

# Deendayal Disabled Rehabilitation Scheme

*(Revised guidelines w.e.f.  
1<sup>st</sup> April, 2018)*

**Department of Empowerment of Persons with Disabilities**

**Ministry of Social Justice & Empowerment**

**Government of India**

**New Delhi**

# **Deendayal Disabled Rehabilitation Scheme**

**(As revised w.e.f. 01.04.2018)**

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# DEENDAYAL DISABLED REHABILITATION SCHEME

## PART A:- THE SCHEME

### 1. INTRODUCTION

1.1 According to Census 2011, there were about **2.68 crore persons with disabilities in India, constituting 2.21% of the total population in the country.**

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

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

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

1.3 In addition, the Government enacted laws, framed policies etc for the welfare and empowerment of persons with disabilities which inter alia include:

- i. Enactment of the "**Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995**" (hereinafter, the PwD Act), which provided for education, employment, non-discrimination and social security for persons with disabilities (since repealed).
- ii. Adoption of the **National Policy for Persons with Disabilities**, in February, 2006, to address various concerns regarding physical, educational and economic rehabilitation of persons with disabilities.

- iii. Ratification of the UN Convention on the Rights of Persons with Disabilities (UNCRPD), which came into force on 3rd May, 2008.

1.4 In 1999, to enable more effective implementation of Section 66 of PWD Act, 1995, the four schemes then existing for rehabilitation of persons with disabilities were amalgamated into a single scheme called the "Scheme to Promote Voluntary Action for Persons with Disabilities" as an umbrella Central Sector Scheme. The amalgamated scheme was revised with effect from 1.04.2003, and renamed as the "Deendayal Disabled Rehabilitation Scheme (DDRS)". The cost norms were last revised with effect from 1.4.2009.

1.5 Consequent upon being a signatory of the UNCRPD, the Government has enacted the Rights of Persons with Disabilities Act (RPwD Act), 2016 on 28.12.2016 in harmony with the said Convention and hence the erstwhile PwD Act, 1995 stands repealed. The RPwD Act, 2016 has come into force w.e.f. 19.04.2017. The said Act lays thrust on Social Security, Education, Health, Rehabilitation, Sports and Recreation for Persons with Disabilities. Section 27 of the said Act mandates the Government to undertake services and programmes of rehabilitation particularly in the areas of health, education and employment for persons with disabilities. It also mandates the government to grant financial assistance to non-governmental organizations for undertaking such activities. The Act also provides for registration of institutions working for the cause of persons with disabilities. Section 55 of the Act mandates grant of financial assistance to such registered organizations within the limit of the economic capacity and development of the appropriate government to implement various schemes and programmes in pursuance of the provisions of the said Act.

1.6 In 2015, the Government launched the National Action Plan (NAP) for skill development of persons with disabilities. The NAP envisages skilling of the persons with disabilities on various trades so as to enhance their employability both in the government and private sector and also to enhance the scope of their self employment. Accordingly, skill development component has been taken care of under Scheme for Implementation of Persons with Disabilities Act

(SIPDA) of the Department. Similarly a separate scheme titled “Awareness Generation and Publicity” has been introduced with effect from 01.04.2014 being funded under SIPDA. Thus, similar model projects under DDRS are not continued. NGOs, etc. may explore funding under NAP or Awareness Generation and Publicity Programme. Further, the Deendayal Disabled Rehabilitation Centers (DDRC) which were being funded under DDRS will henceforth be funded under SIPDA.

1.7 The number of categories of disabilities has gone up from 7 to 21 as per the RPwD Act, 2016. List of disabilities notified under the said Act is at Annexure XVII. The Government is examining the needs of persons with disabilities under the new categories so that they can be provided financial support under the DDRS. Intellectual Disability (which includes mental retardation) as used for the purpose of this scheme will mean as defined in Schedule to RPwD Act but will not include autism and specific learning disability.

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

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

## **2. NEED FOR REVISION**

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

- i. To compensate for price rise since 2007. The cost norms of the scheme were last revised in 2009.
- ii. Discontinuance of certain model projects on account of launching of independent stand-alone schemes in respect of certain model projects,

while in other cases there was no sufficient demand from the organizations over the years.

### **3. THE REVISED SCHEME**

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Commencement of the revised scheme:

Pursuant to the reasons stated above, the scheme has been revised and shall be effective from 1<sup>st</sup> of April, 2018. The provisions of the revised scheme are given as below:

#### **3.1 OBJECTIVES**

The objectives of the scheme are:

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

3.1.2 To encourage voluntary action for ensuring effective implementation of the Rights of Persons with Disabilities Act, 2016.

#### **3.2 APPROACH AND STRATEGY**

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

- i. To enhance educational opportunities at all levels and in all forms and enlarge the scope of vocational and professional opportunities, income generation and gainful occupations.

- ii. To implement outreach and comprehensive Community Based Rehabilitation programmes in urban and rural environments.
- iii. To support manpower development activities to train required personnel at different levels for all programmes/ projects/activities for persons with disabilities.
- iv. To encourage coordination, cooperation and networking and multi-sectoral linkages.
- v. To support people with disabilities in projects which are environment friendly and eco-promotive.
- vi. To establish and support facilities for recreation, leisure-time activities, excursions, creative and performing arts, cultural and socially inclusive activities etc.
- vii. To support and facilitate the availability of appropriate housing, homes and hostel facilities.
- viii. To support such other measures, which may meet the needs of the persons with disabilities and fulfill the obligations as prescribed under the law.

### **3.3 MODEL PROJECTS**

#### **3.3.1 The following are the model projects to be funded under the scheme**

- I. Pre-Schools and Early Intervention and Training
- II. Special Schools for Children with Disabilities for
  - a. Intellectual Disability
  - b. Hearing & Speech Disability
  - c. Visual Disability
- III. Project for Children with Cerebral Palsy
- IV. Rehabilitation of Leprosy Cured Person
- V. Half Way Home for Psycho-Social Rehabilitation of Treated and Controlled Mentally Ill persons
- VI. Home-Based Rehabilitation and Home Management.
- VII. Community Based Rehabilitation Programme

VIII. Low Vision Centres

IX. Human Resource Development

**3.3.2 Funding to the following model projects would be discontinued under this scheme**

I.Vocational training centres

II.Sheltered Workshops

III.Survey, identification and awareness sensitization

IV.Seminars/Workshops/Rural Camps

V.Grant for Computer/specialised software

VI.Construction of building

VII. Legal literacy, including legal counselling, legal aid and analysis, and evaluation of existing laws.

VIII.District Disability Rehabilitation Centres

**3.3.3** There are a few projects (other than those mentioned in para 3.3.1 and 3.3.2) which are being funded by this Department. They will, however, continue to be supported subject to performance being satisfactory.

**3.3.4** The detailed terms and conditions of model project mentioned in 3.3.1 are mentioned in Part – B of guidelines.

**3.3.5** However, model projects for rehabilitation of PwDs which may be formulated subsequently in respect of new disabilities will be included in the list of model projects for funding under DDRS scheme with the approval of Secretary (DEPwD).

### **3.4 CONDITIONS OF ELIGIBILITY OF PROGRAMME IMPLEMENTING AGENCIES**

**3.4.1** The following categories of organizations shall be eligible for applying for financial assistance under this scheme:

- i. Organizations registered under the Societies Registration Act, 1860 (XXI of 1860), or any relevant Act of the State/Union Territory; or,
- ii. A Trust registered under the Indian Trust Act, 1882 or any other similar Act for the time being in force; or,
- iii. A Not-for-Profit company registered under Section 8 of the Companies Act, 2013 or any relevant Act for the time being in force.

**Note:** All organizations implementing the scheme will henceforth be called Programme Implementing Agencies (PIAs).

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

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

**3.4.4** Every organisation seeking Grant-in-Aid must be registered either under erstwhile Persons with Disabilities Act, 1995 or Rights of Persons with Disabilities Act, 2016.

**3.4.5** An organization specified in Para 3.4.1(i) to (iii) should have the following characteristics:

- i. It should have a managing body with its powers, duties and responsibilities clearly defined and laid down in Memorandum of Association.
- ii. It should have resources, facilities and experience for undertaking the programme.

- iii. It should not be run for profit to any individual or a body of individuals.

**Note:** The conditions related to category of organisation and period of existence as mentioned in para 3.4.1 and 3.4.2 respectively can be relaxed by the Secretary, Department of Empowerment of Persons with Disabilities in consultation with Financial Advisor, in exceptional cases, for reasons to be recorded in writing.

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

**3.5.1** (a) The eligible Project Implementing Agencies (NGOs), after their project is approved by the competent authority shall be entitled for 90% of amount calculated based on the cost-norms as prescribed under this revised scheme.

(b) In case of projects located in **special areas**, 100% of the amount calculated based on revised cost norms shall be allowed.

(c) There will be no tapering of Grant-in-Aid even in urban areas. The earlier practice of tapering of Grant-in-Aid for urban areas is dispensed with.

**Note:** Special Areas mentioned in point (b) above are as under:

- i. **Eight** North-Eastern States,
- ii. States in the Himalayan Region (entire states of Jammu & Kashmir, Himachal Pradesh, Uttarakhand and two districts of West Bengal, i.e. Darjeeling and Jalpaiguri).
- iii. Left Wing Extremism Affected Areas (as notified by Ministry of Home Affairs), and
- iv. Districts adjoining the international borders (as indicated in Annexure – XVIII).

**3.5.2** There will be two basis on which grant would be calculated

- i. Those projects in which per beneficiary cost is available.
  - a. The per beneficiary cost as calculated in the year 2009 would be multiplied by 2.5. (Projects for Pre-School and Early Intervention,



Special Schools, Children with Cerebral Palsy, Rehab of LCPs, Home Based Rehabilitation)

- ii. Those projects in which per beneficiary cost is not available.
  - a. The existing method of calculating the cost norms would continue with cost norms multiplied by 2.5 times. (Half Way Home for Psycho-Social Rehabilitation of Treated and Controlled Mentally Ill Persons, Community based Rehabilitation, Low Vision Centers, Human Resource Development).

**3.5.3 Number of beneficiaries:** Grant-in-aid will be calculated on the basis of the number of eligible beneficiaries based on the inspection report. The beneficiaries who had been present in the institution for at least 15 days out of previous 30 working days prior to the date of inspection shall be reckoned for this purpose. The inspecting officer, in his inspection report shall invariably indicate the number of such beneficiaries.

**3.5.3.1** There will be no upper ceiling in the percentage increase of the number of beneficiaries over previous year provided infrastructural facilities and manpower are available with the PIA concerned.

**3.5.4** The norms for recurring items of Grant-in-Aid other than honorarium and non-recurring items of grant-in-aid are indicated in Annexure XIV and XV respectively.

**3.5.5** The organisation seeking Grant-in-Aid should also certify that it has not obtained or applied for grants for the same purpose or activity from any other Ministry or Department of Government of India or State Government.

**3.5.6** All the PIAs receiving Grant-in-Aid under DDRS have to mandatorily use Expenditure, Advance and Transfer (EAT) module of Public Financial Management System (PFMS) for disbursing funds received under this scheme.

**3.5.7** In the cases where Central Financial Assistance (CFA) has been sanctioned, the grant shall be released in one installment upon the Grantee

Institutions/ Organisation providing complete evidence of expenditure incurred supported by Audited Statement of accounts.

**3.5.8** The practice of notionally allocating the budget among various States/UTs would be replaced with notionally allocating the budget among various disabilities (including the disabilities added in RPwD Act, 2016).

**3.5.9** Not more than 20% of Grant-in-Aid shall be for non-recurring items/components.

**3.5.10** The assistance for the project as a whole will be determined with reference to the model project profiles and the total annual cost worked out and illustrated in Part B. New model projects and amendments to existing model projects would be made by the Department from time to time as per the cost norms indicated in Part B, based on need and experience of implementation.

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

### **3.6 PROCEDURE FOR APPLICATION AND SANCTION**

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

**3.6.1.1** The organisation desirous of receiving Grant-in-Aid under DDRS shall apply on the online portal of the Department (e-Anudaan) ([www.ngograntsje.gov.in](http://www.ngograntsje.gov.in)) and forward the complete proposal to District Social Welfare Officer.

**3.6.1.2** The organisation shall upload the following documents on the e-Anudaan portal:

- i. A Certified copy of the registration certificate under Societies Registration Act, 1860 or Trust Deed or Certificate of Incorporation (whichever is applicable)
- ii. A certified copy of the registration certificate under Persons with Disabilities Act, 1995/Rights of Persons with Disabilities Act, 2016.
- iii. A copy of Memorandum of Association and rules, regulation/by-laws indicating aims and objectives of the organisation.
- iv. Audited Accounts of the organisation for the last two years. The accounts shall comprise of (i) Income & Expenditure Statement (ii) Receipt and Payment Statement (iii) Balance Sheet (iv) Auditors Report
- v. List of staff/employees (in prescribed Performa as per Annexure – II)
- vi. Copy of their qualification certificate.
- vii. List of beneficiaries of the current year (in prescribed Performa as per Annexure – III)
- viii. Disability Certificate in respect of all beneficiaries
- ix. Activity/annual report of the organisation for the previous two years
- x. Budget estimates for the project for current year with detailed justification for various cost items.
- xi. Rural area certificate obtained from Revenue Department of the State Government (if project is running in rural area)
- xii. List of Managing Committee of the organization with date of their appointment and tenure.

- xiii. Agreement bond on a non-judicial stamp paper Rs. 20/- (as in Annexure – IX).
- xiv. Bank authorization letter (NEFT mandate form) as shown in Annexure – X).
- xv. Rent agreement attested by notary public (in case the project in rented premises).

**3.6.1.3** The District Social Welfare Officer of the concerned district shall conduct a physical inspection of the organisation and record its recommendation in the portal (e-Anudaan) and submit to the concerned Department of State Government/UT Administration looking after empowerment of persons with disabilities.

**3.6.1.4** The Department of State Government/UT Administration shall examine the proposal, record its recommendation and forward the recommended proposals to the Department of Empowerment of Persons with Disabilities through online portal. The recommendations of the State Government/UTs would remain valid only for the year in which recommendation has been received. The States/UTs should endeavour to give preference to proposals from service deficient areas.

**3.6.1.5** Every PIA seeking Grant-in-Aid must apply online for the same irrespective of the fact they have received the Grant or not.

**3.6.1.6** All the new proposals received with recommendation of State Government/ UT Administration will be considered by a Screening Committee in the Department of Empowerment of Persons with Disabilities. The recommendation of the Screening Committee would remain valid till the end of financial year subsequent to the year of consideration. For example, a recommendation of the Screening Committee made during 2017-18, shall be valid upto 31.03.2019.

**3.6.1.7** Those cases that have been recommended by the Screening Committee would be given grant for the complete financial year irrespective of the date of

sanction keeping in view the recommendations of the State Government/State Commissioners. The parameters used for calculating the grant would be same as that in ongoing cases.

### **3.6.2 For ongoing (continuing) projects**

**3.6.2.1** The organisation desirous of receiving Grant-in-Aid under DDRS shall apply on the online portal of the Department (e-Anudaan) ([www.ngograntsje.gov.in](http://www.ngograntsje.gov.in)) and forward the complete proposal to District Social Welfare Officer.

**3.6.2.2** The organisation shall upload the following documents on the e-Anudaan portal:

- i. A Certified copy of the registration certificate under Societies Registration Act, 1860 or Trust Deed or Certificate of Incorporation (whichever is applicable)
- ii. A certified copy of the registration certificate under erstwhile Persons with Disabilities Act, 1995/Rights of Persons with Disabilities Act, 2016.
- iii. A copy of Memorandum of Association and rules, regulation/by-laws indicating aims and objectives of the organisation.
- iv. Audited Accounts of the project for the last year. The accounts shall comprise of (i) Income & Expenditure Statement (ii) Receipt and Payment Statement (iii) Balance Sheet (iv) Auditors Report
- v. Consolidated audited accounts for the organisation as a whole for previous year. The account shall comprise of (i) Income & Expenditure Statement (ii) Receipt And Payment Statement (iii) Balance Sheet (iv) Auditors Report
- vi. Audited item-wise/post-wise expenditure statement for the previous year in prescribed format (as per Annexure – VI) duly ink signed by the chartered accountant and countersigned by authorized person of the organisation.
- vii. Utilisation certificate in respect of grants released in the previous year in prescribed format (as per Annexure – I).

- viii. List of staff/employees (in prescribed Performa as per Annexure – II)
- ix. Copy of their qualification certificate.
- x. List of beneficiaries of the current year (in prescribed Performa as per Annexure – III)
- xi. Disability Certificate in respect of all beneficiaries
- xii. Activity/annual report of the organisation for the previous two years
- xiii. Budget estimates for the project for current year with detailed justification for various cost items.
- xiv. Rural area certificate obtained from Revenue Department of the State Government (if project is running in rural area)
- xv. List of Managing Committee of the organization with date of their appointment and tenure.
- xvi. Agreement bond on a non-judicial stamp paper Rs. 20/- (as in Annexure – IX).
- xvii. Bank authorization letter (NEFT mandate form) as shown in Annexure – X).
- xviii. Rent agreement attested by notary public (in case the project in rented premises).

**3.6.2.3** The District Social Welfare Officer of the concerned district shall conduct a physical inspection of the organisation and record its recommendation in the portal (e-Anudaan) and submit to the concerned Department of State Government/UT Administration looking after empowerment of persons with disabilities.

**3.6.2.4** The Department of State Government/UT Administration shall examine the proposal, record its recommendation and forward the recommended proposals to the Department of Empowerment of Persons with Disabilities through online portal.

**3.6.2.5** If the State Government/UT administration does not decide on the proposal within 60 days, Department of Empowerment of Persons with Disabilities can decide on the proposal on the basis of inspection report

submitted by the inspecting officer for NGOs receiving Grant-in-Aid under the scheme.

**3.6.2.6** The continuing cases are dealt with in three ways:

- (i) Those cases that have been recommended by the State Government.
- (ii) Those cases which have not yet been recommended but organisation has applied for grant on the 'e-Anudaan' portal.
- (iii) 'Time barred' and 'discontinued cases'

The documents required to process the grant in all these cases are same and are listed as under:

**(i)** Cases that have been recommended by the State Government.

- (a) It will be mandatory to have inspection report along with the recommendation of State Government.
- (b) In respect of States/UTs whose recommendations have been received, no grant will be released where utilization certificate of more than one year is pending.
- (c) Quantum of grant for these cases would be either 75% or 100%

75% in those cases where complete proof of expenditure already incurred has not been submitted by the organisation.

100% in those cases complete proof of expenditure already incurred is submitted by the organisation.

**(ii)** Cases who have not yet been recommended but organisation has applied for grant on the 'e-Anudaan' portal

(a) PIAs which have won the relevant National Awards in the institutional category of the schemes being run by this Department and to the NGOs which have been getting the grant regularly for the last three years or more will be eligible to receive advance for the ongoing financial year. This, however, does not confer any right on the organisation to claim advance.

(b) The quantum of grant for advance cases would be 75% of the previous year grant subject to the conditions laid down by General Financial Rules, 2017.

(c) The second installment will be considered only after the receipt of satisfactory recommendation of the State Government. In case a State Government /UT decides not to recommend the case of any such NGO/VO to the Department, it will be requested to give specific reasons for not recommending such a case after giving due opportunity for the party to be heard. The grant of such NGO/VO released as 1<sup>st</sup> installment will be recovered with penal interest.

**(iii)** 'Time barred' and 'discontinued' cases

(a) These cases would have to be dealt with in accordance with provisions of Rule 230(15) of General Financial Rules, 2017 amended time to time by Ministry of Finance.

(b) These cases are to be dealt with in following two ways:

- i. In those cases where performance was found satisfactory and the NGOs had completed the required formalities in time but due to systemic deficiencies of Central or State Government, the grant could not be released, the arrears upto 24 months from the date of sanction may be released as per the provisions in GFRs subject to revival of the case by the Secretary (Department of Empowerment of Persons with Disabilities), mentioning the date of revival.



- ii. In case of those projects where due to unsatisfactory performance as reflected in the inspection reports the Grant-in-Aid was discontinued, its revival after improvement in working to the satisfaction of the Department can be treated as fresh case. The revival of Grant-in-Aid will be calculated for complete financial year in which revival is obtained. Such type of cases need not be placed before the Screening Committee.

### **3.7 PROGRAMME MANAGEMENT**

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

Every State Government/UT Administration will designate one of its Departments as the Nodal Department for the programme. The Nodal Department should be so chosen that it can most efficiently carry out nodal responsibility for effective implementation of the programme all over the State/UT. Each State is advised to constitute a “Grant-in-Aid Committee” for disability related schemes and recommend the proposals of NGO/VOs. With a view to ensure speedy disposal of cases, the composition of the committee will be at the discretion of the States/UTs which may bypass the process of forming grant-in-aid committee if the proposal has recommendation of Principal Secretary/Chief Secretary of concerned State Ministry/ Department.

The recommendation of any case has to be based upon inspection carried out for that financial year.

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

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

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

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

## **3.8 OTHER CONDITIONS FOR ASSISTANCE UNDER DDRS**

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

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

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

**3.8.4** An aided organization shall maintain a record of all assets acquired wholly or substantially out of Government grant in the Stock Register and present these to the Auditor when required to do so. In this regard, the provisions of the General Financial Rules, 2017 (Govt. of India) would be applicable.

**3.8.5** A pre-condition to the sanction of Grants-in-aid to the agencies where:

(a) the recipient body employs more than twenty persons on a regular basis and at least fifty per cent of its recurring expenditure is met from Grants-in-aid from Central Government; and/or

(b) the body is a registered society or a co-operative institution and is in receipt of a general purpose annual Grants-in-aid of Rupees twenty lakhs and above from the Consolidated Fund of India;

the organisation should provide for reservation for Scheduled Castes and Scheduled Tribes or OBC in posts and services as per the prescribed guidelines.

**3.8.6** Institutions or organizations receiving Grants should, irrespective of the amount involved, be required to maintain subsidiary accounts of the Government grant and furnish a set of audited statement of accounts. These audited statements of accounts should be required to be furnished after utilization of the Grants-in-aid or whenever called for.

**3.8.7** The PIAs receiving recurring Grant-in-Aid to the tune of Rupees fifty lakhs and above should submit specified number of copies of annual reports and accounts to the Department to be laid on the Table of both the Houses within six months of the close of the succeeding financial year.

**3.8.8** The PIAs seeking Grant-in-Aid under the scheme must ensure that the list of beneficiaries of the organisation specifying personal information such as type or percentage of disability of beneficiaries should not be displayed on any public platform like website of the organisation.

**3.8.9** Change of the location of the project will be permitted only if specific approval of competent authority in State Government/UT is obtained within a period of 4 (four) months of the change of location and same may be intimated to Department of Empowerment of Persons with Disabilities within 10 days.

**3.8.10** No fees or any type of user charges even for providing transport facilities shall be collected from the beneficiaries by the PIAs.

**3.8.11** The Human Resource Personnel assisting the non-governmental organizations are not the employees of Govt. of India or the Department. References in this scheme 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 Government sector.

### **3.9 INSPECTION AND MONITORING**

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

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

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

**3.9.4** Impact evaluation study of the scheme of DDRS shall be conducted every three years by an independent third party. The expenses of the said study shall be met out of the administrative expenses provided under the scheme.

**3.9.5** Funds may be earmarked by the Department as required for meeting the expenditure on monitoring, inspection of projects of the voluntary organization by designated agencies, exemptions required if any in the case of directions of High Court/Supreme Court etc. The administrative expenses of the scheme shall be 2% of the total budget allocated to the scheme in a financial year.

### **3.10 PERIODIC RETURNS**

Half-yearly periodic returns have been prescribed for projects relating to Community Based Rehabilitation. The format is at **ANNEXURE-XVI**.

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

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

### **3.12 POWER TO RELAX NORMS**

The Department 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, Department of Empowerment of Persons with Disabilities/Divyangjan in exceptional and deserving cases in general and particularly in the case of project proposals from North East Region including Sikkim, States in Himalayan Region, Left Wing Extremism affected areas, border districts, or regions affected by natural calamities, provided the Department is satisfied that there are reasonable and valid grounds for doing so. The decision of the Department in this regard shall be final.

## **PART-B: MODEL PROJECT PROFILES**

### **I. PROJECT FOR PRE-SCHOOL AND EARLY INTERVENTION AND TRAINING**

The Project for pre-school intervention is primarily to prepare the children with disability for their schooling in special schools and/or integration at the appropriate stage in regular schools. This project will serve infants and children upto 6 years of age. Every organisation seeking Grant-in-Aid under the project must provide hot meals on every working day to beneficiaries. Classes in each school must be at least 6 hours on each working day.

#### **IA. Segment of Children with Hearing Disability**

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

- i. To strive towards development of speech to facilitate integration in regular schools and the extent of effort in this respect would be the index for performance of the project. The transfer from this stage to special schools should be limited to the extent possible.
- ii. To identify the need for and to provide for appropriate therapeutic services in the area of speech and hearing.
- iii. To provide for day care management of the child.
- iv. To involve parents through counseling as an integral part of the preparatory intervention and ensure their participation in the programmes to be developed for early intervention.

##### **2. Project size:**

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

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

The infrastructural arrangement of the School should be suitable for the children with hearing disability.

#### 4. Assistance admissible:

The admissible norms will be per beneficiary cost (PBC). If the project is an appendage to the Special Schools, no additional administrative post will be admissible.

Earlier PBC p.a.	Revised PBC p.a.	PBC p.m.
Rs. 15192	Rs. 37980	Rs. 3165
<b>Non Recurring</b>		
1. Equipment. (basic) Toys and Play Equipment		Rs. 10000
2. Furniture including one cupboard for 15 beneficiaries		Rs. 14000
3. Hearing Aid		As per justified needs

**The following staff must be appointed by the organisation for the project:**

Post	No. of posts
1. Project Director/Coordinator	1
2. Special Teacher	2
3. Ayahs/Attendants	1
4. Doctor/Pediatrician (part time per visit basis with one mandatory visit per week)	1
5. Audiologist/therapist	part-time per visit basis with two mandatory visits per Week

## **IB. Children with Intellectual Disability and Cerebral Palsy Segment**

### **1. Objectives:**

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

### **2. Project size:**

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

### **3. Infrastructure:**

The infrastructural arrangement of the school should be suitable for the children with Intellectual Disability and Cerebral Palsy.

### **4. Assistance admissible:**

The admissible norms will be per beneficiary cost. If the project is an appendage to the Special Schools, no additional administrative post will be admissible.

<b>Earlier PBC p.a.</b>	<b>Revised PBC p.a.</b>	<b>PBC p.m. (rounded off to nearest tens)</b>
Rs. 16502	Rs. 41255	Rs. 3440



<b>Non Recurring</b>	
1. Equipment (basic) Toys and Play Equipment	Rs. 10000
2. Furniture (including one cup board for 15 beneficiaries)	Rs. 14000

**The following staff must be appointed by the organisation for the project:**

<b>Post</b>	<b>No. of posts</b>
1. Project Supervisor	1
2. Special. Teacher	2
3. Attendant/Ayah	2
4. Doctor/Pediatrician	part time per visit basis with one mandatory visit per week
5. Therapist	part-time per visit basis with two mandatory visits per Week

#### **NOTE**

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

attendants and ayahs optimally. The actual number of posts would be regulated keeping this factor in view.

## **II. SPECIAL SCHOOLS FOR CHILDREN WITH DISABILITIES**

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

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

Every organisation seeking Grant-in-Aid under the project must provide hot meals every working day to beneficiaries. Classes in each school must be at least 6 hours each working day.

While assistance for the Special schools is released by the Department for the main subcategory of the children with disability, for the children with locomotor disability, the Department subscribes to the approach of integrating persons in this category in the regular schools, rather than encouraging exclusive schools for the, the principle

behind this being- that there is no requirement for special education for this category. The institutions presently being supported by the Department will however continue to be supported subject to performance being satisfactory.

The provision of Environment friendly and Eco-Promotive project will be part of Special Schools. The norms of the Environment friendly and Eco-Promotive project are as under:

“The objective is to fund environment friendly and eco-promotive projects by the children with disability 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.”

The Special Schools that are encouraged for imparting Special Education to the children with disability are:

1. Special School for the children with Intellectual Disability
2. School for special education of the children with Hearing and Speech Disability
3. Special School for the Children with Visual Disability

## **II (A). SPECIAL SCHOOL FOR THE CHILDREN WITH INTELLECTUAL DISABILITY**

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 children with Intellectual Disability category, the main objectives are:

### **1. Objectives:**

- i. To undertake a proper assessment and diagnosis of each child.
- ii. To identify the psychological and therapy needs of the child.
- iii. To assess the capacity of each child and thereafter place them in groupings and grades. (The prescribed standards and instructions of National Institute for Empowerment of Persons with Intellectual

Disabilities, Secunderabad regarding development of Special Schools should be kept in view).

- iv. To manage behavioral problems and to impart special skills, self-help skills, and cater to the therapy needs of children with Intellectual Disability.
- v. To manage the educational and vocational needs.
- vi. To give special inputs for the improvement of the communication skills of the ID child.
- vii. Trained Teachers - with desirable minimum qualifications prescribed and recognized by RCI who are well attuned to the specific needs of ID children.
- viii. To apply the single window concept of providing for the plurality of therapy needs of the beneficiaries. RCI recognized BRS graduates who can provide for the above viz, speech therapy, physiotherapy, occupational therapy as well as psycho-therapy and parental counseling are encouraged to be recruited. Efforts should be made to use their services and dispense with the practice of hiring persons separately for each of the therapeutic services.

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

- i. The chronological age of the beneficiaries of the Special School should be from 5-18 years of age. The upper age limit can be considered for relaxation. Children below the age of 5 years are expected to be covered under the project profile of Pre-School and Early Intervention and Home Management Projects.
- ii. The size of the Schools should be such that there are necessary levels of gradation prescribed by the National Institutes, with a total strength of 25 to 50 (or more) for each School, assuming that the teacher: beneficiary ratio range preferably from 1: 8 to 1 : 2 for the severe cases of children with multiple disability. 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.

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

4. **Assistance Admissible:**

**The existing projects of Special Schools for ID with VTC component will continue to be funded.**

The PBC norms are as under:

Earlier PBC p.a.	Rs. 28849
Revised PBC p.a.	Rs. 72123
PBC for residential beneficiaries p.m.	Rs. 6510
PBC for non-residential beneficiaries p.m.	Rs. 5510

#### **Non Recurring**

1. Furniture (Low cost multi purpose and adaptable furniture should be used) Up to a maximum of Rs.2000 per beneficiary subject to assessment of actual needs (once in 3 years) (Rs.2000*50)	Rs. 100000
2. Sports equipment/ Adapted Sports Equipment (Rs.10000 or actuals whichever is lower, once in 3 years)	Rs. 10000
3. Physiotherapy equipment	Refer to Annexure to this model project
4. Occupational Therapy equipment	
5. Speech Therapy equipment	
6. Special Teaching aids and Toys	
7. Special designed toys for younger children	
8. Teaching Mirror	
9. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	Rs. 50000
10. Specialised Software/special key board/access technology (subject to actual cost as per quotation from an authorized vendor)	Rs. 60000

**The following staff must be appointed by the organisation for the project:**

<b>Post</b>	<b>No. of posts</b>
1. Principal	1
2. Trained Teachers (teacher to beneficiary ratio-1:8 for MR and 1:2 for Multiple disabled) (Ratio of Special Educators : Trained Graduate Teachers : Assistant Teachers to be 1:2:2 for 50 beneficiaries)	5
3. Jr. Speech Therapist (Part Time per visit basis with 2 mandatory visits per week)	1
4. Psychologist (Part time per visit basis with 2 mandatory visits per week)	1
5. Physiotherapist (part time per visit basis with 2 mandatory visits per week)	1
6. Occupational therapist (part time per visit basis with 2 mandatory visits per week)	1
7. Medical Doctor (Part time per visit basis with 1 mandatory visit per week)	1
8. Yoga/PT/Music etc. Teacher (Part time per visit basis with 3 mandatory visits per week)	2
9. Warden	1
10. Cook and helper	1(each)
11. Accountant	1
12. Sweeper-cum-Peon	1
13. Attendant/Ayah (1 for every 15 beneficiaries)	1
14. Conveyance	10% of the Honorarium

## NOTES

1. The building owned or hired should be clean spacious, well lighted and ventilated to facilitate comfortable stay and learning by the trainees/beneficiaries. The building and classrooms should provide barrier free access as required.
2. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project, the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement.
3. The existing norms for the teacher - pupil ratio is kept at 1: 8 for the mentally challenged and 1:2 for the multiple disabled. The extent of funding will however be contingent on various factors like availability of resources with the government, the financial capacity of the NGO, delivery of services and activity level of the NGO, the need and justification put forth by the organization, etc.
4. Considering that the distance from home to school would vary in each case, the school authorities are at liberty to decide on adjusting the release of transport allowance with reference to the difference in distance and expenses covered by their students/beneficiaries.
5. Transport allowance will be retained by the NGO if it is providing the transport facility.
6. One Post of Attendant/ayah for every 15 beneficiaries (Ratio is the ceiling and the number would depend upon the severity of disability and age group of beneficiaries).
7. Efforts should preferably be made to use the services of multidisciplinary BRS graduates rather than availing services of different therapists on part time basis.
8. The posts of yoga teacher/music teacher and such other special subjects would be considered only after it is ensured that such beneficiaries have been identified and assessed scientifically to be in need of such services for leading a better quality 'of life and not in a routine manner just because the scheme provides for such a cost item. These services would be operated on part time/on per visit basis.

9. Under the head of contingency, expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
10. Stipend/Hostel Maintenance grants will be restricted to dependent beneficiaries whose family income from all sources does not exceed Rs. 1.00 lakh per annum. The Hostel Maintenance grant for boarders is intended to defray the expenses on food and other boarding expenses. The ceilings in this respect would be Rs.850 per month per beneficiary. Rs.200 per month will be allowed for day trainees/beneficiaries to cover their limited expenses.
11. It is expected that the duties of the Warden are performed by one of the existing members of staff for an additional allowance or honorarium. The post of a warden would only be considered in situations where the other staff - particularly teachers/instructors/persons holding administrative posts - cannot take up this additional responsibility or where there are residential facilities for both males and females.

## **Annexure**

### **ILLUSTRATIVE LIST OF TEACHING AND TRAINING MATERIAL AND EQUIPMENT FOR PROJECTS RELATING TO CHILDREN WITH INTELLECTUAL DISABILITY**

#### **Indoor equipment**

- Large beads (coloured all sizes 100 each), blocks (both coloured and non coloured) - wood/acrylic (not swallowable)
- Metal nails and board kit
- Peg board with different shapes
- Balls-different sizes
- Blowing toys
- Toys/other material to provide sensory stimuli
- Rattle, teethingers, toy drums etc.
- String toys that are pulled (tractors, cars, planes)



- Picture and numbers books, colour clay, Marbles
- Percussion instruments, drums, bells, tape recorder, tapes with music
- Black board, felt boards, magnetic boards
- Dari/mat
- Containers-small basket or bowls or drums
- Flannel, plastic sheets and cloth, wheat flour for finger paints and a container
- Mirror (big)
- Measuring scales
- Bottles (unbreakable ones for water play)
- Books of various grade levels from nursery to V
- Gardening tools
- Montessori equipment
- Weighing scale
- Cutlery, utensils
- Prevocational equipments
- Carpentry tools-screw driver, pliers, hammer, saws, etc.
- Gardening tools - spades, watering cans, long hose pipes
- Consumables

### **Outdoor equipment**

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

### **Note**

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

## **II (B) SPECIAL SCHOOL FOR THE CHILDREN WITH HEARING & SPEECH DISABILITY**

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

### **1. Objectives:**

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

## 2. Size of Project:

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

## 3. Infrastructure:

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

## 5. Assistance Admissible:

Earlier PBC p.a.	Rs. 23131
Revised PBC p.a.	Rs. 57828
PBC for residential beneficiaries p.m.	Rs. 5320
PBC for non-residential beneficiaries p.m.	Rs. 4320

### Non Recurring

1. Furniture (Low cost multi purpose and adaptable furniture should be used) Upto a maximum of Rs. 2000 per beneficiary subject to assessment of actual needs.(Rs.2000*50) (once in 3 years)	Rs. 100000
2. Sports equipment/Adapted Sports Equipment (Rs. 10000 or actual whichever is lower) (once in 3 years).	Rs. 10000

3. Individual Hearing Aids	as given below under this model project
4. Group Hearing aids having 10 Microphones with loop induction system	
5. Clinical & Pure Tone Audiometer	
6. Speech Trainer	
7. Computerized Speech Therapy Equipment	
8. Teaching Mirror	
9. Computer Hardware and accessories	Rs. 50000
10. Specialised Software (like text conversion in audio files) (subject to actual cost as per quotation from an authorized vendor)	Rs. 60000

**The following staff must be appointed by the organisation for the project:**

<b>Post</b>	<b>No. of posts</b>
1. Principal	1
2. Trained Teachers (Teacher: Pupil ratio of 1 :8) (Ratio of Special Educators : Trained Graduate Teachers : Assistant Teachers to be 1:2:2 for 50 beneficiaries)	5
3. Speech Therapist/ Audiologist (part Time per visit basis with 2 mandatory visits per week)	1
4. ENT Specialist (part time) (per visit basis with 1 visit per month)	1
5. Medical Doctor (Part Time per visit basis with mandatory one visit per week)	1
6. Warden	1
7. Cook and helper	1 (each)

8. Accountant	1
9. Peon cum Sweeper	1
10. Attendant/Ayah	1
11. Conveyance	10% of the Honorarium

## 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.
2. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project, and the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement.
3. The existing norms for the teacher-pupil ratio is kept at 1:8. The extent of funding will however be contingent on various factors like availability of resources with the government, the financial capacity of the NGO, delivery of services and activity level of the NGO, the need and justification put forth by the organization, etc.
4. Considering that the distance from home to school would vary in each case, the School authorities are at liberty to decide on adjusting the release of Transport allowance with reference to the difference in distance and expenses covered by their students/beneficiaries.
5. Transport allowance will be retained by the NGO if it is providing the transport facility.
6. One Post of Attendant/Ayah for every 50 beneficiaries. (Ratio is the ceiling and the number would depend on age group of beneficiaries.)
7. Under the head of contingency, expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc: would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.

8. Stipend/Hostel Maintenance grants will be restricted to dependent beneficiaries whose family income from all sources does not exceed Rs 1 lakh per annum. The Hostel Maintenance grants for boarders is intended to defray the expenses on food and other boarding expenses. The ceiling in this respect would be Rs. 850 per month per beneficiary. Rs. 200 per month will be allowed for day trainees/beneficiaries to cover their limited expenses.
9. It is expected that the duties of the Warden are performed by one of the existing members of staff for an additional allowance or honorarium. The post of a warden would only be considered in situations where the other staff-particularly teachers/instructors/persons holding administrative posts - cannot take up this additional responsibility or where there are residential facilities for both males and females. This will be applicable to all type of residential facilities.

### **Annexure**

#### **ILLUSTRATIVE LIST OF TEACHING AND TRAINING MATERIAL AND EQUIPMENT FOR PROJECTS FOR THE CHILDREN WITH HEARING DISABILITY**

1. Clinical Audiometer
2. Portable Audiometer
3. Speech Trainer
4. Brainstem evoked response Audiometer
5. Impedance Audiometer
6. Group Hearing with access of 10 students
7. TEOAE Screener analyzer with accessories
8. Flexible Naso Pharyngo Baryngoscope Model ENT
9. Phonetic Stimulator
10. Oscilloscope
11. Audio Scope-handheld-Screening Pure tone Audiometer
12. Software, hardware for use as visible speech equipment (for e.g. Vaghmi, SSI-Dr.Speech etc.)
13. Micromotor for ear mould making

14. Artificial Electronic Larynx
15. Baby Reactometer
16. Middle Ear Analyzer with accessories
17. Auto Tympanometer with access
18. Hearing and test system with insertion Gain Measurement

**NOTE**

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

**II.(C) SPECIAL SCHOOLS FOR THE CHILDREN WITH VISUAL DISABILITY**

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

**1. Objectives:**

- i. To impart special training on communication and language skills through use of Braille script.
- ii. To improve the mobility skills of the children with visual disability and facility in the use of necessary aids and appliances.
- iii. To give special inputs on managing the daily living skills.
- iv. To tone the other functional senses through special instruction on multi-sensory training.
- v. To provide for special orientation education with reference to the physical, psychological and social environment.
- vi. To cope with the normal literacy levels to prepare and provide opportunities for educational integration that would eventually lead to' social integration.

- vii. To involve the parents and encourage them in a participative role in the educational process of their child.
- viii. To prepare the students for integration in regular schools as far as possible.
- ix. To provide support services for children with visual disability studying in integrated/inclusive schools.

## 2. Size of Project:

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

## Infrastructure:

The infrastructural arrangement of the school should be suitable for the visually disabled and should be barrier and hazard free as far as possible. The extent of support for each school for special education of children with visual disability will be as follows.

### Assistance Admissible: Special School for children with Visual Disability

Earlier PBC p.a.	Rs. 23569
Revised PBC p.a.	Rs. 58923
PBC for residential beneficiaries p.m.	Rs. 5410
PBC for non-residential beneficiaries p.m.	Rs. 4410

## Non Recurring

1. Furniture (Low cost multi purpose and adaptable furniture should be used) up to a maximum of Rs. 2000 per beneficiary subject to	Rs. 100000
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assessment of actual needs. (Rs 2000*50) (once in 3 years)	
2. Sports equipment/Adapted Sports Equipment(once in 3 years)	Rs. 10000
3. Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	Rs. 50000
4. Specialised Software (like screen reading/JAWS)(subject to actual cost as per quotation from an authorized vendor)	Rs. 60000
5. Braille slates, Brailers, Thermo foam, Arithmetic Frames, Abacus, Geometry kits, Science teaching kits, Special Teaching aids & Toys	as given below under this model project

**The following staff must be appointed by the organisation for the project:**

<b>Post</b>	<b>No. of posts</b>
1. Principal	1
2. Trained Teachers (Teacher: Pupil ratio of 1: 15 to 1 :8)	3
3. Braille Instructor	1
4. Mobility Instructor	1
5. Therapist (one for every 100 identified beneficiaries)	part time per visit basis with 2 mandatory visits per week
6. Medical Doctor	part time per visit basis with 1 mandatory visit per week)
7. Accountant (upto 150 beneficiaries)	1

8. Warden	1
9. Cook and helper	1 each
10. Sweeper cum Peon	1
11. Attendant/Ayah	1
12. Conveyance	10% of Honorarium

## NOTES

1. The building owned or hired should be clean spacious, well lighted and ventilated to facilitate comfortable stay and learning by the trainees/beneficiaries. The building and classroom should provide barrier free access as far as possible.
2. The amount of assistance on account of rent will be regulated within the above ceilings keeping in view the parameters associated with it, the area occupied and used for the project and the number of beneficiaries and the prevailing PWD assessment rates in that area and the rent agreement.
3. The existing norms for the teacher-pupil ratio is kept ranging from 1:15 (normal) to 1:8. The extent of funding will however be contingent on various factors like availability of resources with the government, the financial capacity of the NGO, delivery of services and activity level of the NGO, the need and justification put fourth by the organization, etc. A higher ratio than 1:15 will be considered in deserving cases and in the case of primary schools.
4. Considering that the distance from home to school would vary in each case, the School authorities are at liberty to decide on adjusting the release of Transport allowance with reference to the difference in distance and expenses covered by their students/beneficiaries.
5. Transport allowance will be retained by the NGO if it is providing the transport facility
6. The posts of yoga teacher/music teacher and such other special subjects would be considered only after it is ensured that such beneficiaries have been identified and assessed to be in need of such services for leading a better

quality of life and not in a routine manner just because the scheme provides for such a cost item. These services would be operated on part time/on per visit basis.

7. Under the head of contingency expenses such as postage, transport, telephone, stationery, medicines, office expenses, electricity, water charges, routine repairs to building, equipments and their maintenance etc. would be covered. Additional charges on electricity in projects involving heavy machinery could be considered separately.
8. Stipend/Hostel Maintenance grants will be restricted to dependent beneficiaries whose family income from all sources does not exceed Rs 1lakh per annum. The Hostel Maintenance grants for boarders is intended to defray the expenses on food and other boarding expenses. The ceiling in this respect would be Rs. 850 per month per beneficiary. Rs. 200 per month will be allowed for day trainees/beneficiaries to cover their limited expenses.
9. It is expected that the duties of the Warden are performed by one of the existing members of staff for an additional allowance or honorarium. The post of a warden would only be considered in situations where the other staff- particularly teachers/instructors/persons holding administrative posts - cannot take up this additional responsibility or where there are residential facilities for both males and females. This will be applicable to all type of residential facilities.
10. Provision should be made and arrangements tied up for periodical medical and eye check up of students so as to ensure that such of the beneficiaries whose vision can be restored are helped. The services of Ophthalmologist/Optometrists trained in low vision management can be availed on per visit basis and the visit can be once in 3 months or 6 months depending upon the need.

### **Annexure**

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

1. Braille writing slates
2. Taylor frames
3. Abacus

4. Mathematics kits
5. Science kits
6. Sensory training kits
7. Canes for mobility
8. Chess boards
9. Playing cards
10. Draught boards
11. Braille text books
12. Recorded books

### **III. PROJECT FOR CHILDREN WITH CEREBRAL PALSY**

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

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

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

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

#### **3. Amount of Assistance:**

<b>Recurring Honorarium</b>	
Previous PBC p.a.	Rs. 43493
Revised PBC p.a.	Rs. 108733
Revised PBC p.m.	Rs. 9060

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

**The following staff must be appointed by the organisation for the project:**

<b>Post</b>	<b>No. of posts</b>
1. Special Teachers (in the ratio of 1:4)	5
2. Speech Therapist (part Time per visit basis with 2 mandatory visits per week)	1
3. Psychologist (part time per visit basis with 2 mandatory visits per week)	1
4. Physiotherapist (part time per visit basis with 2 mandatory visit per week)	1
5. Medical Doctor (part time per visit basis with 1 mandatory visit per week)	1

6. Sweeper-cum-Peon	2
7. Attendant/Ayah	4
8. Conveyance	10% of the Honorarium

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

#### **IV. PROJECT FOR REHABILITATION OF LEPROSY CURED PERSONS (LCPs)**

##### **Objective:**

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

##### **Assistance Admissible:**

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

<b>Recurring</b>	
Existing PBC p.a.	Rs. 1320
Revised PBC p.a.	Rs. 3300
Revised PBC p.m.	Rs. 275

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

<b>Recurring</b>	
Existing PBC p.a.	Rs. 15982
Revised PBC p.a.	Rs. 39955
PBC for residential beneficiaries	Rs. 3830
PBC for non-residential beneficiaries	Rs. 2830
<b>Non Recurring items</b>	
1. Equipment (Basic)	refer to annexe to model project IIA, IIB and IIC) depending upon the trade
2. Furniture - Working Table/Chairs etc. (per Trade)	Rs. 35000

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

<b>Recurring</b>	
Existing PBC p.a.	Rs. 14031
Revised PBC p.a.	Rs. 35078
PBC p.m.	Rs. 2920
<b>Non Recurring</b>	
1. Utensils (for 100 beneficiaries once in 3 years)	Rs. 20000
2. Furniture, Cots & Mattresses: Up to a maximum of Rs. 2000 per beneficiary subject to assessment of actual needs. This would cover appropriate furniture cots, mattresses for residential inmates (once in 3 years) (Rs.2000*100)	Rs. 200000

**The following staff must be appointed by the organisation for the project:**

<b>Post</b>	<b>No. of posts</b>
<b>Common Cost</b>	
1. Project Coordinator	1
2. Accountant	1
3. Conveyance	10% of Honorarium
<b>Vocational Training Unit</b>	
1. Vocational Instructors - one for each trade of 25 beneficiaries	1
2. Vocational Counsellor (It is preferable to operate the post on part time basis with mandatory 2 visit per week) (for 75 beneficiaries and 3 trades)	1
3. Helper (for each trade of 25 beneficiaries)	1
4. Sweeper cum Peon (upto 150 beneficiaries)	1
5. Conveyance 10% of Honorarium	-
<b>Home for severe cases of Leprosy Cured Persons</b>	
1. Warden	1
2. Cook and helper	1 each
3. Nurse (upto 150 beneficiaries)	1
4. Doctor (part Time per visit basis with 1 mandatory visit per week) (upto 150 beneficiaries)	1



5. Sweeper cum Peon	1
6. Conveyance	10% of the Honorarium

## NOTES

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

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

<b>S.No.</b>	<b>Name of Trade/Occupation</b>	<b>Duration</b>
<b><u>For persons with Locomotor Disability</u></b>		
<b>i. Automobile Industry Related Trades</b>		
1.	Auto Mechanic (Three wheeler)	10 months
2.	Tyre Retreading Vulcanising & Rebuttoning	10 months
<b>ii. Electrical and Electronics Technology Related Trades</b>		
1.	Electrical Motor Winding	10 months
2.	Electronic/Electrical Appliances Repairing	6 months
3.	House Wiring and Repair	6 months
4.	Electrical/Electronics assembly	12 months
5.	Computer Application and Programming Skills	12 months
6.	Web designing and internet management	6 months
7.	Telephone Operation	3 months
8.	Mobile repairing	3 months
<b>iii. Mechanical Industry Related Trades</b>		
1.	Draughtsman (Mechanical)	24 months
2.	Drilling (Fitters)	10 months

3.	General Mechanics	12 months
4.	Mechanical Watch & Clock	24 months
5.	Sheet Metal Worker, Blacksmith and Welding	12 months
<b>iv. Other Engineering Related Trades</b>		
1.	Boiler Attendant	10 months
2.	Detergent & Cleaning Powder/Phenyl Making	2 months
3.	General Engineering (Leather Work)	12 months
4.	Glasses Beads and Bangles	12 months
5.	Manufacture of Footwear	12 months
6.	Manufacturing of paints, pigments, distemper etc.	10 months
7.	Moulding	12 months
8.	Photography and video shooting	6 months
9.	Plumbing	12 months
10.	Pottery (Ceramic)	6 months
11.	Upholstery & Plastic Work	12 months
12.	Welding	12 months
<b>v. Printing Industry Related Trades</b>		
1.	Book Binding, printing	6 months

2.	Desktop Publishing	12 months
3.	Offset Printing Machine Operator	12 months
4.	Photo Lamination	6 months
5.	Plate Making	6 months
S.No.	Name of Trade/Occupation	Duration
<b>vi. Textile Industry Related Trades</b>		
1.	Bleaching, Dyeing and Calico Printing	12 months
2.	Dyeing and Printing of Textiles	6 months
3.	Handloom, Powerloom	12 months
4.	Weaving, Hand Weaving of Newar Type Durries etc.	12 months
5.	Kalamkari and Screen Printing	10 months
6.	Khadi Weaving	12 months
7.	Laundry Works including Dry Cleaning	6 months
8.	Tailoring	6 months
<b>vii. Agriculture and Fisheries Sector Related Trades</b>		
1.	Gobar Gas Plant Making	10 months
2.	Horticulture and Ornamental Plants	6 months
3.	Jute Fibre Processing and Product Making	10 months

4.	Mushroom Cultivation and Processing	3 months
<b>viii. Veterinary Services Related Trades</b>		
1.	Dairy Farming	12 months
2.	Sheep and Goat Rearing	6 months
<b>ix. Medical Services Related Trade</b>		
1.	ECG & X-Ray Technician	6 months
<b>x. Non-Engineering Trades</b>		
1.	Aerated Water and Soft Drinks	3 months
2.	Agarbatti Making	1 month
3.	Arts and Crafts	12 months
4.	Bakery and Confectionery	6 months
5.	Pickle & Jam Making	6 months
6.	Beautician/Hair & Skin Care	6 months
7.	Bee Keeping	3 months
8.	Black Smithy	6 months
9.	Borewell and Pump set Maintenance	9 months
10.	Brush Making (Iron and Brass)	6 months
11.	Cane Willow and Bamboo Work	12 months
12.	Candle Making	1 month

13.	Caning of furniture	6 months
14.	Carpentry	12 months
15.	Carving and Engraving	12 months
16.	Ceramics Refractory items - Colouring/Print	10 months
17.	Chalk Piece Making	1 month
18.	China Clay Work	3 months
19.	Clinical Lab Technician	10 months
20.	Coal Briquette Making	1 month
21.	Coir Mat making	3 months
22.	Commercial Art	12 months
23.	Commercial Packaging	6 months
24.	Conch Shell-Craft	6 months
25.	Cotton Mattress and Pillow Manufacturing	6 months
26.	Catering Services	12 months
27.	Cutting and Polishing of Granite Stone	9 months
28.	Decolam Furniture Making	6 months
29.	Dot Pen Refilling Making	2 months
30.	Drawing and Painting	10 months
31.	Duplicating Machine Operation	2 months

32.	Embroidery and Needle Work	12 months
33.	Fabric Making and Embroidery	9 months
34.	Fabrication, Almirah and other House Utility	10 months
35.	Fabrication of NETs and Repair of Mech Boat Engine	10 months
36.	Flower and Garland Making (Artificial)	3 months
37.	Food Preservation - Canning and Pickling	6 months
38.	Fruit and Vegetable Preservation (Cold Storage)	12 months
39.	Furniture and Cabinet Making	12 months
40.	Gem Stone Cutting	10 months
41.	Granite and Marble Cutting Polishing etc.	6 months
42.	Grinding of food Grains - Wet and Dry/Masala Making	3 months
43.	Hand Crafts, Tricycle, Bullock-Carts Repair & Service	10 months
44.	Horn/Bone/Ivory Products Making	10 months
45.	Interior Decoration	12 months
46.	Leaflet Making (including thali Stitching) and Marble Cutting Polishing etc.	3 months
47.	Mat & Basket Making (Kora and Palm Leaves)	6 months

48.	Match Stick Making	6 months
49.	Mosaic Polishing	6 months
50.	Optical Lens Cutting	6 months
51.	Paddy & Paddy Straw Craft (Decorative)	6 months
52.	Papad Making	6 months
53.	Paper Bag and Thunga Making/Plate/Envelop etc.	6 months
54.	Photo Frame and Glass cutting	6 months
55.	Pillow and Bed Making (Cotton)	6 months
56.	Plastic Buttons, Hooks, Pins, Buckles, etc.	6 months
57.	Poster Making	12 months
58.	Pottery Bricks, Tiles and Improved Choola	6 months
59.	Pulp and Paper Material Manufacturing	6 months
60.	Secretarial Practice	12 months
61.	Sofa and Rexin Goods Making/Repair	6 months
62.	Spectacles Frame & Optical Work	10 months
63.	Stenography (English/Regional)	12 months
64.	Straw Craft Making	6 months
65.	Toy Making	10 months



66.	Tri-Cycle Assembly	4 months
67.	Typewriting (English and Regional Languages)	10 months
68.	Umbrella Assembly and Repairs	6 months
69.	Wood working	12 months
<b>S.No.</b>	<b>Name of Trade/Occupation</b>	<b>Duration</b>
<b><u>Persons with Visual Disability</u></b>		
1.	Chair Caning	12 months (incl. 3 months on the job training)
2.	Handloom weaving	18 months
3.	Light Engineering	12 months
4.	Electrical/Electronics assembly	12 months
5.	Braille Shorthand (Hindi/English)	12 months
6.	Computer Application and Programming Skills	12 months
7.	Web designing and internet management	6 months
8.	Physiotherapy	18 months
9.	Office management	12 months
10.	Salesmanship and marketing	12 months
11.	Telemarketing and call centre executive training	6 months
12.	Music (vocal and instrumental)	12 months

13.	Beautician and hair and skin care	6 months
14.	Entrepreneurship training	6 months
15.	Candle Making	1 month
16.	Agarbatti Making	1 month
17.	Detergent Powder Making	1 month
18.	Chalk making	1 month
19.	Umbrella Making	2 months
20.	Envelope Making	2 months
21.	Nylon Plastic Bags Making	3 months
22.	Telephone Operation	3 months
23.	Mobile repairing	3 months

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

**For Persons with Hearing and Speech Disability**

S.No	Trade	Remarks
1.	Metal Trade (Fitter, Welder, Turner)	Period of Training will be same as duration of the course conducted by VRTC, Mumbai and TCAD, Hyderabad.
2.	Carpentry	
3.	Cutting and Tailoring	
4.	Printing and Composing and	

	book Binding	
5.	Arts & Crafts	
6.	Screen Printing	
7.	General Mechanic	
8.	Photography	
9.	Textile Printing	
10.	Automobile Engineering	
11.	Computer Courses	
12.	Electrical Courses	
13.	Commercial Practice	

### **Courses Conducted at NIEPID, 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)

### **For persons with Intellectual Disability**

S.No	Name of the Trade	Duration
1.	Envelope making	Duration of Training will be thrice the period of training

2.	Card Board Box Making	specified for those trades for other categories of disabled.
3.	Candle Making	
4.	Chair Caning	
5.	Printing, Weaving and Dyeing	
6.	Carpentry	
7.	File Cover Making	
8.	Agarbatti Making	
9.	Umbrella Making	
10.	Light Engineering	
11.	Soap and Detergent Making	

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

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

S.No.	Recurring	No. of posts/Items	Total Annual Cost in Rs.
<b>A.</b>	<b>Honorarium</b>		
1.	Project Coordinator (28750*12*1)	1	345000
2.	House Keeper (7500*12*1)	1	90000
3.	Helper (6250*12*1)	1	75000
4.	Watchman (6250*12*1)	1	75000
5.	Office Assistant cum Accountant (8750*12*1)	1	105000
6.	Social Worker (14500*12*1)	1	174000
7.	Vocational Instructor (9500*12*2)	2	228000
8.	Doctor (General Physician) - part time @Rs.850 per visit with 2 mandatory visits per week (850*2*52)	-	88400
9.	Psychiatrist - part time - @ Rs.850 per visit with 2 mandatory visit per week (850*2*52)	-	88400
10.	Occupational Therapist - part time - @ Rs 850 per visit with 2 mandatory visits per week (850*2*52)	-	88400
<b>B.</b>	<b>Recurring - Non Honorarium</b>		
1.	Rent (per month for upto 25 beneficiaries) (25000*12) Class 'A' Cities: Rs.37500 Class 'B': Rs.25000	-	300000

	Class 'C'/Others: Rs.18750		
2.	Hostel/Home Maintenance (50% paying members) [(1250 * 12 *(12)]	-	180000
3.	Contingencies (25*4000)	-	100000
4.	Medicine and Lab charges	-	62500
5.	Raw Material @ Rs. 25000 to Rs. 175000 p.a per trade and the extent of amount would depend upon the trade taken up	-	50000
C.	Non Recurring		
1.	Equipment for vocational training (2 trades)	-	250000
2.	Furniture, Cots, Mattresses @ Rs.2000 per beneficiary subject to assessment of actual needs, to cover appropriate furniture in the working area and hostel/home. (once every 3 years)	-	50000
3.	Kitchen Equipments	-	20000

## **VI. HOME BASED REHABILITATION PROGRAMME/HOME MANAGEMENT PROGRAMME**

While institutionalized efforts for imparting special education to the children with disability 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 persons with physical and intellectual disability, projects which focus on community involvement and the family in the home environment have been encouraged. Of these, the Home Management projects are expected to cater to the

development of the child within the larger context of his or her home environment. In this sense these programmes would serve as vital supplements to the inputs received in the special schools. The existing special schools are encouraged and expected to provide resources to run these services. The aim is to rely upon the Special School set up as resource base for these programs. The incidental expenses relating to material and logistic costs will be granted for these programs.

**Objectives:**

- i. To guide and provide for mobility skills.
- ii. To help the persons with disability in developing basic communication skills.
- iii. To impart activities of daily living skills in the home environment especially for the severely disabled.
- iv. To sensitize the parents/guardians of the target group through counseling and related inputs.
- v. To help families to identify the resources and subject material for managing problem behaviours, behavioral disorders and positive behavioral support.
- vi. To help the parents to acquire the right perspective to look at the problem of the child within the larger context of his or her environment, home and in the community.
- vii. To assist in a way that the families in the home environment are able to identify factors that influence or trigger challenging behaviour and develop an understanding of how to provide the positive behavioral support that the child needs to act appropriately.
- viii. To bring home the therapeutic needs of the disabled.
- ix. To provide Teaching Learning Material (TLM) and other relevant material for guidance at home.
- x. To conduct annual client evaluation through review exercise.

**Project size:**

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

**Assistance admissible:****Recurring Honorarium**

Previous PBC p.a.	Rs. 9108
Revised PBC p.a.	Rs. 22770
Revised PBC p.m.	Rs. 1900

**Teaching & Learning Material Items**

1. Teaching / Learning Material	Rs. 20000
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**The following staff must be appointed by the organisation for the project:**

Post	No. of posts
1. Supervisor (preferably BRS) (6900*12*1)	1
2. Itinerant Teacher / (TGT) (1:15 (families) (One visit a week per family for 2 hours and 3 families per day)	2

**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 COMMUNITY BASED REHABILITATION**

In community based programmes the person with disability, 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 person with disability has achieved. This can help integrate the person into the community, which is prepared to value the unique contribution, which the person is able to make.

### **Objectives:**

- i. Community Based Rehabilitation (CBR) recognizes the need to work for equality of status and opportunities for the person with disability.
- ii. To rehabilitate and train person with disability, as well as to find ways to integrate them into their communities.
- iii. The objective is to bring the person with physical and intellectual disabilities into the mainstream of life and help them in their effort of becoming self sufficient and active members of society.
- iv. Integral to this approach is the participation of community members with the focus for training a new corps of health and social workers.

### **Project Cost:**

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

**Assistance Admissible:**

Cost Item	No. of Post/item	Item Cost in Rs.
<b>Recurring Honorarium</b>		
1. Project Coordinator / Director	1	20500 p.m.
2. Rural Rehabilitation Volunteers	Ratio:2 for each panchayat 1 male and 1 female	Rs. 2000 p.m. plus Rs. 625 p.m. as TA
3. CBR Personnel or MRWs	3 Multi Rehabilitation Workers for 10 villages	Rs. 9500 p.m
Cost Item	No. of Post/item	Item Cost in Rs.
<b>Recurring Honorarium</b>		
4. Social Worker	One Social Worker for Rs. 12000 p.m. 20 villages	-
5. Specialist (Social Educator, Orthopaedic / Speech Therapists etc.)	@ Rs.850 per visit basis	-
6. Vocational Instructor*: (See note below)	Matriculation or equivalent and Diploma / Certificate in relevant trade	Rs. 9500
7. Administrative Expenses	10% of project cost	-

**\*NOTES**

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

would be the same as for other programmes. Keeping in mind the fact that the implementation of the CBR programmes involves a lot of traveling, expenses on travel, may be accepted at twice the rates suggested for other programmes.

2. Whenever a motorbike or a bicycle is proposed to be provided to the CBR worker, the traveling expenses will be paid only if no POL charges are given to the worker. The personnel in CBR programme must be trained rehabilitation workers. Experience will also be taken into account. The services of specialists may be obtained through networking with regular programs providing such services.

## **VIII. PROJECT FOR LOW VISION CENTRES**

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

- i. To provide identification, assessment, counseling and training with low vision aids
- ii. To assist individuals with Low Vision to reach their maximum potential through guidance and improvement of visual efficiency by prescribing appropriate optical aids.
- iii. Provision of or referral for appropriate medical treatment where necessary.
- iv. To supply Aids and Appliances specific to the needs of people with Low Vision.
- v. To provide training in the use of low vision aids for indoor and out door activates including for near and distant viewing.
- vi. To provide Psychological/Social/rehabilitative counseling, orientation and mobility training etc.

**Assistance Admissible:**

Sl. No.	Cost Item	No. of posts/items	Total annual cost (in Rs.)
<b>Recurring Honorarium</b>			
1.	Project Supervisor (trained in Optometrics and managing Low Vision) @ Rs.28750 p.m.	1	345000
2.	Ophthalmologist (1 on part time basis, 12 days per month @ Rs.850 per visit)	-	122400
3.	Low Vision Rehabilitation Assistant (Rs.8750 per month)	1	105000
4.	Office Assistant-cum-Typist / Data Entry Operator (upto 150 beneficiaries) (8750*12)	1	105000
5.	Peon / Attendant / Helper (6250*12)	-	15625
<b>Recurring other than Honorarium</b>			
1.	Admn. Expenses (per annum) (including rent)	-	120000
Sl. No.	Cost Item	No. of posts/items	Total annual cost (in Rs.)
<b>Non-recurring</b>			
1.	Trial case non illuminated	1	7000
2.	Trial Frame	1	700
3.	Ophthalmoscope Keeler Vista 20 with local	1	11500

	transformer		
4.	Indirect Ophthalmoscope Keeler fison with local transformer keeler Vantage Original Outfit with yolk +20k lens	1	42000
5.	Streak Retinoscope mains model – India	1	4000
6.	Reverse Roller Test Type Mauual	1	3500
7.	Slit lamp Microscope Indian make	1	30000
8.	Perimeter projection, Arc type – India	1	16000
9.	Table for Perimeter	1	2500
10.	Lensometer T.M.L. – Japan	1	34000
11.	LEA contrast sensitivity and colour vision test	1	10000
12.	CBM indigenous kit	1	2000
13.	Amsler Chart	1	500
14.	B & H Low Vision Aid Set of single lens devices	1	2500
15.	Keeler LVA Starter set containing telescopes for distance	1	40000
16.	Specwell Telescope 2 x 4 x and 6x	1	12000
17.	Specwell Tribal Frame and Accessories	1	5000
18.	Assorted Hand, stand and illuminated magnifiers	1	3000

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

## **IX. PROJECT FOR HUMAN RESOURCE DEVELOPMENT**

### **Objective** – Human Resource Development

- Training for trainers in special education, for the rehabilitation of persons with cerebral palsy, Intellectual Disability 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 Persons with disabilities with special reference to the cerebral palsied and person wit Intellectual Disability.

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

Sl. No.	Cost Item	No. of Post/item	Item (Annual) Rs.	Cost in
1.	Honorarium of Two Core Faculty Members (One at level of Asst. Professor and one at the level of Lecturer (20000+15000)* 12)	-	420000	
2.	Honorarium to 15 guest faculty @ Rs. 750 per hour (15 x 750 x 20 hrs)	-	225000	
3.	Training Allowance (20 participants* 10 months* Rs.750 p.m.)	-	150000	
4.	Educational tour including train fare by IInd class and incidental charges Rs. 100 per day per trainee	-	75000	
5.	TA/DA to Examiners & guest faculty	-	25000	
6.	Documentation (including translation & distributing)	-	35000	
7.	Contingencies	-	35000	
<b>For Hostel Facility</b>				
1.	Warden 13000*12	1	156000	
2.	Cook 6250*12	1	75000	
3.	Attendant 6250* 12	1	75000	
4.	Sweeper cum Peon (6250*12) (upto 150 beneficiaries)	1	75000	

Sl. No.	Cost Item	No. of Post/item	Item (Annual) Cost in Rs.
<b>Non-Recurring</b>			
1.	Projector / display system	1	20000
2.	TV (Colour)	1	10000
3.	DVD / VCD Player	1	5000
4.	Screen	1	6000
5.	Computer Hardware and accessories (subject to actual cost as per quotation from an authorized vendor)	1	50000
6.	Specialised Software (subject to actual cost as per quotation from an authorized vendor)	-	60000
7.	Photostat machine	1	125000

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

-----X-----





**FORM-II**

Name of the Scheme /Project:

**DETAILS OF STAFF EMPLOYED**

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

S.No.	Name, Designation and address	Educational qualification and experience	Date of appointment and period for which employed during the year	Honorarium per month	Total Honorarium paid during the previous year	Total Honorarium proposed to be paid during the current year(the grant year)	Aadhaar Number	Aadhaar seeded bank account Number	IFSC Code	Name and address of the Bank	Remarks
							The information in these columns is <b>NOT</b> to be submitted in hard copy and other means and is only to be filled in e-Anudaan portal.				

**Note:**

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

Sd/

Secretary/General Secretary

NGO NAME

# ANNEXURE- III

## FORM-III

Name of the Scheme- **DDRS**

Project.....

## LIST OF BENEFICIARIES

Name of the Organisation:

i. Name and address of the Project:

ii. Year:

S.No	Name of the beneficiary	Father's/ Mother's/ Guardian's Name	Correspondence Address of beneficiary	Date of Birth	Gender	Type of disability	%age or severity of Disability	Date of entry into institution	No. of completed months/ years with the institution	Aadhaar Number/ UDID Number	Aadhaar seeded Bank account number (either in name of beneficiary or parent or guardian)	IFSC Code and Bank branch (Full address & Tel. No.)	Remarks about Outcome/ Results
1.													
2.													
3.													

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 in 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  
NGO NAME

Secretary

**FORM-IV****Name of the Scheme/Project :** \_\_\_\_\_**Details of Office-bearers/Managing Committee of the Organization**

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

Sl.	Name	Occupation	Address	Tel. No.	Edu. Qualification	Experience	Remarks
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							

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

Sd/

Secretary/General

NGO NAME

Secretary

## BUDGET ESTIMATE/STANDARDISED CALCULATION SHEET FOR NEW PROJECTS AND CONTINUING PROJECTS

Ministry of Social Justice &amp; Empowerment

Department of Empowerment of Persons with Disabilities

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 of Last year (Total)	Grants Allowable per month	No. of Posts/ items/ Beneficiaries (Current year)	Whether rates as per norms	Whether staff qualified or not	Grant proposed/ recommended by N.G.O. /State Govt. (Current year)	To be sanctioned during current year (p.a.)
1								
2								

Total .....

90 Percent .....

1<sup>st</sup> Instalment .....

Unspent Balance .....

2<sup>nd</sup> & Final Instalment.....**Signature of the Authorised Signatory****Name:****Designation:****Address:****Date:****Office Stamp:**

- 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.

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

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

Name, Signature, with Date of the President/Secretary

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

**Note:**At the time of 1st installment unaudited item wise/post wise break up of expenditure statement can be submitted.

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

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

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

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

Place

Date

Signature:

Name of the Secretary/President:

Seal of the Organisation:

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

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

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

## RESOLUTION

No.: .....

Date of the Resolution: .....

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

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



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

## BOND

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

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

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

4. Now the condition of the above written obligation is such that if the obligors duly fulfil and comply with all the conditions mentioned in the letter of sanction, then above written bond or obligation shall be void and of no effect. But otherwise it shall remain in full force and virtue. If a part of the grant is left unspent after the expiry of

the period within which it is required to be spent, the obligors agree to refund the unspent balance along with interest at the rate of 10% (ten percent) per annum unless it is agreed by the sanctioning authority to be carried over to the next financial year. The amount of grant shall be refunded along with interest earned thereon.

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

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

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

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

7. AND THESE PRESENTS ALSO WITNESS THAT

- i. The decision of the Secretary to the Government of India in the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment on the question whether there has been breach or violation of

any of the terms and conditions mentioned in the sanction letter shall be final and binding on the obligors; and

- ii. The Government shall bear the stamp duty payable on these bonds. The cost can be adjusted from the grants

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

(\_\_\_\_\_)

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

Signature of the grantee \*\*\*

(Name of the Obligor Association, as registered)

Full Mailing Address .....

Telephone Number/Mobile No .....

E-mail address (if available) .....

Fax Number .....

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

1.Registration Number of Association

\_\_\_\_\_

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

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

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

\_\_\_\_\_

(i)

(ii)

(Sign)

Accepted for an on behalf of the President of India

**Designation****Date****Name & Address**

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

\*\* Name of the NGO.

\*\*\* Name and Signature of the Office Bearer authorised by a Resolution of the NGO to sign such Bond

## ANNEXURE- X

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

I/We ..... (name of the entity/Society/Organization) would like to receive the grants-in-aid disbursed by the Department of Empowerment of Persons with Disabilities, Ministry of Social Justice & Empowerment directly into the bank account of the society/institution/ organization etc. through electronic mode of transfer. The particular are as under:

Payee Particulars							Bank details						
Name of the Payee in bank account	Address	District	PIN Code	State	Mobile No. (as stated in NGO-Darpan portal)	Email Address (as stated in NGO-Darpan portal)	Name of the Bank	Bank Brach (Full address and Telephone No.)	Bank account No.	Account Type	Mode of Electronic Transfer available	IFSC Code	MICR Code

Account has been verified by me  
(Manager)  
(Bank Branch maintaining the account)  
(Seal)

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

**Form conveying acceptance of the terms and conditions of the sanction**

Ref No.

Date

To

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

Ministry of Social Justice & Empowerment

Department of Empowerment of Persons with Disabilities

(DD.II/V Section)

5<sup>th</sup> Floor, Pt. Deendayal Antodaya Bhawan,

CGO Complex, Lodhi Road,

New Delhi - 110003.

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

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

**Yours sincerely,**

Signature with Date

Name & Designation

Name of the NGO with Rubber Stamp

**Details of Human Resource Personnel along with Qualifications**

<b>S. No.</b>	<b>Name of Posts</b>	<b>Amended proposed qualification and experience</b>
1	Project Director/ Coordinator	Post Graduate in related field from any recognized University with 5 Years experience
2	Medical Doctor (Pediatrician/ Psychiatrist/ ENT Specialist/ Neurologist/ Orthopedic Surgeon/etc.)	MD or PG Diploma in area of Specialization
3	Nurse	Degree or Diploma in nursing
4	Senior Occupational Therapist	Post Graduate in related field with 2 Years experience or Graduate in related field with 5 Years experience
5	Junior Occupational Therapist	Graduate in related field with 2 years experience.
6	O.T. Assistant	Diploma in Occupational Therapy
7	Senior Physiotherapist	Post Graduate in related field with 2 Years experience or Graduate in related field with 5 Years experience
8	Junior Physiotherapist	Graduate in related field with 2 years experience.
9	P.T. Assistant	Diploma in Physiotherapy
10	Orthotist/ Prosthetist	Diploma in Orthotics/Prosthetics with 2 years Experience.
11	Assistant Orthotist/ Prosthetist	Dip/Certificate in Orthotics/Prosthetics
12	Senior Speech Therapist	Post Graduate in related field with 2 Years experience or Graduate in related field with 5 Years experience
13	Junior Speech Therapist	Graduate in related field with 2 years Experience
14	Assistant Speech Therapist	Diploma in Speech Therapy
15	Audiometrician	DHLS with 2 years experience

16	Assistant Audiometrician	DHLS
17	Earmould Technician	Dip/Certificate in relevant field
18	Clinical Psychologist/ Rehabilitation Psychologist	M. Phil in Clinical Psychology/ M. Phil in Rehabilitation Psychology
19	Junior Psychologist	PG in Clinical Psychology Plus 2 years experience
20	Braille Instructor	B.Ed. in Special Education and sound knowledge of Braille
21	Mobility Instructor	Degree/Dip. in Orientation/Mobility
22	Housekeeper (for Half-Way Home for Mentally Ill)/ Care Giver	Class 10 plus certificate course in care giving
23.	Supervisor for Home Based Rehabilitation / Management Programme	Diploma in the relevant field with 3 years experience
24	Principal/ Headmaster of Secondary/ Middle School	M.Ed in relevant special education field with 2 year experience or BEd in Spl. Education with 4 years experience or Diploma in Spl. Education with 6 years experience or BRS Graduates with 5 years experience
25	Special Teacher	BEd in Special Education with 2 years experience or Diploma in Special Education with 3 years experience, Or BRS with one year experience.
26	Trained Graduate Teacher/Head Master of Primary School	B.Ed. in Special Education with no experience or Diploma in Special Education with 1 year experience Or BRS graduates
27	Assistant Teacher	B.Ed. in Special Education with no experience for Graduates or D.Ed. in related field with 1 year experience for Matric and 10+2 with experience of 2 years.
28	Music Teacher	Diploma in related field
29	Dance Teacher	Diploma in related field
30	Craft Teacher	Diploma in related field
31	Drawing Teacher	Diploma in related field
32	Yoga Instructor/ Teacher	Diploma in related field
33	Social Worker	Bachelor in Social Work from recognized university with 2 years experience or MSW or



		DRS or PG diploma Rehabilitation Management.
34	Rural Rehabilitation Workers/ Volunteers	10+2 with 2 years experience in rehabilitation and social work
35	Editor	Degree from recognized University and Diploma in Journalism
36	Foreman	Diploma in related field and experience in supervision and maintenance
37	Vocational Counselor	Graduate from Recognized University and Diploma in Counseling
38	Vocational instructor for any trade	Certificate course in related trade
39	Book Binder	Certificate course in related trade
40	Composer	Certificate course in related trade
41	Proof Reader	Certificate course in related trade
42	Copy Holder	Certificate course in related trade
43	Machine Operator	Certificate course in related trade
44	Map Maker	Certificate course in related trade
45	Treadle man	Diploma course in related trade
46	Packer	Diploma course in related trade
47	Early Intervention Therapist	M.Sc. in Disability Studies with 2 year experience or MRS with 2 years experience.
48	Para Legal Trainer	Law degree
49	Supervisor/ Office Incharge	Graduate from Recognized University BRS or MRS and experience in super vision of rehabilitation project administration matters, accounting, budget etc.
50	Warden	Diploma in related field
51	Office Assistant cum Typist/ Data Entry Operator	Graduate from Recognized University or 10+2 with diploma course.
52	Accountant	B.Com from Recognized University and preferably 2 years experience
53	Store Keeper	Class 10 +2
54	Cook	Experience in cooking

55	Ward Boy	Matric/Higher Sec.
56	Peon/ Ayah/ Helper	Class 8
57	Sweeper	Nil
58	Chowkidar/ Watchman	Nil
59	Placement Officer	Graduate with experience of 2 years
60	Librarian	Degree in Library Science
61	Assistant Librarian	Diploma in Library Science
62	Driver-cum-Attendant	Class 10, with valid Driving License
63	Doctors (various specialities) (per visit)	MD or PG Diploma in area of Specialization
64	Therapists/ Braille/ Sign Language Instructors (per visit)	Graduate from Recognized University with adequate knowledge of the specific work area
65	Rural Rehabilitation Volunteers (Per month)	10+2
66	Guest Faculty (per hour)	As per requirement for teaching/training
67	Assistant Professor	Ph. D in relevant field
68	Lecturer	Ph. D/M.Phil in relevant field
69	Rehabilitation Psychologist	M. Phil in Rehabilitation Psychology
70	Assistant Cook	Experience in relevant field

## 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.

- d. 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 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

**Details of Honorarium of Human Resource Personnel**

Sl.No.	Posts	Honoraria (in Rs.)	Revised Honorarium with multiplication factor of 2.5	Qualification
<b>Technical Staff</b>				
1	Project Director/Coordinator	11500	28750	Post Graduate in related field from any recognized University with 7 Years experience
2	Medical Doctor (Pediatrician/ Psychiatrist/ Specialist/ Neurologist/ Orthopedic Surgeon/etc.)	8200	20500	MD or PG Diploma in area of Specialization
3	Nurse	3800	9500	Degree or Diploma in nursing
4	Senior Occupational Therapist	8200	20500	Post Graduate in related field with 5 Years experience
5	Junior Occupational Therapist	5800	14500	PG in related field with 2 years experience or Graduate in related field with 5 years experience.
6	O.T. Assistant	3800	9500	Diploma in Occupational Therapy
7	Senior Physiotherapist	8200	20500	Post Graduate in related field with 5 years experience
8	Junior Physiotherapist	5800	14500	P G in related field with 2 years experience or Graduate in related field with 5 years experience
9	P.T. Assistant	3800	9500	Diploma in Physiotherapy
10	Orthotist/Prosthetist	5800	14500	Diploma in Orthotics/Prosthetics

				with 3 years Experience.
11	Assistant Orthotist/Prosthetist	3800	9500	Dip/Certificate in Orthotics/Prosthetics
12	Senior Speech Therapist	8200	20500	Post Graduate in related field with 2 years experience
13	Junior Speech Therapist	5800	14500	Graduate in related field with 5 years Experience
14	Assistant Speech Therapist	3800	9500	Diploma in Speech Therapy
15	Audiometrician	5800	14500	DHLS with 2 years experience
16	Assistant Audiometrician	3800	9500	DHLS
17	Earmould Technician	3300	8250	Dip/Certificate in relevant area
18	Clinical Psychologist	8200	20500	M. Phil in Clinical Psychology or Ph.D. in Clinical Psychology
19	Junior Psychologist	5800	14500	PG in Clinical Psychology Plus 2 years experience
20	Braille Instructor	5800	14500	Graduate from Recognized University and sound knowledge of Braille
21	Mobility Instructor	5800	14500	Degree/Dip. in Orientation/Mobility
22	Housekeeper (for Half-Way Home for Mentally Ill)	3000	7500	Class 10
Sl.No.	Posts	Honoraria (in Rs.)		Qualification
23	Supervisor for Home Based Rehabilitation / Management Programme	6900	17250	Graduate plus Diploma in the relevant field with 3 years experience [preferably BRS]
24	Principal/Headmaster of Secondary/ Middle School	8200	20500	Post Graduate or Graduate plus BEd (General); BEd in Spl. Education with 4 years experience or Diploma in Spl. Education with 6

				years experience or BRS Graduates with 5 years experience
25	Special Teacher	6900	17250	Graduate plus BEd or Graduate (General); BEd in Special Education with 2 years experience or Diploma in Special Education with 3 years experience, Or BRS with one year experience.
26	Trained Graduate Teacher/Head Master of Primary School	5800	14500	Graduate or Graduate with BEd General); B.Ed. in Special Education with no experience or Diploma in Special Education with 1 year experience Or BRS graduates
27	Assistant Teacher	3800	9500	Graduate or Matric or 10+2 (General); Dip in Special Education with no experience for Graduates or Dip in Spl Education with 1 year experience for Matric and 10+2
28	Music Teacher	3800	9500	Diploma in related field
29	Dance Teacher	3800	9500	Diploma in related field
30	Craft Teacher	3800	9500	Diploma in related field
31	Drawing Teacher	3800	9500	Diploma in related field
32	Yoga Instructor/Teacher	3800	9500	Diploma in related field
33	Social Worker	5800	14500	PG in Social Work from recognized university with 2 years experience

34	Rural Rehabilitation Workers/ Volunteers	3800	9500	Graduate with 2 years experience in rehabilitation and social work
35	Editor	5800	14500	Degree from recognized University and Diploma in Journalism
36	Foreman	5800	14500	Graduate from Recognized University, Diploma in related field and experience in supervision and maintenance
37	Vocational Counselor	5800	14500	Graduate from Recognized University and Diploma in Counseling
38	Vocational instructor for any trade	3800	9500	Matric or Equivalent and certificate course in related trade
39	Book Binder	3800	9500	Matric or Equivalent and Diploma course in related trade
40	Composer	3800	9500	Matric or Equivalent and Diploma course in related trade
41	Proof Reader	3800	9500	Matric or Equivalent and Diploma course in related trade
42	Copy Holder	3800	9500	Matric or Equivalent and Diploma course in related trade
43	Machine Operator	3800	9500	Matric or Equivalent and Diploma course in related trade
44	Map Maker	3800	9500	Matric or Equivalent and Diploma course in related trade
45	Treadle man	3000	7500	Matric or Equivalent and Diploma course in related trade
46	Packer	2700	6750	Matric or Equivalent and Diploma course in related trade
47	Early Intervention Therapist	6900	17250	Graduate plus Post Graduate Diploma in Early Intervention

48	Para Legal Trainer	8200	20500	Law degree
<b>Non-Technical Staff</b>				
49	Supervisor/Office Incharge	5200	13000	Graduate from Recognized University BRS or MRS and/or Graduate from Recognized University plus experience in super vision of rehabilitation project administration matters, accounting, budget etc.
50	Warden	5200	13000	Degree from recognized University
51	Office Assistant cum Typist/ Data Entry Operator	3500	8750	Graduate from Recognized University
52	Accountant	3500	8750	B.Com from Recognized University and preferably 2 years experience
53	Store Keeper	2700	6750	Class 10
54	Cook	2500	6250	Experience in cooking
55	Ward Boy	2500	6250	Matric/Higher Sec.
56	Peon/Ayah/Helper	2500	6250	Class 8
57	Sweeper	2500	6250	Nil
58	Chowkidar/Watchman	2500	6250	Nil
59	Placement Officer	6200	15500	Graduate with experience of 2 years
60	Librarian	5200	13000	Graduate from Recognized University and degree in Library Science with 2 years experience
61	Assistant Librarian	3500	8750	Graduate from Recognized University and diploma in Library Science
62	Driver-cum-Attendant	3700	9250	Class 10, with valid Driving License
<b>Part-time staff</b>				
63	Doctors (various specialities)(per visit)	340	850	MD or PG Diploma in area of Specialization



64	Therapists/Braille/Sign Language Instructors (per visit)	340	850	Graduate from Recognized University with adequate knowledge of the specific work area
65	Rural Rehabilitation Volunteers (Per month)	1100	2750	Graduate with 2 years experience in rehabilitation and social work
66	Guest Faculty (per hour)	400	1000	As per requirement for teaching/training

**\* if school is not recognized by CBSE/NIOS/State Education Board**

**\*\* Honorarium for teaching staff/non-teaching staff is applicable only if school is recognized by CBSE/NIOS/State Education Board (Special School for Persons with intellectual Disabilities (as per The National Trust Act) is exempted)**

**Cost Ceilings For Recurring Items Other Than Honoraria**

S.No.	Item	Unit	Parameters	Ceiling rates (in Rs.)/Norms
1.	Rent (under model projects II(A,B & C), IV and V	Per month	A Class City	50000
			B Class City	35000
			C Class City	25000
2.	Rent (under model projects III, I(A and B) and VI	Per month	A Class City	35000
			B Class City	27500
			C Class City	17500
3.	Rent (under model project VII)	Per month	A Class City	37500
			B Class City	25000
			C Class City	18750
4.	Rent (under model projects VIII)	Per month	A Class City	17500
			B Class City	13750
			C Class City	8750
5.	Building Maintenance	Per annum	i. 2% of cost of building ii. Previous year's expenditure iii. Rs.70000	Lowest of options i, ii & iii.
6.	Transport Allowance	Per month	A Class City	1000

		per beneficiary	B Class City	875
			C Class City	625
7.	Contingencies (under model projects IV, V, II(A,B & C), VI	Per month per beneficiary	-	4000
8.	Contingencies (under model projects III, I(A&B), and IX)	Per month per beneficiary	-	1750
9.	Contingencies (under model project VIII)	Per month	-	5000
10.	Contingencies (under model project XVII)	Per month	-	3500
11.	Contingencies (under model project XII)	Per annum	-	35000
12.	Administrative Expenses including Rent (under model project XI)	Per annum	-	120000
13.	Stipend/Hostel Maintenance	Per month per beneficiary	Residents	2125
			Non-Residents	500
14.	Raw material *	Per annum per trade	Project size of 15-20 beneficiaries	25000 to 175000
15.	Legal aid (court expenses including lawyer's fees)	Per case	-	22500

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

**Cost ceilings for Non-Recurring items**

S.No.	Item	Ceiling rates (in Rs.)
1.	Seminar/Workshop/Rural camp (Model Project XIII)	250000
2.A	Computer Hardware & Accessories (in model projects, excluding separate project XV Grant for Computer) # (1 set)	50000 *
2B	Specialised Software	60000 (subject to actual cost **)
3.	Colour TV (1 TV)	10000
4.	VCR /VCD/DVD player (1 player)	5000
5.	Books (once in 2 years)	15000
6.	Teaching and Training Material and Equipment (for 50 beneficiaries)	60000
7.	Trade Specific Equipment for Vocational Training and Rehabilitation (for upto 3 trades) (for 150 beneficiaries)	200000
8.	Sports Equipment/Adapted Sports Equipment/Toys and Play Equipment (for 50 beneficiaries)	10000
9.	Medicine & Lab Charges ( Model Project VII)	25000
10.	Furniture in residential projects per beneficiary once in 3 years (including bedding/mattresses)	2000

11.	Furniture in special schools (for 15 beneficiaries once in 3 years)	14000
12.	Kitchen Equipment/Utensils in residential projects (for 100 beneficiaries once in 3 years)	20000

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

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

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

**Half-Yearly Physical Progress Report**

Name of the Scheme: Deendayal Disabled Rehabilitation Scheme

Type of Model Project: Community Based Rehabilitation

Half-Year to which the Report pertains: April-Sept/Oct-March 20\_\_

Name/Address of Grantee NGO:

Project details:

**Part I: Physical & Financial Progress**

Sl. No.	Component of the Scheme for which central assistance / grant received	Unit of Physical Progress	Physical Progress								
			Physical Progress during the Financial Year								
			In prev. Year of financial (where applicable)			Half- the year During the Half- Year report			Cumulative Progress (4+5)		
			Mal e	Femal e	Tota l	Mal e	Femal e	Tota l	Mal e	Femal e	Tota l
(1)	(2)	(3)	(4)			(5)			(6)		
1.	Medical assessment / therapy	No. of beneficiaries									
2.	Vocational Training / Education	No. of beneficiaries									
3.	Sensitization	i. No. of camps									
		i. No. of sessions									
		i. No. of persons									

		with disabil ities couns elled									
	Total										

**Note:**

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

**Part-II: Details of Blocks / Panchayats / Villages covered (mentioning the district in which they belong)**

**Part-III: Details of Notable Events / Achievements / problems, if any during the Half-Year under report**

**(Signature of Authorised Signatory)**

**Designation:**

**Dated:**

**Name:**

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

**List of Disabilities as per Rights of Persons with Disabilities Act, 2016**

## 1. Physical disability—

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

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

- i. loss of sensation in hands or feet as well as loss of sensation and paresis in the eye and eye-lid but with no manifest deformity;
- ii. manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
- iii. extreme physical deformity as well as advanced age which prevents him/her from undertaking any gainful occupation, and the expression "leprosy cured" shall construed accordingly;

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

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

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

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



B. Visual impairment—

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

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

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

- i. visual acuity not exceeding 6/18 or less than 20/60 upto 3/60 or
- ii. limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.

C. Hearing impairment—

(a) "deaf" means persons having 70 DB hearing loss in speech frequencies in both ears;

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

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

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

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

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

### 3. Mental behaviour,—

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

### 4. Disability caused due to—

#### (a) chronic neurological conditions, such as—

- i. "multiple sclerosis" means an inflammatory, nervous system disease in which the myelin sheaths around the axons of nerve cells of the brain and spinal cord are damaged, leading to demyelination and affecting the ability of nerve cells in the brain and spinal cord to communicate with each other;
- ii. "parkinson's disease" means a progressive disease of the nervous system marked by tremor, muscular rigidity, and slow, imprecise movement, chiefly affecting middle-aged and elderly people associated with degeneration of the basal ganglia of the brain and a deficiency of the neurotransmitter dopamine.

#### (b) Blood disorder—

- i. "haemophilia" means an inheritable disease, usually affecting only male but transmitted by women to their male children, characterised by loss or impairment of the normal clotting ability of blood so that a minor wound may result in fatal bleeding;
- ii. "thalassemia" means a group of inherited disorders characterised by reduced or absent amounts of haemoglobin.
- iii. "sickle cell disease" means a hemolytic disorder characterised by chronic anemia, painful events, and various complications due to associated tissue and organ damage; "hemolytic" refers to the destruction of the cell membrane of red blood cells resulting in the release of hemoglobin.

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

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

**List of border districts of the country (Referred to in para 3.5.1)**

S. No.	State	District
1	Bihar	Pashim Champaran
		Purba Champaran
		Sitamarhi
		Madhubani
		Supaul
		Araria
		Kishanganj
2	Gujarat	Banas Kantha
3	Punjab	Pathankot
		Gurdaspur
		Amritsar
		Tarn Taran
		Firozpur
		Fazilka
4	Rajasthan	Ganganagar
		Bikaner
		Jaisalmer
		Barmer
5	Uttar Pradesh	Pilibhit
		Lakhimpur
		Bahraich
		Shravasti
		Balrampur
		Sidharth Nagar
		Maharajganj
6	West Bengal	Darjeeling
		Jalpaiguri
		Cooch Behar
		Uttar Dinajpur
		Dakshin Dinajpur
		Malda
		Murshidabad
		Nadia
		North 24 Parganas

