furnish to the Ministry of Social Justice & Empowerment yearly progress report of the project indicating in detail both their physical and financial achievement in relation to their approved projects and such report shall continue to be furnished until the project is completed to the satisfaction of the Government of India. In the case of continuing project these will be furnished regularly.
 - xii. If the Ministry requires clarification on any point contained in the statement, the organisation shall supply it within the time specified by the Ministry failing which the application will not be considered.
 - xiii. All other conditions of the grant shall be prescribed under General Finance Rules, 1963 as amended from time to time.
 - xiv. In case any NGO gets vehicle grant, they will not be entitled to Transport Allowance. However, purchase of vehicle would be subject to the approval of Ministry of Finance.
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- 4. Please ensure that the application and checklists etc. are duly filled in by you to enable us to clear the case speedily.
 - 5. All the applications are to be sent by the Nodal NGOs to the Ministry addressed to **Dir. (DD)**, (by name).

Yours faithfully,
sd/-
(S.K.Abrol)
Director (DD)

SCHEME TO PROMOTE VOLUNTARY ACTION FOR PERSONS WITH DISABILITIES

Introduction

The enactment of the people with Disabilities, Equal Opportunities and protection of Rights Act of 1995 is landmark legislation and an expression of India's commitment to social justice.

The Scheme of the Ministry of Social Justice & Empowerment, Government of India, simplifies and facilitates procedure for easy access to govt. support for NGOs with the aim to widen the scope and range of programmes. It will address the unmet needs of the over 95% Indian citizens with disabilities who have not had access to services so far.

The objectives of the scheme :

- To ensure effective implementation of the Act.
- To encourage voluntary action.
- To create enabling environment.
- To ensure equal opportunities, equity and social justice to persons with disabilities.
- To empower persons with disabilities.
- To implement outreach and comprehensive Community-Based Rehabilitation programmes in urban and rural environments.
- To enhance education opportunities at all level and in all forms.
- To enlarge the scope of vocational and professional opportunities, income generation and gainful occupations.
- To support all such measures as may be necessary for promoting formal as well as non-formal employment and placement opportunities.
- To support people with disabilities in projects which are environment friendly and Eco promotive.
- To support effort to ensure protection of human, civil and consumer rights to persons with disabilities.
- To support legal literacy, including legal counselling, legal aid and analysis and evaluation of existing laws.
- To support the development publication and dissemination of information documentation and training materials.
- To support the conduct of surveys and other forms of epidemiological studies.
- To support (a) construction and maintenance of buildings, (b) furniture and fixtures, and (c) installation and maintenance of machinery and equipment.
- To support and facilitate the availability of appropriate housing, homes and hostel facilities.
- To establish and support facilities for sport, recreation, leisure-time activities, excursions, creative and performing arts, cultural and socially inclusive activities.
- To promote research in various development areas, innovative strategies, assistive devices and enabling technologies and support production of such devices ensuring quality control.
- To support manpower development activities to train required personnel at different levels for all programmes/projects/activities for persons with disabilities.
- To set up well equipped resource centres at different levels.
- To promote and support the development of self-help groups, parent organisations and independent living.
- To encourage coordination, cooperation and networking and multisectoral linkages.

- To support such other measures, which may meet the needs of the persons with disability and fulfil the obligations as prescribed in the Disability Act of 1995.

Eligible Organisations :

- I. The organisation should be :
 - a. Registered under the Societies Registration Act, 1860 (XXI of 1860) or any relevant Act of the State/Union Territory.
 - b. A public trust registered under the law for the time being in force ; or,
 - c. A charitable company licensed under section 25 of the Companies Act, 1958, for at least 2 years at the time of applying for grant under this scheme. In case relaxation to this condition is required, detailed justification should be given. Secretary (SJ&E) is empowered to waive this condition, for reasons to be recorded in writing.*.
- II. It should have a legally constituted managing body.
- III. It is not run for profit to any individual or a body of individuals.

** in exceptional cases*

Extent of Support :

- I. The quantum of support shall be determined on the scope and merits of the project proposal, which could be upto 90%.
- II. The norms of payment are as per annexure-(1)
- III. 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.
- IV. The grant will be released in two instalments normally. The first instalment of 50% of the admissible amount will be released on adhoc basis, subject to nothing adverse.

Procedure for Submission of Application:

(A) For new projects

The applications for the new 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 on the form prescribed (see **Annexe-II** as revised) but for new projects dealing with training of professionals, applications should be submitted to RCI for approval and support.

(B) For continuing projects

- I. Application is to be submitted on prescribed form for release of first instalment (see **Annexe II** as revised). The required documents to secure release of first instalment are :
 - i. Audited/unaudited accounts for the previous year indicating the expenditure incurred on each sanctioned item vis-a-vis the grant sanctioned.
 - ii. Budget Estimates for the financial year for which grant-in-aid is required (show recurring and non-recurring items separately).

- II. The NGO will then apply for Second and Final instalment after utilisation of the grant released during the previous financial year, if any, in the prescribed format (see **Annexe II** as revised). The required documents to secure final instalment are :-
- i. Annual Report of the previous year.
 - ii. Audited statement of accounts of previous year, Receipt and Payments statement, Income & Expenditure Statement and Balance Sheet.
 - iii. Audited utilisation certificate with itemwise expenditure as per the sanctioned items of grant **in form IV**.
 - iv. Details of staff employed (as per **form III** which was formerly Appendix -I)
 - v. Details of beneficiaries (as per **form I** which was formerly Appendix -II)
 - vi. Assets acquired wholly or substantially out of government grants under GFR 19 (as per **Annexe IV** which was formerly Appendix - III)
 - vii. Details of office bearers and members of managing committee in form II (Added afresh).
 - viii. Any other information considered necessary by the organisation or as asked for.
- III. The application 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.
- a. The NGO will maintain separate account for each Scheme/Project.
 - b. 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. The NGO will submit their application after calculating the amount required to be released under grant-in-aid in a standardised calculation sheet(see **Annexe III** which was formerly Annexe V) as per the norms prescribed.

ANNEXE-I

SCHEME TO PROMOTE VOLUNTARY ACTION FOR PERSONS WITH DISABILITIES

(Revised Cost Norms effective from 1.4.2003)

PART-A

Introduction

1. The norms for the Scheme to Promote Voluntary Action for Persons with Disabilities (Umbrella Scheme) have been reviewed with a view to remove certain anomalies and inconsistencies noticed during the implementation of the Scheme. An attempt has also been made to convey the expectations from different projects funded by the Ministry. Illustrative cost profiles for model projects based on a set of parameters have also been included.
2. The maximum level of support could be up to 90% of the eligible amount of grant for

the project. While deciding the extent of assistance the Ministry will also consider factors including availability of funds under the Scheme for a particular year, the admissible cost components as well as ceiling cost norms, circumstances requiring special intervention in the context of overall regional development, the capacity of the organisation to raise resources, the existing level of expenditure being incurred by the Non Government Organisation etc.

3. 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 in part C of this Annexure. The assistance for the project as a whole will be determined with reference to the project profiles and the total annual cost worked and illustrated in part B of this Annexure. The total annual cost is based on a set of assumptions stated therein in respect of dependent variables. 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.

3.1 Though attempts to standardize the cost norms have been made, there could be instances where there would be variables in the cost items. Some common examples where there is likelihood of variation are *rent & transport* costs. The rent for running a Vocational Training Centre may not be the same as for Special Schools. Also the rent rates may vary from one project location to the other. Rent admissible has therefore been restructured in accordance with the type of project and its project location. As regards the transport allowance it has been decided that the grant can be retained by the organisation if it provides the transportation facility. Though the *graded* transport allowance per beneficiary has been kept in the range of Rs. 175-300 per month, expenses on transport cannot be uniform in all cases, since the distance from the residence of the beneficiaries to the project centers may vary. In view of these reasons it was thought desirable that flexibility be allowed to the organisation in disbursing transport allowance to its beneficiaries. An attempt has been made to rationalize the approach to these issues in this Annexe.

II. It has also been decided that 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, boarding expenses etc. The ceilings in this respect would be Rs. 600 per month per beneficiary. Rs. 150 per month will be allowed for trainees/beneficiaries attending the day programs to cover their limited expenses.

III. 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 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.

4. The grant in aid will normally be released in two installments. The first installment of 50% of the admissible amount will be released on ad hoc basis, subject to nothing adverse coming to the notice of the Ministry, Normally, the first installment release will be made @ 50% of the preceding years' full and final grant sanctioned to the organization for the project. In case of projects sanctioned for the first time during the previous year, the Ministry may require a preliminary inspection before releasing the first installment grant for the following year.
5. The time schedule for submission of application will be as prescribed in the guidelines issued by the Ministry to regulate grant-in-aid assistance to Voluntary Organizations.
6. It is expected that Voluntary Organisations would strive to provide barrier free access at their facilities.
7. Part B to Part E of this annexure lists project profiles, norms of honorarium, types of equipment/teaching material and trades, duration of programme, parameters for funding etc. These are illustrative and not exhaustive in nature. The Ministry, however, 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 under distress of 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.
8. The basic aim of the scheme is to promote voluntary action. The Human Resource Personnel assisting the non-governmental organisations 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. This position should be made clear to persons partaking in the voluntary effort.
9. There would be no change in the earlier provision of earmarking of funds 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.

Part B

Profile of the Projects and Specific Objectives and Requirements

I. VOCATIONAL TRAINING CENTERS

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. A list of trades and the maximum period of training has been identified in Part E of this Annexure. 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.

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 at Part E of this Annexure. 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.

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 here under :-

Cost Item	No. of Posts/	Annual
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		Items	Cost (in Rs.)
Recurring Honorarium			
1.	Project Coordinator cum Placement officer (8400*12) (upto150 beneficiaries)	1	100800
2.	Office Assistant (upto 150 beneficiaries) (2800*12)	1	33600
3	Sweeper cum Peon (2000*12) (upto 150 beneficiaries)	1	24000
4	Vocational Instructor - 1 for each specialized trade of 50 beneficiaries 2800*12		33600
5	Vocational Counsellor (it is preferable to operate the post on part time basis) (for every 100 beneficiaries) (250*50*2) (Rs.250 per visit with mandatory 2 visits per week and this post would be encouraged in the case of large engineering projects)	1	25000
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) (24000+12000) (upto 150 beneficiaries) 1 (each) (2000+1000)*12	1	36000
8	Conveyance allowance @ 10% of Honorarium10% of 1-7 above)		
Non-Honorarium Recurring Items			
9	Stipend/Hostel Maintenance- Residential Inmates - Rs.600 per month per beneficiary (600*12*(50/2) Day Trainees - Rs. 150 per month per beneficiary (150*12*(50/2) 45000		180000 45000
10	Transport (175*12*(50/2) Class `A' Cities : Rs.300 p.m.p.b Class `B' Cities : Rs.250 p.m.p.b Class `C' Others : Rs.175 p.m.p.b		52500
11	Raw Material Rs.7500 pa to Rs.50000 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		30000
12	Rent (per month upto 150 beneficiaries and three trades) (7500*12)/(150/50) Class `A' Cities : Rs.15000 Class `B' Cities : Rs.10000 Class `C' Others : Rs.7500 Or Building Maintenance within the limit @ 2% of the cost of the Building or Rs.50,000 per annum or actual expenditure of the previous year whichever is lowest.		30000
13	Contingencies Rs.1200 per beneficiary per annum (1200*50)		60000
Non Recurring			
1	Equipment (basic) (refer to part D) <Trade Specific>		
2	One PC Computer (pentuim -III +) & desk jet Printer (once in three Years)		50000

3	Furniture Up to a maximum of Rs.1500 per beneficiary subject to assessment of actual needs. This would cover appropriate furniture in the working area and hostel/home including specialized furniture. (once in three years)		75000
4	Books (once in two years)		10000

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 at Part E of this Annexure 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.600 per month per beneficiary. Hostel Maintenance would not cover honorarium in respect of Hostel staff. Rs.150 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.

II. 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 Work shop shall comprise of :

Sr. No	Cost Item	No. of Post/item	Total Annual Cost in Rs.
	<i>Recurring Honorarium</i>		
1	Project Coordinator (upto 150 beneficiaries) (8400*12)	1	100800
2	Vocational Counsellor (it is preferable to operate the post on part time basis. Rs.250 per visit with mandatory 2 visits per week) (for 100 beneficiaries) (50*2*250)		25000
3	Helper <1 for each trade of 50 beneficiaries > (2000*12)		24000
4	Office Assistant (upto 150 beneficiaries) (2800*12)	1	33600
5	Sweeper cum Peon (upto 150 beneficiaries) (2000*12)	1	24000
6	Store Keeper (upto 150 beneficiaries) (2200*12)	1	26400
7	Conveyance Allowance of 10% of Honorarium		
	<i>Recurring Non Honorarium</i>		

8	Rent (per month upto 150 beneficiaries and 3 trades) (7500*12)/(150/50) Class `A' Cities : Rs.15000 Class `B' Cities : Rs.10000 Class `C'/Others : Rs. 7500 Or Building Maintenance within the limit @2% of the cost of the building or Rs.50,000 per annum or actual expenditure of the previous year whichever is lowest.		30000
9	Raw Material Rs.7500 p.a to Rs.50000 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.		30000
10	Contingencies Rs.1200 per annum per beneficiary (1200*50)		60000
	Non Recurring		
1	Equipment (basic) (refer to part D) <trade Specific>		
2	One PC Computer (pentium - III +) & desk jet Printer (once in three years)		50000
3	Furniture Up to a maximum of Rs.1500 per beneficiary subject to assessment of actual needs)		75000

NOTES

1. Accounting of the sale proceeds of the items produced at the workshop should be ensured.
2. After the 1st year Working Capital can be arranged from NHFDC
3. 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.
4. The actual requirement of funds for procurement of raw material within the limits indicated, have to be adequately justified.
5. 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.

III. SPECIAL SCHOOLS FOR THE PERSONS WITH DISABILITIES

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

III (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 :

2. Objectives

- To undertake a proper assessment and diagnosis of each child.
- To identify the psychological and therapy needs of the child.
- 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).
- To manage behavioral problems and to impart special skills, self-help skills, and cater to the therapy needs of the MR children.
- To manage the educational and vocational needs.
- To give special inputs for the improvement of the communication skills of the MR child.
- Trained Teachers - with desirable minimum qualifications prescribed and recognized by RCI who are well attuned to the specific needs of MR children.
- 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.

3. Size of Project

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.

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 infrastructural 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

Sr. No	Cost Item	No. of Post/item	Total Annual Cost in Rs.
	Recurring Honorarium		
1	Principal (upto 150 beneficiaries) (6000*12)	1	72000
2	Trained Teachers (1:8 for MR and 1:2 for Multiple disabled) [(5000*12*1)+(4200*12*2)+(2800*12*2)]	5	228000
3	Jr. Speech Therapist (Part Time per visit basis @ Rs.250 per visit with 2 mandatory visits per week) (for 100 beneficiaries) (2*250*50)	1	25000
4	Psychologist (Part time per visit basis @ 250 per visit with 2 mandatory visits per week) (for 100 beneficiaries) (2*250*50)	1	25000
5	Physiotherapist (part time per visit basis @ 250 per visit with 2 mandatory visits per week) (one for every 100 identified beneficiaries) (2*250*50)	1	25000
6	Occupational therapist (part time per visit basis @ 250 per visit with 2 mandatory visits per week) (one for every 100 identified beneficiaries) (2*250*50*)	1	25000
7	Medical Doctor (Part time per visit basis @ 250 per visit with 1 mandatory visit per week) (one for every 100 beneficiaries) (1*250*50)	1	12500
8	Yoga/PT/Music etc. Instructor (Part time per visit basis @250 per visit with 3 mandatory visits per week) (3*250*50*2)	2	75000
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) (2000+1000)*12	1 (each)	36000
11	Accountant (upto 150 beneficiaries) (3000*12)	1	36000
12	Sweeper-cum-Peon (upto 150 beneficiaries) (2000*12)	1	24000
13	Ayah (1 for every 15 beneficiaries) (2000*12*3)	3	72000
14	Conveyance @ 10% of the Honorarium		
	Non Honorarium Recurring Items		
1	Rent (per month for upto 100 beneficiaries) (7500*12)/(50/100) Class 'A' Cities : Rs.15000 Class 'B' Cities : Rs.10000 Class 'C'/Others : Rs. 7500 Or Building Maintenance within the limit @ 2% of the cost of the Building or Rs.50000 per annum or actual expenditure of the previous year whichever is lowest.		45000
2	Transport (175*10*(50/2) Class 'A' Cities : Rs.300 p.m.p.b Class 'B' Cities : Rs.250 p.m.p.b Class 'C' Others : Rs.175 p.m.p.b		43750

3	Stipend/Hostel Maintenance- Residential Inmates Rs.600 per month per beneficiary (600*10*(50/2)) Day Trainees- Rs.150 per month per beneficiary (150*10*(50/2))		150000 37500
4	Contingencies @Rs.1200 per annum per beneficiary (Maximum) (1200*50)		60000
	Non Recurring		
1	Furniture (Low cost multi purpose and adaptable furniture should be used) Up to a maximum of Rs.1500 per beneficiary subject to assessment of actual needs		75000
2	Sports equipment/Adapted Sports Equipment (Rs.7500 or actuals whichever is lower) (once in 3 years)		7500
3	Physiotherapy equipment (refer to part D)		
4	Occupational Therapy equipment (refer to part D)		
5	Speech Therapy equipment (refer to part D)		
6	Special Teaching aids and Toys (refer to part D)		
7	Special designed toys for younger children (refer to part D)		
8	Teaching Mirror (refer to part D)		
9	Computer (Pentium III+) with a Desk jet Printer (quotation from authorized vendor) (once in 3 years)		50000

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 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.1lakh 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.600 per month per beneficiary. Rs.150 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.

III.B SPECIAL SCHOOL FOR 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".

2. Objectives

- To empower and enable the hearing impaired through access to special education to be productive citizens.
- To impart knowledge that is age appropriate and pragmatic
- To facilitate communication skills in children with hearing impairment through sign language wherever found appropriate.
- To help hearing impaired children to make use of their residual hearing to the maximum possible extent.
- To assist the hearing impaired child to acquire receptive and expressive language skills.
- To help hearing impaired children improve their speech skills.
- To cope with the normal literacy levels to prepare and provide opportunities for educational integration that would eventually lead to social integration.
- To involve the parents and encourage them in a participative role in the educational development of the hearing impaired child.
- To help the hearing impaired child to develop and emotionally fulfilling interpersonal relationship with others in society.
- To create awareness in the society at large with a view to provide healthy environment of growth and development for children with hearing impairment.
- To facilitate the movement of their students to regular schools running integrated/inclusive programme.

3. 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.

4. Infrastructure

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

IV. PROJECT FOR CEREBRAL PALSID CHILDREN

Objective

- To undertake a proper assessment and diagnosis of the problem of each beneficiary.
- To identify the psychological and physiotherapy needs of the beneficiary.
- To assess the capacity of each beneficiary and thereafter place them in groupings and grades
- To manage the behavioral problems and to impart special skills, self-help skills, and cater to the therapy needs of the beneficiary.
- To manage the educational and vocational needs.
- 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

Sr. No	Cost Item	No. of Post/item	Total Annual Cost in Rs.
	Recurring Honorarium		
1	Special Teachers (in the ratio of 1:4) (5000*12*5)	5	300000
2	Speech Therapist (Part Time per visit basis @ Rs.250 per visit with 2 mandatory visits per week) (250*2*4*12)	1	24000
3	Psychologist/Psychiatrist (Part time per visit basis @250 per visit with 2 mandatory visits per week) (250*2*4*12)		24000
4	Physiotherapist (Part time per visit basis @250 per visit with 1 mandatory visit per week) (250*2*4*12)	1	24000
5	Medical Doctor (Part time per visit basis @ 250 per visit with 1 mandatory visit per week) (250*4*12)	1	12000
6	Sweeper-cum-Peon (upto 150 beneficiaries) 2000*2*12	2	48000
7	Ayah (1 for every 5 beneficiaries) (2000*4*12)	4	96000
8	Conveyance @ 10% of the Honorarium		
	Non Honorarium Recurring Items		
1	Rent (per month for 100 beneficiaries) (5000*12)/(20/100) Class 'A' Cities : Rs.10000 Class 'B' Cities : Rs.8000 Class 'C'/Others : Rs.5000 Or Building Maintenance within the limit @ 2% of the cost of the Building or Rs.50000 per annum or actual expenditure of the previous year whichever is lowest.		12000
2	Transport (175*20*12) Class 'A' Cities : Rs.300 p.m.p.b		42000

	Class 'B' Cities : Rs.250 p.m.p.b Class 'C'/Others : Rs.175 p.m.p.b		
3	Contingencies @ Rs.500 per annum per beneficiary (Maximum) (500*20)		10000
	Non Recurring		
1	Furniture (Low cost multi purpose and adaptable furniture should be used) up to a maximum of Rs.1500 per beneficiary subject to assessment of actual needs.		30000
2	Sports equipment/Adapted Sports Equipment (Rs.7500 or actuals whichever is lower) (once in 3 years)		7500
3	Physiotherapy equipment (refer to part D)		
4	Occupational Therapy equipment (refer to part D)		
5	Speech Therapy equipment (refer to Part D)		
6	Special Teaching aids and Toys (refer to part D)		
	a. Specially designed toys for younger children (refer to part D)		
	b. Teaching Mirror (refer to part D)		
	Computer (Pentium III+) with a Desk Jet Printer (quotation from authorized vendor) (once in 3 years)		50000

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

V. 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.

Hearing Handicapped Segment

2. Objective:

- The main objective should be to strive towards development of speech to facilitate integration in regular schools and the extent of efforts 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.
- To identify the need for and to provide for appropriate therapeutic services in the area of speech and hearing.
- To provide for day care management of the child.
- 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.

3. 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.

4. Infrastructure:

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

5. Assistance admissible:

If the project is an appendage to the Special Schools, no additional administrative post will be admissible, and cost items that would be admissible are as follows:.

Sr. No	Cost Item	No. of Post/ item	Total Annual Cost in Rs.
	<i>Recurring Honorarium</i>		
1	Project Supervisor (8400*12*1)		100800
2	Special. Teacher (4200*12*2) (for 15 beneficiaries)	2	100800
3	Attender/Ayabs (2000*12*1) (for 15 beneficiaries)	1	24000
4	Doctor/Paediatrician (part time per visit basis @ 250 per visit with one mandatory visit per week) (250*1*50)		12500
5	Audiologist/Therapist (Part time per visits basis @ 250 per visit with two mandatory visit per week)	1	25000

	(250*2*50)		
	<i>Non Honorarium Recurring Items</i>		
1	Rent (upto 150 beneficiaries) (5000*12*)/(50/150) Class 'A' Cities : Rs.10000 Class 'B' Cities : Rs.8000 Class 'C'/Others : Rs.5000		20000
2	Contingencies Rs.500 per annum per beneficiary (Maximum) (500*15)		7500
	<i>Non Recurring</i>		
1	Equipment (basic) Toys and Play Equipment		7500
2	Furniture including one cup board for 15 beneficiaries		10000
3	Hearing Aid (As per justified needs)		

Mentally Retarded and Cerebral Palsied Segment

6. Objective

- To identify the need for and to provide for appropriate therapeutic services.
- 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.
- To provide for day care management of the child
- 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.

7. Project size

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

8. Infrastructure

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

9. Assistance admissible

If the project is an appendage to the Special Schools, no additional administrative post will be allowed. Cost items that would be admissible would be as under:

Sr. No	Cost Item	No. of Post/ item	Annual Cost in Rs.
	<i>Recurring Honorarium</i>		
1	Project Supervisor (8400*12**1)		100800
2	Special. Teacher (4200*12*2) (for 15 beneficiaries)	2	100800
3	Attender/Ayabs (2000*12*1) (for 15 beneficiaries)	2	48000
4	Doctor/Paediatrician (part time per visit basis @ 250 per visit with one mandatory visit per week)(250*1*50)		12500
5	Therapist (Part time per visit basis @ 250 per visit with two mandatory visits per week) (250*2*50)	1	25000
	<i>Non Honorarium Recurring Items</i>		
1	Rent (upto 150 beneficiaries) (5000*12*)/(50/150) Class 'A' Cities : Rs.10000 Class 'B' Cities : Rs.8000 Class 'C'/Others : Rs.5000		20000
2	Contingencies Rs.500 per annum per beneficiary (Maximum) (500*15)		7500
	<i>Non Recurring</i>		
1	Equipment (basic) Toys and Play Equipment)		7500
2	Furniture including one cup board for 15 beneficiaries)		10000

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, attenders and ayabs optimally. The actual number of posts would be regulated keeping this factor in view.

VI. 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.

2. The basic objectives of the Home-Based programs would be :-

Objective

- To guide and provide for mobility skills.
- To help the disabled in developing basic communication skills.
- To impart activities of daily living skills in the home environment especially for the severely disabled.
- To sensitize the parents/guardians of the target group through counseling and related inputs
- To help families to identify the resources and subject material for managing problem behaviours, behavioral disorders and positive behavioral support.
- 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.
- 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
- To bring home the therapeutic needs of the disabled.
- To provide TLM and other relevant material for guidance at home.
- To conduct annual client evaluation through review exercise.

3. 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.

4. Assistance admissible:

Sr. No	Cost Item	No. of Post/ item	Total Annual Cost in Rs.
	<i>Recurring Honorarium</i>		
1	Supervisor (preferably BRS) (5000*12*1)	1	60000
2	Itinerant Teacher/ (TGT) (1:15 families) (4200*12*2) (One visit a week per family for 2 hours and 3 families per day)	2	100800
	<i>Other Recurring Item</i>		
1	Transport Allowance for Itinerant Teacher/ TGT and		

	therapists (see note 1 below)		
2	Pedaetrician/ ENT/ Neurologist/ Orthopaedic Surgeon (Part Time @ Rs.500 per visit with one visit a week for 4 hours at a particular center)		
3	Contingencies Rs.500 per annum per beneficiary		
	Teaching & Learning Material Items		
1	Teaching / Learning Material		15000

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.

VII. 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

Sr. No	Cost Item	No. of Post/ item	Total Annual Cost in Rs.
A. Cost Items - Common to Vocational Training Unit and Home (for a total of 150 beneficiaries)			
	Recurring Honorarium		
1	Project Coordinator (upto 150 beneficiaries) (8400*12*1)	1	100800
2	Accountant (upto 150 beneficiaries) (3000*12*1)	1	36000
3	Conveyance 10% of Honorarium		
B. Cost Items - Vocational Training Unit (for 25 beneficiaries and one Trade)			
1	Vocational Instructors <one for each trade of 25 beneficiaries> (2800*12)	1	33600

2	Vocational Counsellor (It is preferable to operate the post on part time basis Rs.250 per visit with mandatory 2 visit per week) (for 75 beneficiaries and 3 trades)		25000
3	Workshop (Helper) (for each trade of 25 beneficiaries) 2000*12	1	24000
4	Sweeper -cum- Peon (for 75 beneficiaries) 2000*12	1	24000
5	Conveyance 10% of Honorarium		
6	Rent (upto 150 beneficiaries) (5000*12)/(25/150) Class 'A' Cities : Rs.10000 Class 'B' Cities : Rs. 8000 Class 'C' /Others : Rs.5000		10000
7	Contingencies @ Rs.1200 per Annum (for 25 beneficiaries) (25*1200)		30000
8	Raw Material Rs.7500 p.a to Rs.50000 p.a. for a project size of 25 beneficiaries and the exact amount would depend upon the trade taken up)		10000
9	Stipend/Hostel Maintenance (for 15 residential and 10 non residential trainees) - Residential Inmates-Rs.600 per month per beneficiary (600*15*12) - Day Trainees Rs.150 per month per beneficiary (150*10*12)		100800 18000
	Non Recurring items		
i	Equipment (Basic) (refer to part D of the annexure depending upon the trade)		
ii	Furniture - Working Table/Chairs etc. (Per Trade)		25000
C. Home for severely Disabled Leprosy Cured Persons (for 100 beneficiaries)			
	Recurring Honorarium		
1	Warden (150 beneficiaries) Extra Allowance @ 1000 p.m. to one of the 1 existing staff (1000*12)		12000
2	Cook and helper (upto 150 beneficiaries) (2000+1000)*12	1 (each)	36000
3	Nurse (upto 150 beneficiaries) (2800*12)	1	33600
4	Doctor (Part Time per visit basis@Rs 500 per visit with 1 mandatory visit per week) (upto 150 beneficiaries) (500*1*4*12)	1	24000
5	Peon/Sweeper (2000*12)	1	24000
6	Conveyance (10% of the Honorarium)		
	Recurring Non Honrarium		
7	Rent (upto 150 beneficiaries) (5000*12)/(100/150) Class 'A' Cities : Rs. 10000 Class 'B' Cities : Rs. 8000 Class 'C'/Others : Rs. 5000		40000
8	Contingencies @Rs. 1200 Per annum per beneficiary (Maximum)		120000
9	Stipend/Home Maintenance - Residential Inmates-Rs 600 per month per beneficiaries 100*600*12		720000
	Non Recurring		
10	Utensils (for 100 beneficiaries once in 3 years)		15000
11	Furniture, Cots & Mattresses : Up to a maximum of Rs. 1000 per beneficiary subject to assessment of actual needs.This would cover appropriate furniture cots, matteresses for residential inmates (once in 3 years)		100000

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 Part E of this Annexure 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.

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

1. Objective

- 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.

2. Assistance Admissible

Sr. No	Cost Item	No. of Post/item	Total Annual Cost in Rs.
	<i>Recurring Honorarium</i>		
1	Project Supervisor (for the whole project of prospective 1000 beneficiaries)	1	100800
2	Accountant (for the whole Project of prospective 1000 beneficiaries)	1	36000
3	Doctors/Pedaetrician/ENT/Neurologist/Orthopaedic Surgeon on part time basis @ Rs2000 p.m) (2000*3*12)	3	72000
4	Sweeper cum-Peon (for the whole Project of 1000 prospective beneficiaries)	1	24000
5	Social Worker (4200*12)	1	50400
6	Rehabilitation Volunteers (for the whole project of 1000 beneficiaries) (800*3*12)	3	28800
	<i>Non Honorarium Recurring Items</i>		
1	Rent (per month for the whole project) (2500*12) Class 'A' Cities : Rs.5000 Class 'B' Cities : Rs.4000 Class 'C'/Others : Rs.2500		30000
2	Contingencies Per month (12*1500)		18000

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. 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.

2. Objective

- Community Based Rehabilitation recognizes the need to work for equality of status and opportunities for the disabled.
- To rehabilitate and train disabled individuals, as well as to find ways to integrate them into their communities.
- 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.
- Integral to this approach is the participation of community members with the focus for training a new corps of health and social workers

3. Project Cost

The cost for the various components of the CBR programme is illustrated below. While these cost-heads 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.

Sr. No.	Cost Heads	No. of Posts	Item cost
1	Project Coordinator/Director	1	Rs. 6000 p.m.
2	Rural Rehabilitation Volunteers	Ratio : 2 for each panchayat- one male and one female	Rs. 600 p.m. plus Rs. 200 p.m. as TA
3	CBR Personel or MR Ws :	3 Multi-Rehabilitation Workers for 10 villages	Rs. 2800 p.m.

4	Social Worker :	One Social Worker for 20 villages	Rs. 3500 p.m.
5	Specialist (Therapist. Social Educator, Ortho Speech Therapists etc)	On part time @ Rs. 250 per visit basis.	
6	Vocational Trainer*: (See note below)	Matriculation or, equivalent and Diploma/ Certificate in relevant trade	Rs. 2800 p.m.
7	Administrative Expenses		10% of the Total Project Cost

*Notes

The post of Vocational Trainer will be provided for only if the project specifically envisages a vocational training component.

4. 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. 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.

X. PROJECT FOR HUMAN RESOURCE DEVELOPMENT

1. 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.

2. 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.

Sr. No.	Post	Total Annual Cost Rupees
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 (15 x 20 hrs x 300)	90000
3	Training Allowance (20*10*300)	60000
4	Educational tour including train fare by IIInd 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	10000
	For Hostel Faculty	
1	Warden 4200*12	50400
2	Cook 2000*12	24000
3	Attendant 2000*12	24000
4	Sweeper 2000*12	24000
	Non-Recurring	
1	Slide Projector	15000
2	Over head Projector	15000
3	TV Colour	20000
4	VCR	20000
5	PC Computer for Word Processing with Desk Jet Printer	35000
6	Screen	6000
7	Photostat machine	125000

3. It should be ensured that the trainees fulfill the eligibility conditions prescribed for similar courses conducted by National Institutes and the organization 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.

XI. 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. 2,00,000/- 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.

XII. 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.

Sr. No.	Post	Honorarium Rates per month
1	Para Legal Trainer	6000
2	Steno/Assistant	2800
3	Contingencies	1000

Legal Aid

Court expenses including lawyer's fees will be as per actual expenditure subject to a maximum of Rs 6500/- per case.

XIII. ENVIRONMENT FRIENDLY AND ECO-PROMOTIVE PROJECTS FOR THE HANDICAPPED

It has been decided 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.

XIV. GRANT FOR PURCHASE OF VEHICLE

In order to facilitate the NGOs free mobility with regard to the disabled beneficiaries, a one-time grant for vehicle to the tune of 90% of Rs. 5.00 lakhs will be sanctioned on selective basis to the NGOs. One post of driver (honorarium Rs. 3000/-p.m.) and one helper (honorarium Rs. 2000/-p.m.) will be sanctioned. 20% of Rs. 5.00 lakhs (maximum) for maintenance of vehicle per year. This is subject to the condition that an NGO can either avail of the transport allowance or grant for purchase of the vehicle and not both. Assistance for purchase of vehicle would be subject to the approval of Ministry of Finance.

XV. CONSTRUCTION OF BUILDING

The maximum admissible limit is Rs.15 lakhs. This ceiling is to be construed with reference to the 90% of the Grant.

- i. Rs.1.5 lakhs for each class room 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.25,000/- 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 benefitting 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.

XVI. GRANT FOR COMPUTER

For carrying out the word processing requirements and maintenance of records for the project grants for computers may be applied for and these will be considered on merits. NGOs may apply for configuration appropriate to their requirements. For instance, PC of the

Celeron Class with a desk Jet Printer would seem appropriate at present.

XVII. 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 and 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 :

- To provide identification, assessment, rehabilitative and counseling services.
- Assist individuals with Low Vision to reach their maximum potential through guidance and improvement of visual efficiency by prescribing appropriate optical aids.
- Provision of or referral for appropriate medical treatment where necessary.
- To supply Aids and Appliances specific to the needs of people with Low Vision.
- To provide Psychological/Social/rehabilitative counseling, orientation and mobility training etc.

The amount of assistance will be as under:

Sr. No.	Recurring Items (Minimum no. of beneficiaries 350 per month)	No. of Post/Items	Cost per Month
1	Project Supervisor (Trained in Optometrics and Managing Low Vision)	1	8400
2	Ophthalmologist (1 on part time basis, 12 days per month) (250*12)		3000
3	Low Vision Rehabilitation Assistant	1	2800
4	Office Assistant (full time)	1	2800
5	Peon-cum-Attendant (full time)	1	2000
	Recurring other than Honorarium		
1	Admn. Expenses (per annum) (including rent)	1	35000
	Non-recurring		
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 volk +20k lens	1	42000
5	Streak Retinoscope mains model - Indian	1	4000
6	Reverse Roller Test Type Manual	1	3500
7	Slit lamp Microscope Indian make	1	30000
8	Perimeter projection, Arc type - Indian	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 LVA 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

XVIII. 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 half way 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.

Sr. No.	Recurring	Total Annual Cost in Rs.
	A. Honorarium Rupees	
1	Project Manager (8400*12*1)	100800
2	House Keeper (2200*12*1)	26400
3	Helper (2000*12*1)	24000
4	Watchman (2000*12*1)	24000
5	Clerk cum Accountant (3000*12*1)	36000
6	Social Worker (4200*12*1)	50400
7	Vocational Instructor (2800*12*2)	67200
8	Doctor (General Physician) - part time - @Rs.250 per visit with 2 mandatory visits per week) (250*2*52)	26000
9	Psychiatrist - part time - @ Rs.250 per visit with 2 mandatory visit per week) (250*2*52)	26000

10	Occupational Therapist - part time - @ Rs.250 per visit with 2 mandatory visit per week) (250*2*52)	26000
	B. Recurring - Non Honorarium	
1	Rent 'A' class Cities : Rs.15000 'B' Class Cities : Rs.10000 'C' Class Cities/Others : Rs. 7500	180000
2	Hostel/Home Maintenance (50% paying members) [(500 * 12 *(12)]	72000
3	Contingencies (25*1200)	30000
4	Medicine and Lab charges	19500
5	Raw Material @ Rs.7500 to Rs.50000 p.a per trade and the extent of amount would depend upon the trade taken up	15000
	C. Non Recurring	
1	Equipment for vocational training (2 trades)	200000
2	Furniture @ Rs.1500 per beneficiary subject to assessment of actual needs. This would cover appropriate furniture in the working area and hostel/home.	37500
3	Cots, Matteredesses etc @ Rs.1000 per beneficiary	25000
4	Kitchen Equipments	15000

Part C

A. DETAILS OF HUMAN RESOURCE PERSONNEL AND THE AMOUNT OF HONORARIUM ALONG-WITH QUALIFICATION

Sr. No.	Posts	Honorarium per month (in Rs.)	Qualification
1	Project Director/ Coordinator	8400	Post Graduate in related field from any recognized University with 7 Years experience
2	Officer in charge	4200	Graduate from Recognized University
3	Supervisor	4200	BRS or MRS and/or Graduate from Recognized University plus experience in super vision of rehabilitation project administration matters, accounting, budget etc.
4	Office Assistant	2800	Graduate from Recognized University
5	Accountant	2800	B.Com from Recognized University and preferably 2 years experience
6	Stenographer	2800	Matric/Higher Sec. with knowledge of shorthand and typing
7	Computer	4200	Degree from Recognized University/ Programmer Institute in related field.
8	Clerk cum Typist	2200	Matric or Higher Sec with knowledge of typing
9	Store Keeper	2200	Matric or Higher Sec
10	Cook	2000	Experience in cooking
11	Ward Boy	2000	Matric/Higher Sec.
12	Peon/Ayah/Helper	2000	8th std. pass/Matric/Higher Sec.

13	Sweeper	2000	Nil
14	Chowkidar/ Watchman	2000	Nil
15	Librarian	4200	Graduate from Recognised University and degree in Library Science with 2 years experience
16	Assistant Librarian	2800	Graduate from Recognised University and diploma in Library Science
17	Medical Doctor	6000	MD or PG Diploma in area of (part time) Specialisation
18	Pediatrician	6000	MD or PG Diploma in area of specialisation
19	Nurse	2800	Degree or Diploma in nursing
20	Psychiatrist	6000	MD or PG Diploma in area of Specialisation
21	ENT Specialist	6000	MD or PG Diploma in area of Specialisation
22	Neurologist	6000	MD or PG Diploma in area of Specialisation
23	Orthopedic Surgeon	6000	MD or PG Diploma in area of Specialisation
24	Senior Occupational Therapist	6000	Post Graduate in related field with 5 years experience
25	Junior Occupational Therapist	4200	PG in related field with 2 years experience or Graduate in related field with 5 years experience.
26	O.T. Assistant	2800	Diploma in Occupational Therapy
27	Senior Physiotherapist	6000	Post Graduate in related field with 5 years experience
28	Junior Physiotherapist	4200	PG in related field with 2 years experience or Graduate in related field with 5 years experience
29	P.T. Assistant	2800	Diploma in Physiotherapy
30	Orthotist/ Prosthetist	4200	Diploma in orthotic/Prosthetic with 3 years experience
31	Assistant Orthotist/ Prosthetist	2800	Dip/Certificate in Orthotics/Prosthetics
32	Senior Speech Therapist	6000	Post Graduate in related field with 2 years experience
33	Junior Speech Therapist	4200	Graduate in related field with 5 years experience
34	Assistant Speech Therapist	2800	Diploma in Speech Therapy
35	Audiometrician	4200	DHLS with 2 years experience
36	Assistant Audiometrician	2800	DHLS
37	Earmould Technician	2400	Dip/Certificate in relevant area
38	Clinical Psychologist	6000	M. Phil in Clinical Psychology or Ph.D. in Clinical Psychology.
39	Junior Psychologist	4200	PG in Clinical Psychology Plus 2 years experience
40	Braille Instructor	4200	Graduate from Recognized University and

			sound knowledge of Braille
41	Mobility Instructor	4200	Degree/Dip. in Orientation of Mobility
42	Principal/ Headmaster of Secondary Middle	6000	Post Graduate or Graduate plus B.Ed (General); B.Ed in Spl. Education with 4 years experience or Diploma in Spl. Education with 6 years experience or BRS Graduates with 5 years experience
43	Special Teacher	5000	Graduate plus B.Ed or Graduate (General); B.Ed in Special Education with 2 years experience or Diploma in Special Education with 3 years experience, Or BRS with one year experience.
44	Trained Graduate Teacher/Head Master of Primary School	4200	Graduate or Graduate with B.Ed (General); B. Ed. in Special Education with no experience or Diploma in Special Education with 1 year experience Or BRS graduates
45	Assistant Teacher	2800	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
46	Craft Teacher	2800	Diploma in related field
47	Music Teacher	2800	Diploma
48	Drawing Teacher	2800	Diploma
49	Yoga Instructor/ Teacher	2800	Diploma
50	Tabla Instructor	2800	Diploma
51	Social Worker	4200	PG in Social Work from recognised university with 2 years experience
52	Rural Rehabilitation Workers/Volunteers	2800	Graduate with 2 years experience in Rehabilitation and social
53	Warden	4200	Deg. from recognised University
54	Editor	4200	Degree from recognised University and Diploma in Journalism
55	Foreman	4200	Graduate from Recognised University, Diploma in related field and experience in supervision and maintenance of VTC
56	Placement Officer	5000	Graduate with experience of 2 years
57	Vocational Counselor	4200	Graduate from Recognised University and Diploma in Counselling
58	Vocational Instructor	2800	Matric or Equivalent and certificate course in related trade
59	Plastic Moulding Instructor	2800	Matric or Equivalent certificate course in related trade
60	Weaving & Handloom Instructor	2800	Matric or Equivalent and certificate course in related trade
61	Bakery Instructor	2800	Matric or Equivalent and certificate course in related trade
62	Electronic Instructor	2800	Matric or Equivalent and certificate course in related trade
63	Composing & Printing Instructor	2800	Matric or Equivalent and certificate course in related trade

64	Farm Instructor	2800	Matric or Equivalent and certificate course in related trade
65	Carpentry Instructor	2800	Matric or Equivalent and certificate course in related trade
66	Shoe Making Instructor	2800	Matric or Equivalent and certificate course in related trade
67	Cassette Duplicating Operator	2200	Matric or Equivalent and certificate course in related trade
68	Tailoring & Sewing Instructor	2800	Matric or Equivalent and certificate course in related trade
69	Chair Caning Instructor	2800	Matric or Equivalent and certificate course in related trade
70	Candle Making Instructor	2800	Matric or Equivalent and certificate course in related trade
71	Knitting Instructor	2800	Matric or Equivalent and certificate course in related trade
72	Book Binder	2800	Matric or Equivalent and Diploma course in related trade
73	Composer	2800	Matric or Equivalent and Diploma course in related trade
74	Proof Reader	2800	Matric or Equivalent and Diploma course in related trade
75	Copy Holder	2800	Matric or Equivalent and Diploma course in related trade
76	Machine Operator	2800	Matric or Equivalent and Diploma course in related trade
77	Map Maker	2800	Matric or Equivalent and Diploma course in related trade
78	Treadle man	2200	Matric or Equivalent and Diploma course in related trade
79	Packer	2000	Matric or Equivalent and Diploma course in related trade
80	Early Intervention Therapist	5000	Graduate plus Post Graduate Diploma in Early Intervention

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.

- e. 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.

B. Details of cost ceilings for recurring items (other than Honorarium)

Items of cost	Unit	Parameters	Ceiling Rates/Norms
Rent	Per Month		Rs.15000 Rs.10000 Rs.5000 Rs.10000 Rs.8000 Rs.4000 Rs.7500 Rs.5000 Rs.2500
	<i>The actual rates to be applied will depend on project profiles for which assistance is sought.</i>		
Building Maintenance	Per Annum	i. 2% of cost of Building ii. Previous year's column iii. Rs. 50000	Lowest of options in the previous column
Transport Allowance	Per month per beneficiary	A Class Cities B Class Cities C Class Cities	Rs.300 Rs.250 Rs.175
Contingencies	Per. Ann. per beneficiary		Rs. 1200
	Per. Ann. per beneficiary		Rs. 500
	Per Month		Rs. 1500
	Per month		Rs. 1000
	<i>The actual rates to be applied will depend on project profiles for which assistance is sought.</i>		
Stipend/ Hostel Maintenance	Per month per beneficiary	Residents Non Residents	Rs.600 Rs.150
Conveyance Allowance		10% of honorarium	
Raw Material	Per annum per trade	Project size of 15-20 beneficiaries	Rs.7500-50000
	<i>The amount of assistance would be dependent upon the type of trade taken up and number of beneficiaries</i>		

(PART-D)

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

Indoor equipment

- Wooden beads (coloured all sizes 100 each), blocks (both coloured and non coloured)
- Metal nails and board kit
- Peg board with different shapes
- Balls-different sizes
- Blowing toys, toys that make different sounds, 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

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

- Braille writing slates
- Taylor frames
- Abacus
- Mathematics kits
- Science kits
- Sensory training kits
- Canes for mobility
- Chess boards
- Playing cards
- Draught boards
- Braille text books
- Recorded books

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

- Clinical Audiometer
- Portable Audiometer
- Speech Trainer
- Brainstem evoked response Audiometer
- Impedance Audiometer
- Group Hearing with access of 10 students
- TEOAE Screener analyzer with accessories
- Flexible Naso Pharyngo Baryngoscope Model ENT
- Phonetic Stimulator
- Oscilloscope
- Audio Scope-handheld-Screening Pure tone Audiometer
- Software, hardware for use as visible speech equipment (for eg. Vaghmi , SSI-Dr.Speech etc)
- Micromotor for ear mould making
- Artificial Electronic Larynx
- Baby Reactometer
- Middle Ear Analyzer with accessories
- Auto Tympanometer with access
- 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.40000 for teaching and training material and Rs Rs.150000 for Vocational Training and Rehabilitation Equipments.

(PART-E)

RECOMMENDED TRADES FOR VOCATIONAL TRAINING

Sr. No	Name of Trade/Occupation	Duration
i. Automobile Industry Related Trades Ortho/Physically Handicapped		
1	Auto Mechanic (Three wheeler)	10 months
2	Tyre Retreading Vulcanising & Rebuttoning	10 months
ii. Electrical and Electronics Technology Related Trades		
1	Electrical Motor Winding	10 months
2	Electronic/Electrical Appliances Repairing	6 months
3	House Wiring and Repair	6 months
iii. Mechanical Industry Related Trades		
1	Draughtsman (Mechanical)	24 months
2	Drilling (Fitters)	10 months
3	General Mechanics 1	2 months
4	Mechanical Watch & Clock	24 months
5	Sheet Metal Worker, Blacksmith and Welding	12 months
iv. Other Engineering Related Trades		
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	Moulder	12 months
8	Photography and video shooting	6 months
9	Plumbing	12 months
10	Potter (Ceramic)	6 months
11	Upholstery & Plastic Work	12 months
12	Welder	12 months
v. Printing Industry Related Trades		
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
vi. Textile Industry Related Trades		
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	Kalankari and Screen Printing	10 months
6	Khadi Weaving	12 months
7	Laundry Works including Dry Cleaning	6 months
8	Tailoring	6 months
vii. Agriculture and Fisheries Sector Related Trades		
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
viii. Veterinary Services Related Trades		

1	Dairy Farming	12 months
2	Sheep and Goat Rearing	6 months
ix. Medical Services Related Trades		
1	ECG & X-Ray Technician	6 months
x. Non-Engineering Trades		
1	Aerated Water and Soft Drinks	3 months
2	Agarbatti Making	1 month
3	Arts and Crafts	12 month
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 Pumpset 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
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)	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

Trades for Visually Handicapped

1	Chair Caning	1 year including 3 months on the job training
2	Candle Making	1 month
3	Agarbatti Making	1 month
4	Umbrella Making	2 months
5	Light Engineering	12 months
6	Handloom weaving	18 months
7	Braille Shorthand (Hindi/English)	12 months (Full fledged major trades)
8	Electrical/Electronics assembly	12 months
9	Computer Application and Programming Skills	12 months
10	Telephone Operation	3 months
11	Detergent Powder Making	1 month (Subsidiary trades and can be combined with major trades with a duration of 1- 2 hours daily)
12	Chalk making	1 month
13	Nylon Plastic Bags Making	3 months
14	Envelop Making	2 months

Trades for Hearing Handicapped

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	
12	Electrical	
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)

Trades for Mentally Retarded

Name of the Trade	Duration
Envelope making Card Board Box Making Candle Making Chair Caning Printing, weaving and Dyeing Carpentry File Cover Making Agarbatti Making Umbrella Making Light Engineering Soap and Detergent Making	Duration of Training will be thrice the period of training specified for those trades for other categories of disabled

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]
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.

E..Mail

- 6.(a) Complete Address of location(s)/location wherever programme/project/scheme is being implemented. _____

(STD Code) Tel. No: (STD Code) Fax No.

E.Mail

- (b) Nearest Railway Station/Bus stand _____
7. Whether building is:

[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?

9. (a) Area of building : (in Sq Mts)
- (b) Total Number of rooms :

10. Whether separate project-wise accounts for both Grants received and Expenditure incurred thereon have been maintained? :

11. Whether principle of joint operation of bank accounts is being followed? :

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

Sl. No	Grant-in-aid for financial year	Sanction letter number 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 A/c opened may be given]

13. Whether the statements of accounts both for the project and consolidated for the organisation submitted alongwith the application :-

(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	Total Budget	To be Met from Ministry's Grant	To be met by Management from their sources	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

[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 –I

Y

N

17. Whether List of Managing Committee added as per Form-II

Y

N

18. Whether the List of Employees added as per Form-III :

Y

N

(mark ✓ above against the appropriate box)

Notes : Refer to 3a and 3d above

1) A Separate Annexure 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 the 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.

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

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]

[illegible]

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 –I . The total number in the list should normally be equal to totals of row (i) plus row (ii). In the case of Vocational Training Centres /Sheltered Workshops the information as required above and associated list in Form I 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 3years								

[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.								

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

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

	Prev. 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.		
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 villages	
ii. In terms of area in Sq Kms	
iii. In terms of number of Beneficiaries	

b) Core area of rehabilitative services: i.Awareness Creation

Yes	No
-----	----

ii. Education

Yes	No
-----	----

iii.Training

Yes	No
-----	----

iv.Rehabilitation

Yes	No
-----	----

Details of activities undertaken, phasing of components in the area of awareness creation, education, training and rehabilitation may be added as separate annexure.

- c) Details of strategies and time frame for BOT¹ 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

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 :
- (v) 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/ placements :
- (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 p.m	Rs.1000 Rs.1000 to Rs 4000	Above Rs 4000	Total beneficiaries
97-98				
98-99				
99-00				

¹ Build Operate and Transfer

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 p.m	Rs.1000	Rs.1000 to Rs 4000 p.m	Above Rs 4000 p.m	Total beneficiarie s
97-98					
98-99					
99-00					

(vi) 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 ~~especially~~ 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 alongwith Application for Ist 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-I**
- e. **Details Managing Committee on Form-II**
- f. **Details of Employees on Form -III**
- g. **Copy of Registration Certificate**
- h. **Memorandum of Association/bye-laws/Articles.**
- i. **Utilisation Certificate in respect of grants released in the previous year in form IV**
- j. **Such other documents to substantiate submissions made in the application.**

Note

i.In the case of new projects accounts should be audited and the accounts submitted for the last (preceding) two years. 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.

PART-C

21. Organisations Funds Flow :

Particulars	FOR THE ORGANISATION AS AS A WHOLE			FOR THE PROJECT		
	Year of commencement Fy 1998- 99 which ever is later	Previous Year	Current Year budgeted / actual	Year of commencement or Fy 1998-99 which ever is later	Previous Year	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.						
(ii) funded by foreign contribution.						
(iii) funded by local bodies and public sector organization/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) (specify)						
III.Total EXPENDITURE, of which:						
Recurring						
Non-recurring						

IV Detail of Expenditure on :	Year of commen cemenor Fy 1998-99 which ever is later	Previous Year (new Projects)	Current Year budgete d/ actual	Year of comme nceme nt or Fy 1998- 99 which ever is later	Previou s Year	Current Year budgete d/ actual
(i) Salaries and Wages						
(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) 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 per beneficiary:						

FORM -1

NAME OF THE SCHEME:

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	Addresses	Date of entry in instn and no of completed years with the institution	Remarks about outcome /Results
1.								
2.								
3.								
4.								
5.								

Note:

- 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.
- 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.
- The list should preferably in alphabetical order or some other well-defined order and followed from year to year.
- 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 >

FORM -II**NAME OF THE SCHEME:****Details of Office-bearers/ Managing Committee of the organization:**

- (i) Name of the Organisation:
- (ii) Name and address of the Project :
- (iii) Year of Grant

.No.	Name	Occupation	Address Tel.No.	Edn.Qualification.	Remarks
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

Note: (i) The tenure upto which the above management committee will be valid 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 >

FORM-III**NAME OF THE SCHEME:****DETAILS OF STAFF EMPLOYED****(i) Name of the Organisation :****(ii) Name and address of the Project :****(iii) Year of Grant**

S.No.	Name, Designation, and address	Educational qualification and experience	Date of Appointment and period for which employed during the year	Salary per month	Total Salary paid during the previous year	Total Salary Proposed to be paid during the current year(the grant year)	Remarks

Note : If services of personnel are used for more than one project this may suitably brought out.

-Sd-

Secretary/ General Secretary
<NGO Name >

Utilisation Certificate

Certified that an amount(s) of Rs. _____ Lacs has/have been sanctioned as Grant in Aid for the year(s)_____ in favour of _____ for the project titled _____ vide Sanction Order(s) no _____ dated _____ and out of which, a sum of Rs _____ Lacs received as _____ Instalment and Rs _____ as _____ instalment during the financial year _____. Of the amount(s) received Rs _____ lacs has been utilised for the purpose for which the grants have been sanctioned or has/have been utilised to repay the loans /borrowings taken (in the absence of grants) for running the project during the financial year of ----- and a balance amount of Rs. _____ remaining unutilized has been returned or will be adjusted as unspent balance towards the grant payable during the next year.

Certified that I have satisfied myself that the conditions on which the Grant in Aid was sanctioned /released have been duly fulfilled and I have exercised the following checks to see that money was actually utilized for the purposes for which it was sanctioned

Kinds of checks exercised:

- i Registers and records maintained for recording receipt of grant
- ii. Bank Statements , Cash Book, Ledgers
- iii. All Vouchers, Bills
- iv. Others to be specified.

Secretary/President

Chartered Accountant

Ministry of Social Justice & Empowerment

APPLICATION FORM FOR 2ND INSTALLMENT

(To be submitted in duplicate)

Name of the Scheme _____

1. ORGANIZATION

Name _____

Address _____

2. Grant-in-aid applied for:

	Recurring	Non-recurring
1. Applied in the current Year		
2. Received as 1 st Installment		
3. Applied for 2 nd Installment		

3. Annual Report of the previous year

4. Audited statement of account of previous year of the organisation as a 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 under GFR 19

6. Any other information considered necessary by the organization or as asked for.

7. Whether the organization 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 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 at any time 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 in particular ~~especially~~ 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, 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 projects 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) sources.

Yours faithfully

Signature of the Authorised Signatory

Name :

Designation :

Address :

Date :

Office Stamp:

STANDARDISED CALCULATION SHEET FOR NEW PROJECTS AND CONTINUING PROJECTS

Ministry of Social Justice & Empowerment

(DD-II Section)

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.)
01								
02								
03								
04								
05								
06								
07								
08								
09								

Total

90 Percent

1st Instalment

Unspent Balance

2nd & Final

Instalment

Signature of the Authorised Signatory

Name :

Designation :

Address :

Date :

Office Stamp :

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

Annexe – IV**FORM GFR : 9**

[See Government of India Decision (7) (b) under Rule 149 (3)]
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

Serial No.	Name of the Grants institution	No. and date of sanction	Amount of the sanctioned grant	Brief purpose of the grant	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	Particulars of assets actually credited or acquired	Value of the Assets as on	Purpose for which utilized at present	Encumbered or not	Reasons if Encumbered	Dispose or not	Reason and authority, if any, for disposal	Amount realized on disposal	Remark
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Place :

Date :

Secretary/Present:

Signature:

Name of the

Seal of the

Organisation:

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